



Welcome to the Bolton School Search Function.

The Digital Archive may contain numerous individual archives ranging from Journals and Magazines to Documents and Photographs.

Each section contains historical documents and photographs, along with Publications including 'The Boltonian', 'The Spirit', 'The Bugle', 'Girls', 'The Voice' and 'Newsletter' Magazines.

It is a valuable resource, providing fascinating information about pupils, staff and school life.

Each magazine has been digitally reproduced and articles extracted to provide a comprehensive search facility that enables the user to locate items of interest contained within a specific magazine or across the whole archive.

The results are returned in a tabular format with the ability to select a title and view the article as a pdf.

Alternatively, the user may view the magazines as a whole pdf, and scroll through using the page navigation option.

It is recommended that the system is viewed in Internet Explorer 9 or above, or the equivalent.

The user will require a pdf viewer to open the pdf files. These viewers may be obtained free of charge directly from www.adobe.com.

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Searching

The 'Search All' facility allows a search to be placed across the whole system using keyword text entry.

Search

Q

Exact Phrase

All Words

Any Word













The entry options are:

<input style="width: 95%; border: none;" type="text" value="Search"/>	Enter the required search criteria text.
<input checked="" type="checkbox"/> Exact Phrase	Searches the archive for the 'Exact Phrase' as entered in the search criteria. IE 'Anne Frank' will search for 'Anne Frank'
<input type="checkbox"/> All Words	Searches the archive for 'All Words' entered in the search criteria. IE 'Anne Frank' will search for the words 'Anne' and 'Frank' where both words are located within the title or extracted text.
<input type="checkbox"/> Any Word	Searches the archive for 'Any Word' entered in the search criteria. IE 'Anne Frank' will search for all words 'Anne' and 'Frank' where any of the words are located within the title or extracted text.
Q	Select this to start the search.

The 'Exact Phase' option is pre-set as 'Default'.

Once a search has been placed, the results are displayed in a 'Tabular' format.

Search

Anne Frank			Q
<input checked="" type="checkbox"/> Exact Phrase	<input type="checkbox"/> All Words	<input type="checkbox"/> Any Word	
Girls Magazine	Anne Frank	1988	  
Spirit	Religious Studies Department	2014	  
Spirit	Amsterdam	2014	  
The Bugle	Alumni Authors	2017	  

Page: 1 of 1 Display results per page: 10 << < > >> Displaying files 1 to 4 of total: 4

This screen will show in the 'First Column' from which section of the archive the search criteria was found.

In this example, 'Anne Frank' was found in 'Girls Magazine', 'Spirit' & 'The Bugle' Magazine section of the archives.

Items that are located in 'Image' archives i.e. 'Photographs' also display a thumbnail image in the results panel.

By selecting one of the icons on the right side of the results panel, the user may open either the 'Photograph' the 'Text' file or the pdf file.



Opens the relevant Photograph from the archives.



Opens the relevant Journal or Document from the archives.



Opens the relevant article pages from the Journal or document only



Select this symbol to open the Text file for the article/document/photograph directly from the search screen.

The results panel can be navigated by use of the arrows at the bottom of the results section.

Page: 1 of 1

Display results per page:

10



Displaying files 1 to 4 of total: 4

Page No off Results to display Navigation Arrows Displaying Record Numbers

To place a new search, simply enter the new 'Text' criteria into the 'Search' text field, and select the 'Search' button.

Examples of Search Entry Options

Exact Phrase

When placing a search using the 'Exact Phrase' option, the system searches for all instances of the actual combination of the criteria entered. For example, 'Anne Frank' in the criteria will look for all instances where 'Anne Frank' is located in sequence.

It has been another successful year for the Religious Studies department with an exciting array of trips put on for the students. Amsterdam
Our visit to Amsterdam was a definite highlight of the year. We had a fantastic time exploring the city, visiting the **Anne Frank** House, enjoying a canal trip, the Portuguese Synagogue, Rijksmuseum and a visit to a traditional Dutch village with windmills and crafts. The girls showed an incredible determination to shop, shop, shop, along with an uncanny ability to sniff out a sushi bar wherever we went.

