

Quickstart guide to using the online archives catalogue



By default, the search screen is set up to search for particular items across the entire Archives Service.

When you search for something, the first screen you get back will be the results overview screen. When you click on one of the results, you will then see a record screen, which shows you more information about that particular item. Your search term will be highlighted.

To search for a person's name

Type the name into the **AnyText** box and click **Search**. The search will look for exact matches only: for example, if you enter William Purdue Smith it will not find William Smith.

To search for a particular place

For places *other* than the town of March, type the placename into the **AnyText** box and click **Search**.

If you are searching for records relating to the town of March, go to the **PlaceKey** box, select the option "March, CAMBS," and click **Search**. You do not need to type anything into the AnyText box. By doing this, the database understands that you are searching for March the place, rather than March the month.

To search for a date

In the **Date** box type either a specific year (eg 1873), or a span of years (eg 1835-1890), or a century (eg 17th century) or a period within a century (eg early 13th century, late 18th century).

To search for digital images

In the **DocumentFormat** box select the option "Image." **Please note that the images on this website are available for private study only.** Reproduction, publication or commercial use of any image may only be made with the express, prior, written permission of Cambridgeshire Archives and Local Studies Service.

To search within a specific Record Office

In the **Repository** box select either "CRO Cambridge" or "CRO Huntingdon."

Printing from the results screen

If you just click on 'print', only the first page of results will be printed out. To print out multiple pages, select all the text on the page. Click on print and then in the print dialogue box choose 'Selection' then 'Print'. You will need to repeat this for procedure for each page of results.

Advanced guide to using the online archives catalogue



Browsing

The **Browse catalogue** function allows you to enter a catalogue at the very top level and then work your way down, so that you can see how the archive is structured, and how each item is related to each other.

Worked example

As an example, we will use CRO Cambridge's collection 23.

- Click on **Start your search** in the left hand menu and then **Browse catalogue**. You will see all our catalogues arranged alphabetically by title. Scroll down to find "Cambridge Antiquarian Society", or click **Ctrl** and **F** to search for it directly.
- Click on the adjacent number **K23** to open up the Collection level record. You will see that this collection comprises two series, K23/1 and K23/2. Do not worry about the K in front of the number - the K simply helps the database sort itself out.
- If you now click on **K23/1**, the Series level record for that series opens, showing us that this series is comprised of glass lantern slides. Moreover, you can see that the series is made up of three sub-series: K23/1/1, K23/1/2, and K23/1/3.
- We can burrow our way further down the catalogue, if we like. If we click on **K23/1/1** (slides of Cambridgeshire parishes) and then **K23/1/1/1** (slides of Great Abington) we eventually reach all the items in that folder.

Please note that the Browse catalogue function only appears in the left hand menu after you have already done a search.

Dates

Our online catalogue allows you to limit your search by date. You can specify:

- a single date, such as 1645
- a range of dates, such as 1939-1945
- a century, such as 17th century
- approximate dates, such as c.1835.

This table gives examples of how the dates can be searched.

Search term entered in date field	CALM will find the following dates and date ranges which include the date(s)
25 March (or Mar) 1878	25 March 1878, including date ranges which cover this date
1577	Any date in the year 1577, including date ranges which cover this date
1566-1576	Any date within any of the years 1566 to 1576 inclusive
May-Dec 1756	Any date between 1 May and 31 December 1756
1- 2 May 1800	1 and 2 May 1800 only
1 Mar-10 Sept 1798	Any day between 1 March and 10 September 1798
23 May 1700-Jun 1701	Dates between 23 May 1700 and (any day in) June 1701
4 Apr 1935-1936	Dates between 4 April 1935 and (any date in) 1936
1920s	Dates within a given decade, e.g.1920 to 1929
17th century	The range of years 1600–1699
Early 16th century	1500-1539
Mid 16th century	1530-1569, i.e. overlapping the 'early' and 'late' ranges
Late 16th century	1560-1599
c or circa or about 1911	A range of 10 years either side of 1911 (ie. 1901-1921)

Images

More than 3,000 images are now available on our database.

To search for digital images, go to the **DocumentFormat** box and select the option "Image."

Images available through the online catalogue are in JPEG format, and are usually 300 pixels in width. The height varies, depending on the shape of the original document.

Cambridgeshire Archives Service has thousands more digital images of documents in its holdings. We have a gradual programme of associating these images with their CALM catalogue record entries, so please return to this site in the future to see what further images have been added.

Ordering copies of images

High quality digital copies and/or hard copy prints of images are sometimes available. Please contact the FSB Scanning Bureau for more details, including availability and prices.

Please note that the images on this website are available for private study only. Reproduction, publication or commercial use of any image may only be made with the express, prior, written permission of Cambridgeshire Archives and Local Studies Service.

