



FIND & CONNECT FACTSHEET 2: SEARCH TIPS

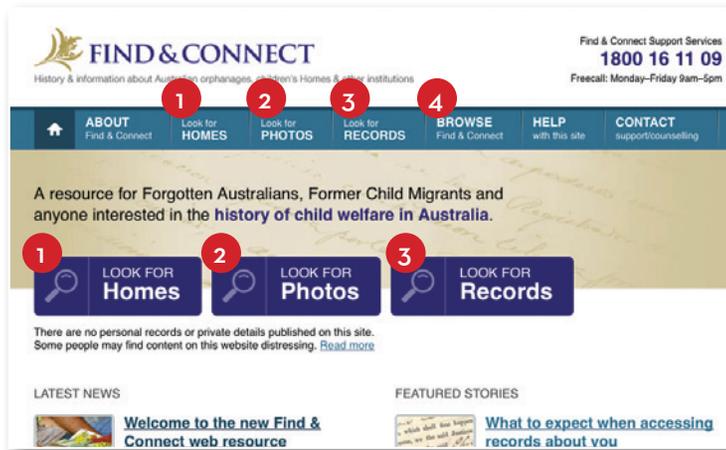


A web resource for people who experienced out of home 'care'

INTRODUCTION

This factsheet provides some tips to help you get the best results when searching the Find & Connect web resource.

If you want to jump right in just pick one of the four search options on the site.



- 1 Look for Homes**
A good place to start. Search for information about orphanages, children's Homes and other institutions, including links to records and photos.
- 2 Look for photos**
Search for photos of orphanages, children's Homes and other institutions.
- 3 Look for records**
Search for information on archival records, including who to contact about access.
- 4 Browse Find & Connect**
Includes options for searching everything across the entire website as well as links to state and territory browse lists.

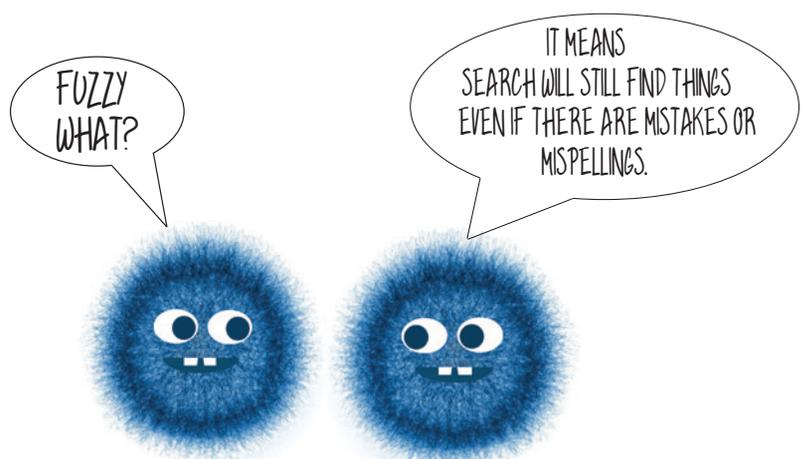
FUZZY SEARCH

Not sure how to spell what you're looking for?
Don't worry fuzzy search will help you.

This means that you are more likely to find what you are looking for, even if you make a spelling mistake.

For example:

- results with the term 'ballarat' will still come up if it is spelt 'bellarat', 'balarat', 'blarat' or 'belarat'
- 'lantera' will find 'lentara'
- 'strelly' will find 'strelley'
- 'paramata' will find 'parramatta'.



CAPITALS OR LOWER CASE?

It doesn't matter whether you use capitals or lower case when searching the web resource. For example, queries for 'Tardun Farm School' and 'tardun farm school' will produce the same results.

MATCHING ON "EXACT PHRASES"

If you know exactly what you are looking for put the whole phrase in quotation marks - search will then only look for a match with all the words. For example, searching for "largs bay orphanage" will only produce a single result, as that exact phrase only appears in one entry on the website.

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Now we've covered the basics, here are some power searching tips



SINGLE CHARACTER WILDCARDS

Sometimes you know what you're looking for but are uncertain about the spelling of a specific portion of its name. In cases like these, you can use a question mark to replace individual characters that you're uncertain about. For example, if you're looking for an entity that sounds like 'westmead' but you're uncertain of the spelling you could enter 'westm??d' as your query. The ? will match any single character in the position where it appears in the query. As a result, search would produce matches on pages that contain 'westmead', 'westmeyd', 'westmied', 'westmeed', etc.



MULTIPLE CHARACTER WILDCARDS

An asterisk matches multiple characters in a row. You can enter 'care*' to find matches for care, carer, and carers.

Wildcard searches can also appear in the middle of a search term. For example, 'h*e' will find any instances of 'house' or 'home' (or any other words starting with h and ending in e).

LOGICAL QUERIES

When you put multiple words into a search, the search engine matches any of the words. For example, if you entered the query 'parramatta orphanage catholic', then search would match those pages that contained either 'parramatta', or 'orphanage', or 'catholic'.

If you only want to find pages that have all of these words in them, then you need to use a logical query. Here are some examples:

- parramatta AND orphanage AND catholic - will only find pages containing all of these words.
- "st josephs" AND orphanage - will only find pages containing the exact phrase "st josephs" and orphanage.
- parramatta AND catholic OR anglican - will find pages containing parramatta and catholic or parramatta and anglican.

To exclude a term use NOT. For example:

- 'parramatta' AND 'orphanage' NOT 'catholic' - will bring up every page containing 'parramatta' and 'orphanage', except those which contain the word 'catholic'.

AND, OR and NOT must be in uppercase for them to work. 'NOT' should also be used sparingly, as it will exclude any pages where that word appears in the text. For example, excluding the term 'orphanage' will not just exclude pages with 'orphanage' in the title, it will exclude all pages where the word 'orphanage' appears.