All Words

When placing a search using the 'All Words' option, the system searches for all instances of the words themselves that are used in the criteria entered. For example, 'Anne Frank' in the criteria will look for all instances where 'Anne' and 'Frank' are located in the same article.

Allen.—On February 27th, a,t 7, Abingdon Road, Tonge Moor, to Mr. and Mrs. W. J. Allen (Edith Ashworth), a daughter.
Baxendale.—On October 1st, at Halliwell Road, Bolton, to Dr. and Mrs. A. Baxendale (Evelyn Guthrie), a daughter.
Entwisle.—On October 15th, at Elsinore, Albert Road, Heaton, the wife (Mildred Kevan) of Captain T. Entwisle, of a daughter. Glaser.—On February 25th, at 27, Corringham Gardens, Golder's Green, to Mr. and Mrs. Herbert Glaser (Gertrude L. Marshall), a daughter (Doris **Anne**).
Blackburn.—On September 28th, at Beech Mount, Radcliffe Road, Bolton, to Mr. and Mrs. J. W. Blackburn (Alice Seddon), a daughter.
Horton.—On January 14th, at Fairfield, Heaton, to Mr. and Mrs. W. Stanley Horton (Dorothy Kevan), a daughter.
Lee.—On October 24th, at West Kirby, to Mr. and Mrs. Christopher Lee (Honor Wolstenholme), a son.
Marsh.—On November 24th, at Tiflis, Russia, the wife (Ursula Haslani) of Major **Frank** Marsh, 9th Gurkha Rifles, of a daughter.

Any Word

When placing a search using the 'Any Word' option, the system searches for all instances of the words themselves that are used in the criteria entered. For example, 'Anne Frank' in the criteria will look for all instances where 'Anne' or 'Frank' is located in the article.

DEATH.
Sturges.—On March 11th, at 622, Chode-y Old Road, Gertrude,
younger daughter of H. S. and **Anne** Sturges.

In the case of these examples, the number of results goes from just 4 to over 2900.

Advanced Search

The 'Advanced Search' facility allows for searches to be placed on a specific archive or across multiple archives, using additional search criteria options, these options are specific to different areas of the archive.

Not all archives contain all the options available and experimenting with the options may help to understand how different results can be achieved.

For the purpose of this help file, only a guide to how the system works is provided not necessarily all the options available.

To place a search using 'Advanced Search' select the option on the top tool bar.

Advanced Search

Select Archives:

Search All Search All x

Bodytext Contains Search

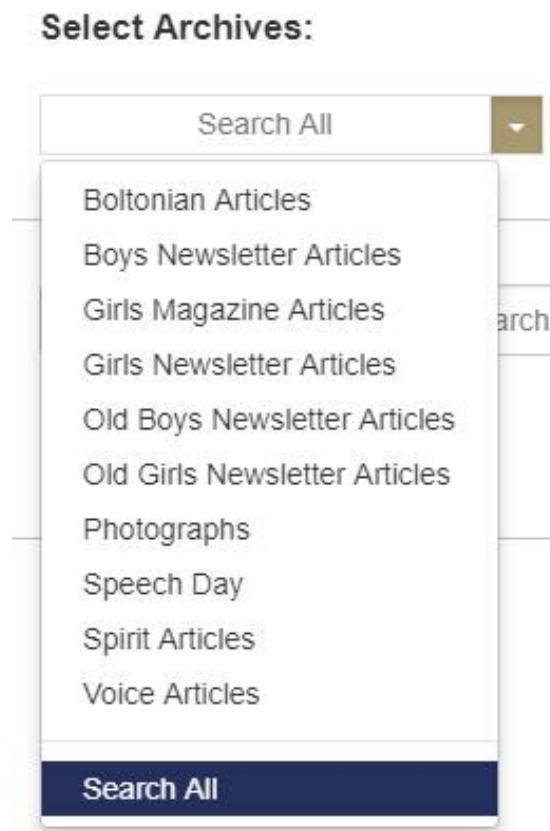
+ Add

Search

The screen will display the default option.

