Searching

You can search *Archwilio* using the text boxes or the map, or a combination of these. You will need to tick the box to indicate that you accept the terms and conditions of use before any results will be returned.

You do not have to enter anything in the main search box (the keyword search), and can simply use the period and/or community (drop-down list) searching options if you prefer.

You can also search using the map alone. Zoom to an area of your choice, tick the box, and click 'search' to return all results available.

For a more refined search, use combinations of the keyword search, the searching options and the map.

To start a new search, click 'Clear Search'.

! The maximum number of results returned for any search is 100.

Basic keyword search

Enter one or more keywords into the search box and click *Search* to return the results, for example:

A keyword can be anything you would like to search for, such as a word or phrase relating to an archaeological site, the Historic Environment Record Primary Reference Number (if you know it) or a postcode. Keywords are not case sensitive.
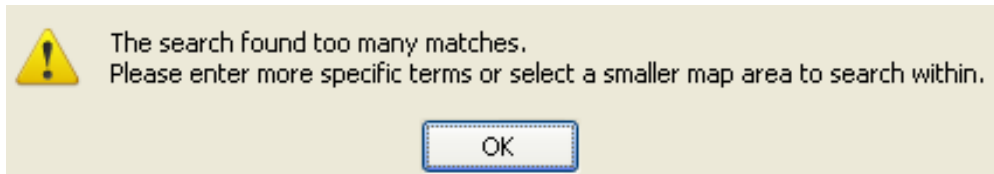
For example a search for *forge* matches records containing *forge* **or** *forge*s **or** any word containing *forge*.

To search for an exact match enter keywords in quotation marks, for example, "Roman Road". This will return results where the words "Roman Road" are found exactly in that order.

Enter a postcode to return results within that postcode district. Postcode entries must contain a space between the first and second half of the postcode e.g. SA1 6EL. SA16EL will return no results.

To search for an individual record enter the *Primary Reference Number* of that record into the keyword search box.

❗ You may get a message that says:

⚠️ The search found too many matches.
Please enter more specific terms or select a smaller map area to search within.

[OK]

If this happens you will need to click 'ok' and refine your search as explained below.

Refined keyword search

You can use quotation marks " ", the plus sign + or the minus sign – to refine your search as explained using the examples below:

Multiple Keyword search
forge smithy foundry
matches records containing *forge* **or** *smithy* **or** *foundry* anywhere in the record.

Specified Multiple Keyword search
forge smithy +roman
matches records which may contain *forge* **or** *smithy* but must contain *Roman*, i.e. a search for Roman forges or smithies.

Specified Multiple Keyword search
forge smithy –roman
matches records with *forge* **or** *smithy* **and not** *Roman*, i.e. a search for forges and smithies from time periods other than Roman.

Exact match Keyword search
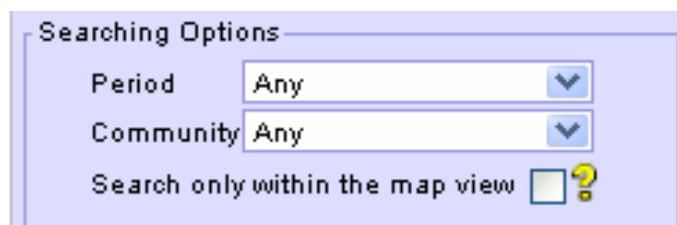*forge* "*roman road*"
matches records with *forge* **or** the expression "*Roman road*".

Exact match Specified Keyword search
+barrow "+beacon ring"
matches records which must contain *barrow* and *"beacon ring"*, the + inside the quotes applies to the whole quoted phrase.

The Keyword search can be further refined by combining it with the options below:

Searching Options
Period   Any ▼
Community Any ▼
Search only within the map view ☐ ❓

Searching Options

Searching options can be used on their own, in conjunction with each other or combined with a Keyword search.

Period
The Period menu provides a list of chronological period divisions currently used in Wales for the purpose of recording archaeological and historical remains. See the *Themes* page for more information.

Use the drop-down box to choose an option to return records relating to a particular period. Selecting *Any* turns this searching option off.

Community
The Community menu provides a list of Community Councils (geographical administrative areas) known as 'Communities' for the particular Archaeological Trust area.
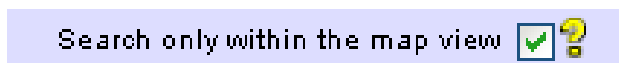
Use the drop-down box to choose an option to return records that lie within a particular Community Council area. Selecting *Any* turns this searching option off.

Map View
This option limits the search to the current map view and can be used in conjunction with other Searching options and/or the Keyword search.
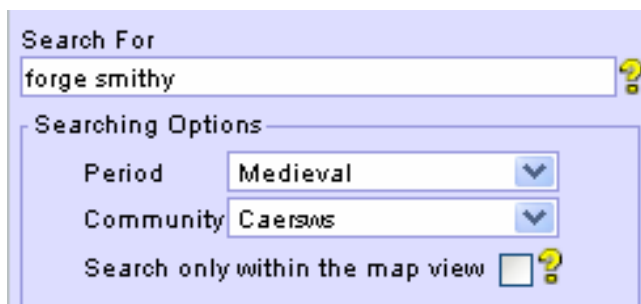
See section 'Searching with the Map' below.

Keyword and Searching Option search
Entering the terms *forge smithy* into the keyword search and using the searching options to select 'Period' as *Medieval* and 'Community' as *Caersw*s will match all records with *forge* **or** *smithy* occurring in the text which date from the Medieval period **and** are located in Caersws community council area.

Searching with the map

To search only within a chosen map view no other search methods are required. Zoom in to choose the map area you wish to search and tick the box marked 'Search only within the map view' to restrict your search to this area only.

You can also combine the Keyword and/or other Searching Options with a chosen map view to refine the results that are returned.

! Not all records will be associated with a geographical location. This means that they will not appear on the map and therefore can only be picked up during a text related search. A record's location may be confidential or unknown.

Records with no geographical location will be marked with **!** in the results table.

Zooming and Panning
You can use the *zoom in* and *zoom out* icons on the left hand side of the map to zoom at a pre-determined rate to a particular scale.

For finer control over the area you wish to zoom to hold down the *CTRL* key and use the mouse to drag a box over the area of your choice. The map will then zoom to this view.

You can move (pan) around the map using the arrows in the top left hand corner of the map, or click and hold the left mouse button and drag the map to your chosen area using the *hand* tool.

The inset map of Wales shows a red outline of the current map view area. You can use the mouse to drag this box to change the map view.

Viewing Search Results

When you have returned your HER search results, a table of these will appear beneath the map window.

When a record is selected in the table of results, the map automatically pans to the location of that record.

Alternatively, if a record 'spot' is selected on the map using the left mouse button, the record result is highlighted in the table below.

Hover the mouse over a record 'spot' on the map to see basic information about that record.

If the map has been zoomed or panned following a search the icon can be used to return the map back to the extents of the search results.

Double clicking with the left mouse button on a map 'spot' zooms the map into the selected feature.