



Digital Archives

Searching the online database and viewing the files

The Online Archive consists of all the data from within the Gresham Magazines, which have been electronically read and entered into an online database. This provides a fully searchable database function which allows the user to locate and view specific articles or range of articles.

The Search facility within the Archives, provides the user with the option of entering a specific search query or using the in built functions provided.

To place a search on the system, enter the archive.

Year	Volume	Category	Sub-category	Text Search
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Run Search"/>	<input type="button" value="Show All"/>	<input type="button" value="Clear"/>		

Once opened each archive provides 5 options for searching:

- Year Provides an in-built Year search function
- Volume Use when a specific volume is known or required.
- Category Provides a in-built Category search function
- Sub Category Provides a in-built Sub Category search function
- Text Search Provides the ability to enter specific search criteria's



Any combination of these options can be used to assist in locating the required entry.

To run a search

1. Enter the required criteria (ie Harris) in the 'Text Search' Field
2. Select 'Run Search' Button
3. Results are shown in lower section of the screen (116 results currently)
4. Redefine the search by adding initials (ie E) at the beginning of the 'Text Search' field (ie E Harris)
5. Select 'Run Search' Button
6. Results refreshed in lower section of the screen (1 result currently)
7. Select an in-built search option in 'Category' by selecting the arrow next to the 'Category' field, this will display a dropdown box which contains the options available (ie select 'Sport')
8. Select 'Run Search' Button
9. Results refreshed in lower section of the screen (197 results currently)
10. From here highlight the required line of entry and select the 'Text' button to view the Text File, or the 'View Pdf' button to open the pdf.
11. The search criteria from the 'Text Search' Field will be highlighted Blue in the Text View.
12. The pdf will open automatically to the correct page where the article that contains the search criteria is located within the Journal.