Select Archives:

From the 'Select Archives' option, select the arrow beside the 'Search All' field, select the archive to be included in the search criteria.



For this example select 'Boltonian Articles', the screen will change from displaying 'Search All' to 'Boltonian Articles'.

Select Archives:



The 'Select Archives' section displays the 'Archive' option box and all 'Archives' included in the search.

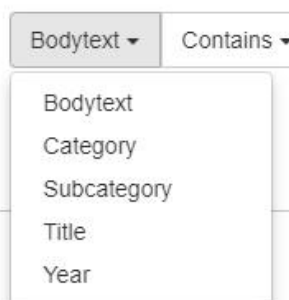
By default the search options will be set to 'Bodytext'



Choose Field

Bodytext Field

Select this to choose the main search criteria



Bodytext

Select this to enter 'Keyword' text search, the 'Keyword' search will place a search over all extracted item text.

Category

If Available, select this option to search for pre-set categories or include with other criteria searches, will only selected categories to be included, i.e. sport, contents, poems etc., in the search.

Page From

If available this function will allow a search to be placed only over a range of pages.

Page To

If available this function will allow a search to be placed only over a range of pages.

Subcategory

If Available, select this option to search for pre-set categories or include with other criteria searches, will only selected categories to be included, i.e. sport, contents, poems etc., in the search. **Please Note:** This option is not always available.

Title

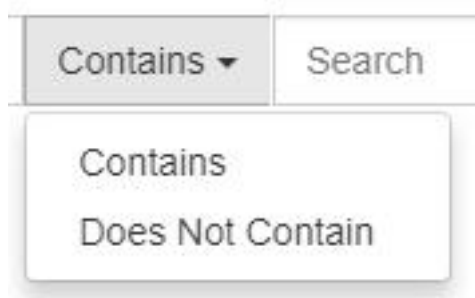
If the 'Title' of an article, poem, document or photograph is known, this will only allow the search to look for this specific title.

Year

Allows a specific year or the start/end of a period of years to be included in the search.

Filter By

Contains Select this once a 'Choose Field' option has been selected.



Subject to the option selected from the 'Choose Field' criteria, the 'Filter By' option will display how the search will use the criteria to search the selected archive.

Equals Will look only for the any search criteria in the way it has been entered.

Contains Will look for any results that contains the words entered in the criteria.

Greater Than Selects a Year with a 'Greater Than' option, to select a period of years to include in the search criteria, select the year prior to the required year in this option.

Less Than Selects a Year with a 'Less Than' option, to select a period of years to include in the search criteria, select the year after the required year in this option.

Does not Contain/Equal Using these options will allow the user to prevent words or years etc from not being included in the search function.

The 'Filter By' options will appear subject to which archive option is selected.

Search Criteria Field

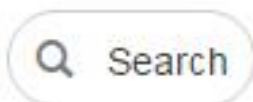
Place Text search criteria here.

Selects Pre-Set search criteria i.e. Categories and Subcategories.

Advanced Search Icons



This Icon next to the 'Archive' name, when selected, will remove the selected Archive from the search criteria.



Select this to start the search.



