

## Effective Searching on Trove

Joining *Trove* will give access to useful features such as correcting, tagging, supplying categories and list creation. Please consider joining.

Please use the extensive Help sections provided on the *Trove* Home Page by following the link *A Guide to Trove*.

Remember that if you have a large article and cannot find the word that you are needing, use the 'Find' command by holding down the two keys <ctrl> and <F> at the same time. Enter the required word in the box and then press <enter> to locate the word/s you need.

It is more effective to **search before you select** a newspaper. Once you have made your search you can narrow by state, decade or type of newspaper item – or all three. You can also see the number of results for each newspaper and can select and then deselect any one of these newspapers.

*Trove* deliberately gives you a very general (fuzzy) search result. The following *Trove* searches are suggested in order of increasing effectiveness. All searches might be useful depending on what you need to find.

**Stemming searches** – *Trove* has the ability to search for suffixes (endings) on a word. This is called a fuzzy search and is the default setting so it will happen whether you ask it to or not. You need to remove this stemming search by using commands as part of your search.

- John Bell – *Leave the results in relevance order to find these words written together*
- “John Bell” – *This search will give you these two words within one word of each other so is really good for searching for records with a middle name.*
- “John Bell”~0 – **(no spaces)** *This will give you these two words beside each other but might include results for, for example, Captain **Johns, Bell** rock*
- “John Bell”~2 – *This search will give you results for **John Bell and Bell, John***
- “John Bell”~20 – *This search is good for finding when two surnames occur within (say) 20 words of each other and is useful when you also limit your search to Family Notices. The number after the tilde can be whatever you choose.*
- fulltext:“John Bell”~0 - **(no spaces)** – *This will search for only the name **John Bell** and will also stop any endings that the fuzzy search finds such as Johns for John or Bellings for Bell*
- Add an occupation and/or location using the refine search. – *Get used to what this search does and looks like and you can type the words in yourself to avoid having to go into this refine search facility, eg:- fulltext:“john Bell”~2 AND (shipwright OR carpenter) AND (Newcastle)*
- Use the wildcard (\*). You need at least three other letters at the beginning of the word for this to work. eg:- Don\* will give results for Donald, Donaldson etc. “Margaret Don\*” will give results for Margaret Donohue, Donoghue etc and the Fuzzy search will also include results for Margaret O'Donohue etc.