Guide to searching Images

There are several ways of searching the databases:

Basics

The SEARCH button is used to start search.

Click the RESET button to clear the search screen to enter the criteria for a new search.

The HELP button on the Search Screen provides detailed information about searching the database.

Broad searches

The BROAD SEARCH box allows a search of all indexed fields in the database.

1. Type a term or names in the BROAD SEARCH box, e.g. Bushrangers, John Batman or Flinders Lane
2. Use the SEARCH button to start the search.

Advanced searching

Search provides options for narrowing or refining searches.

Use the Boolean operators & for AND, / for OR, ! for NOT to combine words within a field.

For example:

- trams / buses - will locate records containing references to trams or buses
- trams & Fitzroy - will locate records containing references to trams in Fitzroy
- trams ! Fitzroy - will locate records containing references to trams **but not** trams in Fitzroy

Specific searches.

SUBJECTS or ITEM CREATOR field can be searched by typing a term in the field box or selecting a term using the BROWSE LIST on the right of the field box.

Browse list

BROWSE LIST allows the viewing of indexed terms in the database. (Note: not all web browsers support BROWSE LISTS)

The BROWSE LIST button opens the WORD BROWSE LIST.

As several fields are included in the BROWSE LIST box it may be necessary to select the required field from the Field list box in the bottom right hand corner of the BROWSE LIST box.

To locate a term in the BROWSE LIST box type the beginning of a term in the Find box and use the Go To button.

Select the required term and use the 'Paste' button to insert the term in the field box on the Search Screen.

More than one term may be selected in a search.

However searching in these field boxes may help narrow the search.

Searching indexing terms for manuscripts can be made using the Subjects field in the SUBJECTS box.

Other Boolean search options

The Boolean buttons on the left of the field boxes can be used to combine fields in a search.

Selecting a term from ITEM TYPE box can narrow a search

For example: Type Trams in the BROAD SEARCH box and select Photograph from the ITEM TYPE box to locate records of photographs of Trams.

Wild card or truncation searching

Terms can be truncated to search for variations of spelling or for plurals.

To find all words that start with part of a term use *

For example societ* will find words Society and Societies.

Viewing records

A report form provides the title and item type of records located in a search. Click on the hyperlinked title for further information about the record. 'Next' and 'Previous' record buttons allow moving to display forms for other items. Use the 'Return to Search Screen' link when ready to undertake another search.