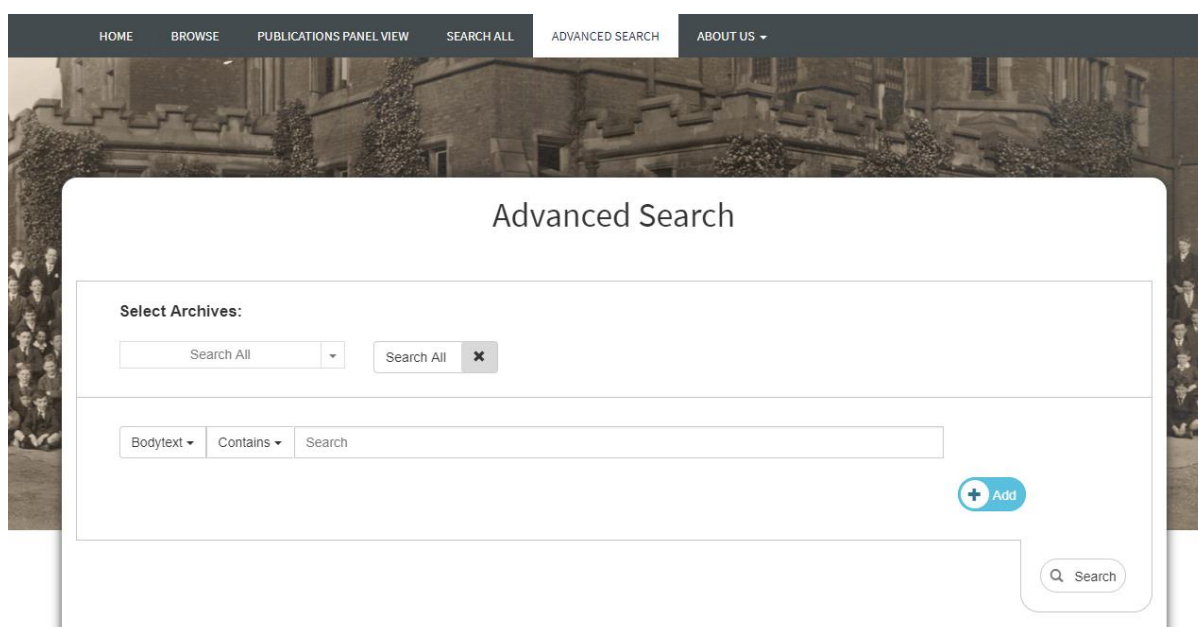
Select this Icon to 'Add' additional fields for use in the search criteria.



Select this Icon to 'Remove' any additional fields from the search criteria.

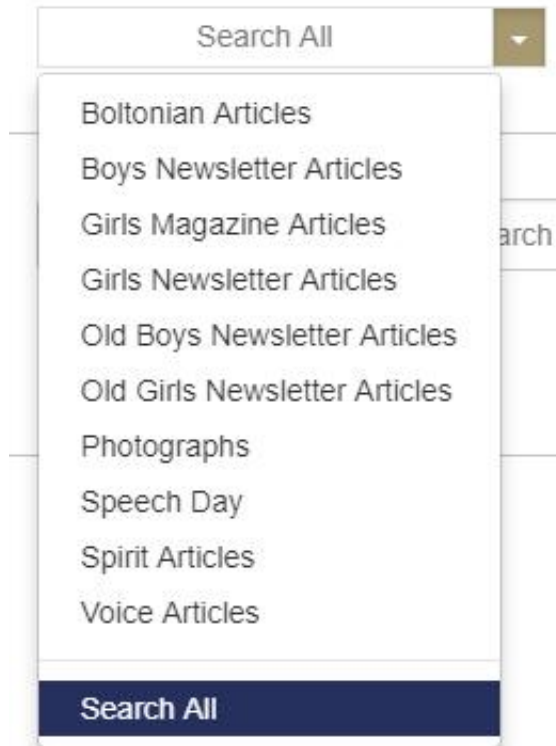
Search Example

To place an Advanced Search on the system, select 'Advanced Search' from the top Tool Bar.



From the 'Select Archives:' option select 'Boltonian Articles'

Select Archives:



Select Archives:



From the 'Choose Field' option select 'Bodytext' and select 'Contains' from the 'Filter By' option, enter 'smith' in the 'search' field.

































Select the 'Search' button.



Bodytext ▾ Contains ▾ Smith

+ Add

Q Search

Boltonian	Cricket, 1929.	1929/32 - Issue 3	  
Boltonian	Cricket, 1930.	1930/33 - Issue 3	  
Boltonian	Cricket, 1932.	1932/35 - Issue 3	  
Boltonian	Cricket, 1933.	1933/36 - Issue 3	  
Boltonian	G.W. Smith and Governors	1987/00 - Issue	  
Boltonian	The Gangsters by Richard Smith	1990/00 - Issue	  
Boltonian	Eric Percival Smith, Headmaster 1924 -1993	1999/00 - Issue	  
Boltonian	Smith	2001/00 - Issue	  
Boltonian	Sergeant Barry Smith	2006/00 - Issue	  
Boltonian	A Scene from the Titanic	2010/00 - Issue	  

Page: 1 of 146 Display results per page: 10 « ‹ › » Displaying files 1 to 10 of total: 1459

This search will return 146 pages of results and 1459 individual results from the 'Boltonian'.