Options

Wildcard Searches

It is possible to enter a partial search term followed by an *, for example child*. This will find the word child, and also any words which start with child-, for example child's, children, etc. The * is known as a wildcard, and can be used before or after a search term, or both. Used before a search term, for example *men, will enable CALM to find women, men, policemen, policewomen, etc.

Widening, narrowing and excluding

Once CALM has found the hit list of record or records which match your search, to reduce the number of hits and make the list more precise, or increase the number of hits, click on **Search** in the list of options on the left of the screen, enter a new term in one or more of the fields in the search screen, and click on the **Widen**, **Narrow**, or **Exclude** buttons below the fields.

Search

Creates a new hit list containing records that match those specified by the dialogue, for example all records containing the term parish.

Widen

Extends an existing hit list to also include those records that match those specified by the dialogue, finding records in the database which contain the new term and adding them to the original hit list.

For example, finding all records containing either the term parish, or the term school, or both.

Narrow

Contracts an existing hit list so that it only contains records that match those specified by the dialogue, dropping any records that do not include the new search term from your original hit list. This process will not add any new records to the hit list.

For example, finding all records containing both the terms parish and school.

Exclude

Drops records from the hit list that match those specified by the dialogue, removing records which include a new search term.

For example, finding all records containing the term parish but not the term school.

Search options

Other facilities which alter the way in which CALM searches are available in the Options section below the search fields. The options in this section are activated by pointing the cursor at the appropriate circle and clicking the left mouse button. The circle is now black.

The options are as follows:

Combine fields

If search terms are entered in more than one field, you may choose to find records containing either one term in one field or the other term in another field by clicking on the circle marked 'or'. Alternatively, clicking on the circle marked 'and' enables you to find records containing both one term in one field and the other term in another field.

For example, finding records which contain the term parish in the title field and 19th century in the date field, or records which contain the term parish in the title field or 19th century in the date field.

Combine words in fields

If more than one term is entered in a field, you may choose to find records containing one term or another by clicking on the circle marked 'or', or one term and another by clicking on the circle marked 'and'. 'Phrase' enables you to find records containing multiple search terms in a field in a given order.

For example finding records with Ely or parish in the title field, Ely and parish in the title field, or, using the phrase Ely Town Council, finding records containing those words in that order, and not records containing just the term Ely, Town or Council.

How can I see recent additions to the database for a particular subject?

CALM displays catalogue records in the order in which they were added to the database, with the first collection at the start of the hit list, and most recent addition at the end of the hit list.

To find all collections added to the catalogue for a particular place, subject, person or organisation since the last time this search was performed, enter the search criteria in the search box as usual, choose "Collection" in the Record Type field, and click on the SEARCH button. When the hit list has appeared on screen, click on End (in blue font at the top of the screen). A hit list of the last 10 collections catalogued which meet the original search criteria will be displayed on screen. Click on Prev (in blue font at the top of the screen) to see the penultimate 10 collections, repeat to see the previous 10 collections, and so on.

How can I sort my hit list into date order?

- Click on Sort fields
- Click on the down arrow next to the sort by box, and choose date from the list of fields
- Click in the 2 boxes on the right hand side of the screen labelled 'ignore blanks' and 'text as numbers'
- The results of the next search will appear in date order.

Hit lists can be sorted into order by any fields in the list.

People

Type the name or phrase in the **AnyText** box and click **Search**.

Any word, words or phrase entered in this box will find all instances of

that word, words or phrase because it is searching in all fields that contain textual information.

Note that this can produce a very large hit list. If that is the case, start your search again. Enter the same word, words or phrase in the AnyText box and then limit the search by also entering details in one of the other boxes.

Points to note

- The search is not case sensitive (ie. if you enter oliver cromwell it will also find Oliver Cromwell).
- The search will look for exact matches only (ie. if you enter William Purdue Smith it will not find William Smith).

The results of a search are displayed in a list of hits, known as a **hit list**, with the total number of hits shown at the top. You can then look at further details of a particular hit by clicking on the number to the left of the ReferenceNo.

Places

For places other than the town of March, simply type the placename into the **AnyText** box.

Searching for March?

Cambridgeshire is unique in the UK in that it has a town which shares the name of a month.

This makes it tricky to search for historical documents relating to the town of March, because a simple search for "March" will find all the entries for the month, too.

If you are searching for the town of March please select the option "March, CAMBS" in the PlaceKey field in the Search screen.

Synonym searches

At present the online catalogue searches only for *exact* matches to what you have typed into the AnyText box. It is therefore worthwhile trying out variant spellings, such as "Cherryhinton" as well as "Cherry Hinton." We plan to set up common synonyms shortly. This means that a search for "Cherry Hinton" will also find results for "Cherryhinton."