

Keyword Search: choose from *entire database*, *full records only* or *full text only* by selecting from the options beneath the search box.

Other Search Options:

- **Paper Title:** Enter a title into the search box or click the link *select from a list* to choose your title from a browse list.
- **Subject:** Choose from the alphabetical (20th C) or hierarchical (19th C) lists or enter your own subject term.
- **Chair/author:** Enter a chair/author name or click the link *select from a list* to choose from a browse list.
- **Session:** Enter the year range of your choice (note the example beneath the search box) or *select from a list*.
- **Paper Source, Paper Type and Paper Containing:** Click into the appropriate check boxes to help refine your search.
- **Paper Number:** Enter the paper number of your choice into the search box
- **Year Range:** Limit by year to refine your search – note that you specify a single year range you will need to enter the year in both the *From* and *To* search boxes.

*** If you choose more than one item from the same browse list, your choices will be combined with the Boolean operator OR. ***

*** If you enter terms into several different search boxes, your choices will be combined with the Boolean operator AND. ***

Browsing: Click Browse Subject Catalogue to browse Peter Cockton's *Subject Catalogue of the House of Commons Parliamentary Papers, 1801-1900*.

- The **Help** tab will give you tips in constructing your search. Click the red **Help** links next to the search fields to be taken to the appropriate page.
- All search boxes are case **insensitive**.
For example, house of commons or House of Commons will find the same results.
- Use the **Select from a list** feature if you are unsure of the spelling or want to browse a list of possible options.
- Expand your keyword search by using:
the **truncation** * symbol at the end of a word eg. slave* will find slaves, slavery.
the **wildcard** ? symbol to replace one character within a word eg. wom?n.
- If you search on more than one keyword in any box, House of Commons Parliamentary Papers will assume an AND search.
For example, **African slavery** will search **African AND slavery**
- If you wish to search on a phrase, enclose the whole phrase in **inverted commas**.
For example, **"African slavery"**



Search Tips: House of Commons Parliamentary Papers

- ❑ If you wish to search on a phrase or quotation that uses a Boolean or Proximity operator e.g. to be or not to be, it is advisable to enclose the whole phrase in **inverted commas** e.g. “mines and manufactories”.
- ❑ The Boolean operators are: **AND, OR, NOT** (you do not need to write them in capital letters).
- ❑ The Proximity operators are: **NEAR** and **FBY** (followed by).
By default, both proximity operators find words **within** 10 words of each other. To change this default, use a full stop followed by a number of your choice e.g. NEAR.5; FBY.14.
- ❑ If you want to prioritise a search within a search string you can use **brackets**.
For example, **slave* NOT (colonies OR africa)**
- ❑ **My Archive:** create a personalised profile here and use it to save your research between sessions. You can save up to 25 searches and mark up to 50 records.

Where to Find Help

Search our Support Center:

<http://www.proquest.com/support>

To access product help and training documentation:

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