To view the article, select one of the icons on the right.



Opens the relevant Photograph from the archives.



Opens the relevant Journal or Document Pdf directly from the archives.



Select this symbol to open the Text file for the Article/document/photograph directly from the search screen.



Select this symbol to open just the Pdf article pages file for the Article directly from the search screen.

To expand the search to cover both the 'Boltonian' and 'Old Boys Newsletters' archives, select 'Boltonian Articles' and 'Old Boys Newsletters Arcticles' from the 'Select Archives' option.

Select Archives:

2 selected Boltonian Articles ✕ Old Boys Newsletter Articles ✕

This will add 'Old Boys Newsletters' to the top list.

Select the same search criteria as previously, 'Bodytext' from the Choose Field', 'Contains' from the 'Filter By' option, and 'smith' in the 'search' field.

Bodytext Contains smith

+ Add

Q Search

Boltonian	Cricket, 1929.	1929/32 - Issue 3	
Boltonian	Cricket, 1930.	1930/33 - Issue 3	
Boltonian	Cricket, 1932.	1932/35 - Issue 3	
Boltonian	Cricket, 1933.	1933/36 - Issue 3	
Boltonian	G.W. Smith and Governors	1987/00 - Issue	
Boltonian	The Gangsters by Richard Smith	1990/00 - Issue	
Boltonian	Eric Percival Smith, Headmaster 1924 -1993	1999/00 - Issue	
Boltonian	Smith	2001/00 - Issue	
Boltonian	A Scene from the Titanic	2010/00 - Issue	
The Bugle	L-R: Malcolm Smith, Chris Jones, Nicola Grinstead, Jenny Fairwood and Chris Peacock	2017/00 - Issue	

Page: 1 of 196

Display results per page:

10



Displaying files 1 to 10 of total: 1952

This now returns 196 pages of results and 1952 individual results.

Select the required result and symbol on the right to view record.

To help reduce the number of results select the 'Add' + Add button.

An additional search criteria field option will appear.

Bodytext Contains smith

AND

Bodytext Contains Search

- Remove

+ Add

In this field select 'Year' in the 'Choose Field' option, and select 'Greater Than' from within the 'Filter By' option.

Add the year '1949' in the 'Choose Year' field.

Select the 'Add'  button again.

A third search criteria field will appear.

Bodytext ▾	Contains ▾	smith	
AND			
Year ▾	Greater Than ▾	1949	
AND			
Bodytext ▾	Contains ▾	Search	
			

In this field select 'Year' in the 'Choose Field' option, and select 'Less Than' from within the 'Filter By' option.

Add the year '1961' in the 'Choose Year' field.

Select 'Search' button.

Boltonian	FOOTBALL.	1950/53 - Issue 2	
Boltonian	FOOTBALL.	1950/54 - Issue 3	
Boltonian	THE CAMBRIDGE LETTER.	1950/54 - Issue 3	
Boltonian	FOOTBALL.	1951/55 - Issue 2	
Boltonian	THE SCOUT GROUP.	1954/55 - Issue 11	
Boltonian	BOOK FORUM.	1954/55 - Issue 12	
Boltonian	September 14th—The Far East by Mr. D. C. Smith.	1955/59 - Issue 2	
Boltonian	MARRIAGES	1956/59 - Issue 5	
Boltonian	THE SCOUT GROUP	1960/60 - Issue 16	
Boltonian	CRICKET	1960/60 - Issue 16	

This has now reduced the number of results down to 19 pages and just 190 individual results.

Experimenting with the different search criteria options available will provide the user with a better understanding of how the search function works.