

## To search for names in the *Cyclopedia of New Zealand* at

<http://www.nzetc.org/tm/scholarly/tei-corpus-cyclopedia.html>

### 1. Check the General Index (listed on the [Contents page](#) under 'Indices')

The General Index lists the names of individuals and businesses featured in the volume. This is a quick way to check whether the name you are looking for has been given an entry in the volume. Note that the 'alphabetical' arrangement of the index is somewhat loose. For example, 'Brandon' appears before 'Beckett', so it pays to scroll through all the listings under 'B' and check that the name you are looking for does not appear out of sequence. You can search an entire index page for a name in this way by using the page search function: 'Ctrl+f' and entering the name in the box that displays.

The majority of names listed in the General Index display page references which link directly to the biographical entry in the text. In some cases, the page reference does not link directly to the text, and it is recommended you use the search box in the upper left hand corner.

### 2. Using the search box:

#### i. You know the first and last names of the person you are searching for:

Select 'This document' from the drop down menu under the search box. Use the following formula to search for a personal name:

"firstname lastname"~3

For example: "George Walker"~3

This will search the document for all instances where this first and last name appear within 3 words of each other. A range of three or more words is recommended because biographical entries frequently include middle names. The above search, for example, allows you to find the entry for "George Frederick Walker".

Increasing the number after the ~ will widen the search results.

#### ii. You want to go to an entry listed in the Indices, but there is no link on the page reference.

For example you want to go to the entry for: **Owen, R. S. W., Tinui**

Select 'This document' from the drop down menu under the search box. Use a similar formula to that listed above, but include the key words 'Owen' and 'Tinui' from the index listing. Choose a word range of 10 or so—*Cyclopedia* entries usually name the town in which an individual or business is located within the first sentence of the head name.

Example: "Owen Tinui"~10

This will return the entry for "Mr. Ronald S. W. Owen, Pupil Teacher at the Tinui Public School"

Use a similar formula to search for organisations and institutions listed in the indices.

For example, search for Greytown Hospital using: "Greytown Hospital"~3

This will return multiple results and you will need to carry out a further page search (Ctrl+f keys) to find the relevant entry.