

Tips for Searching *State Papers Online*

The table below provides tips on how to search the specific types of content within *State Papers Online*.

How Do I Search For...?

To find this...	Do this...
Calendar Entries	<p>Perform a search using the Search box or Advanced Search. Calendar Entries will appear on your search results list on the Calendar/Transcript Entries tab. In Advanced Search, you can also select the "Calendar/Transcript entries" searchable index from the drop-down list to focus your search exclusively on the text of all the Calendar Entries and Transcriptions.</p> <p>Links to the related Calendar Entries can also be found when viewing a Manuscript (facsimile image of an original document).</p> <p>You may also browse all Calendar volumes.</p>
Facsimile versions of original State Papers (Manuscripts)	<p>Perform a search using the Search box or Advanced Search. Links to the Manuscripts will appear on your search results list on the Calendar/Transcript Entries tab. Links to manuscripts, where available, can also be found when viewing Calendar entries.</p> <p>You may also browse all Manuscript volumes.</p>
Transcriptions	<p>Perform a search using the Search box or Advanced Search. Links to the Transcripts will appear on your search results list on the Calendar/Transcript Entries tab. Links to transcriptions, where available, can also be found when viewing Calendar entries.</p>
Calendar front or end matter	<p>Perform a search using the Search box or Advanced Search. The front and back matter of the Calendar volumes will appear on your search results list on the Front Matter/Back Matter tab.</p>
Indexes	<p>Perform a search using the Search box or Advanced Search. The indexes to the Calendar volumes will appear on your search results list on the Indexes tab. (Refer to an example below.)</p>
Images	<p>Perform a search using the Search box or Advanced</p>

(illustrations, maps, etc.)	Search. Any results from the image captions will appear under the Image Library tab of your search results list.
Research aids	Click the Research Tools button on the toolbar or click the links provided on the home page.

Advanced Search Examples

Example 1: Using Two Different Indexes Joined by AND

	All (tx)	catholic
AND	All (tx)	scotland
AND	Document Title (ti)	burghley

This Advanced Search query searches for documents concerning Catholics and Scotland with Burghley in the title (*i.e.*, written by, written to or about Lord Burghley).

Example 2: Searching By Title and Document Reference Number

	Document Title (ti)	walsingham
AND	Document Reference Number (srn)	SP 15/25

This is an Advanced Search for documents by, to or about Walsingham in a particular document volume.

Note: You could also search the document reference number index using a wildcard character. For example, the following would search for all volumes within collection 15. Enter: *SP 15/**

Example 3: Combining Previous Searches to Create a New Search Query

	Previous Searches (ps)*	R2
AND	Previous Searches (ps)*	R1

Suppose your search history consisted of the following two search queries:

Previous Searches(ps)		
R2	BasicSearch TX (catholics)	203 result(s) Revise
R1	AdvancedSearch TI (conspiracy)	13 result(s) Revise

[Clear](#)

then a search on R2 AND R1 applies the search criteria from both results sets. For example, R1 may have been a search for where the term *conspiracy* appears in the document title. And R2 may have searched for all Calendar Entries for the term *catholics*. Merging the two result sets in an Advanced Search searches for all Entries with "conspiracy" in the title that also have the word "catholics" within the document.

Spelling Variations

Since variant spellings can occur over time and across related languages, remember to use the fuzzy search options on the Advanced Search page. The Calendar Indexes often include variant spellings of person and place names. These can be found by either browsing the Indexes of the Calendar volumes under Browse, or by viewing your search results list on the **Indexes** tab and clicking through to the Index page (see the Example below).

State Papers Online also includes person name and place name look-up lists which you can browse and then select a particular spelling to add to your search box.

Searching the Calendar Indexes: An Example

Searching the indexes of the Calendar volumes is helpful when looking for variations in person and place names. The partial results list shown below comes from the **Indexes** tab and shows the results for a search on *edward seymour*, sorted by relevance. In the sample results shown, the Index listings help clarify that Edward Seymour may also be known as the Earl of Hertford, the Duke of Somerset and the Lord Protector.

Calendar / Transcript Entries (63)	Indexes (53)	FrontMatter / BackMatter (2)	Image Library (3)
--	------------------------	------------------------------------	----------------------

Mark All <<Prev 1 2 3 Next>> Sort by: Relevance

Results for [Basic Search](#) TX (edward seymour)

<input type="checkbox"/>	1. Seymour, Edward, 238.
	Calendar Title: Calendar of State Papers, Domestic Series, of the Reigns of Edward VI, Mary, Elizabeth, 1547-1580. Date: [no date]
<input type="checkbox"/>	2. Fiennes, Edward; Seymour, Sir Thomas of the fleet see Dudley, Sir Andrew
	Calendar Title: Calendar of State Papers, Domestic Series, of the Reign of Edward VI, 1547-1553. Date: [no date]
<input type="checkbox"/>	3. Seymour, Edward, Earl of Hertford, Duke of Somerset, Lord Protector, 1-30, 36-38, 40, 46, 48, 49, 51, 74, 125, 291, 303, 387, 498.
	Calendar Title: Calendar of State Papers, Domestic Series, of the Reigns of Edward VI, Mary, Elizabeth, 1547-1580. Date: [no date]
<input type="checkbox"/>	4. SEYMOUR, EDWARD, DUKE OF SOMERSET, 543--546.
	Calendar Title: Calendar of State Papers, Domestic Series, of the Reign of Elizabeth, 1595-1597. Date: [no date]
<input type="checkbox"/>	5. Hertford, Sir Edward Seymour.
	Calendar Title: Letters and Papers, Foreign and Domestic, of the Reign of Henry VIII. Date: [no date]

Selecting a results item by clicking its hyperlinked title takes you to the Browse Calendar viewing frames, positioned at that index listing. Note also that some listings have hyperlinked



"See" references. In addition, some listings include hyperlinked page numbers. Clicking a page number link takes you that page of the Calendar Volume.

Refer to the "The Results List" topic for how to navigate this list. Clicking the Calendar Title displays detailed publication information for that Calendar volume.

