

Searching the Capturing the Past archives – a beginner's guide

Welcome to the Capturing the Past website. This document is for anyone new to the site who would like some help to effectively search for items in our archives.

There are 3 main ways of searching the site:

Use the **SEARCH OUR ARCHIVE** option on the homepage

- This free-format search box allows you to enter any search item, but please use only one term at a time.
- This doesn't work like a Google search. For example, to search for a 'Map of Malham':
 - Enter **Map** into the search box (giving 128 results), then
 - Filter by place, choosing **Malham** (giving the 4 maps of Malham in the archives)

View the catalogue

- 'View the catalogue' is the best search to use if you want to discover the contents of one particular archive or collection.
- Click on the 'View the catalogue' link at the top of the homepage and you will be presented with an alphabetic list of all the archives on the site.
- Click on one particular archive and it will be displayed on screen with a brief description and a list of contents underneath.
- The contents can be further explored by clicking on individual links to move 'forward' and using the 'back' button on your browser to go back.

Search the archive

- 'Search the archive' is the best search to use if you want to locate an item, but don't know the archive in which it's been stored.
- 'Search the archive' is available down the right-hand side of this page and the 'view the catalogue' page.
- There are 5 search options:
 - **Advanced** – where you can enter any search criteria
 - **By subject** – where a list of subjects appears for you to choose from
 - **By place** – where a list of places appears for you to choose from
 - **By format** – where a list of formats e.g. document, audio file, map or will appears for you to choose
 - **By date** – a more complex search is possible here, where you can specify single or groups of years, decades etc.