Finding What You Want in The Helmsley Archive

Pictures are organised into Albums – each of which has a theme; you may be happy to select a particular Album, and then browse through the thumbnails to find what you're looking for.

However, if you are looking for a particular image, you may be uncertain where to find what you want (e.g. pictures of football may appear in the Album "Sport" or within the Albums of various Schools… In this case you can enter a word into the Search box (such as football) and click Search (or press Return) to retrieve the thumbnails.

If you search for the word - dale - you will get many hits – including those for Dale, Teasdale, Beckdale, Bilsdale etc. (Note that searching is *not* case-sensitive). To restrict the results to **just** the word Dale, enter " dale" into the Search box (surrounding the term with double quotes ensures that just that term is retrieved; the space before ensures that Beckdale etc are excluded).

To retrieve just pictures for one individual, try including the wildcard *
Your search may be of the form "j* smith" – which will then find J Smith, J. Smith, John Smith, Johnny Smith, James Smith etc.

If you end up with dozens of thumbnails, it can be difficult to spot the name for which you are searching; you can then use the Windows search capability – hold down Control, and press and release F - you will get a dialogue box into which you can again enter your search term (eg Smith). Pressing Enter will highlight every occurrence of Smith on that screen.

Searches including dates are more difficult; however, if you ensure that the checkbox for Date is ticked, you can search for 191* and retrieve just those images from 1910 to 1919.

The default for searching multiple words is "AND" – ie *both* words need to appear for a picture to be retrieved. If you search for   steam roller   you will get no pictures; if you set "Match any words (OR)", those pictures which have either steam OR roller will be retrieved.