TIPS FOR SEARCHING

KEEP IT SIMPLE - use just a SINGLE WORD.

The search cannot perform a word-search of the contents of every document. Instead it trawls through the title of each file and its full description in the Files Emporium, plus a 'behind-the-scenes' box where we can enter any foreseeable alternative words or spellings.

It starts by looking for the exact sequence of letters you have entered. If you want to know what we have about Ipswich, for example, enter that word alone (it's not case-sensitive) and everything that mentions it will come up.

Do **NOT** look for something like 'Ipswich, Suffolk' or 'Ipswich station'. The search first hunts for the exact phrase and probably finds nothing. In that case it later carries out a more limited search (the full description is now missed out) for each word separately. *Some* (but not all) examples for Ipswich do then appear, but swamped by other totally irrelevant references which include 'Suffolk' or 'station'.

Even a correct search for a location will not prove exhaustive, however. Suppose your interest is North Elmham, so you wisely search for 'Elmham'. A single 'hit' is obtained.

Is that all? For a start, the 'Related products' below the description bring up 'The Norfolk lines of the LNER', which might be worth looking at. In addition in Section MP ('Maps and Plans') File **MP001** (a set of diagrammatic maps showing the entire network of the GER in 1919) will certainly include it – it's not feasible to squeeze the name of every single station, halt, signal box and siding into that 'behind-the-scenes' box, so it won't be found. Moreover **VID.DL** in Section DL ('Disk Downloads') has a video of a journey from Dereham to Wells filmed just before it closed to passengers, with an extract showing the stop at North Elmham – a second more creative search for Wells or Dereham would have tracked that and one or two other possibly relevant items down.

Finally you could usefully browse through all our public timetables (Section TP) and working timetables (Section TW). There are bound to be several that cover the place in question over a wide range of dates.

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A few examples of suggested searches should prove helpful.

What you want	What to enter	Comments
Kings Lynn	Lynn	Finds both Kings Lynn and King's Lynn (with apostrophe)
Bury St Edmunds	Edmund	Finds all combinations of St and St. (with a dot) and Edmunds/ Edmund's – you don't need to enter a complete word. 'Bury' would work, but also gets mentions of Sudbury, Tilbury, etc.
The Waveney Valley Branch	Waveney	Certainly avoid searching for 'the'!
Class D16/3	D16 (and then perhaps search for 'Claud')	'D16' will find D16/3 (but likewise 'B1 will bring up B12 and B17 too). Avoid adding 'Class' – you'll get swamped with other instances of that word
Permanent way	Track (and then perhaps search for 'permanent')	The 'hits' appear alphabetically, so you will need to scroll down for the most relevant ones which start RE and come from that Section (Railways: Engineering, Infrastructure and Track)
Electrification	electri	This part-word will bring up electrification, electric or electrified
Peter Kay's books	Kay	Not P Kay or Mr Kay.
Trowse swing bridge	Trowse or swing	'bridge' would work too, but also gets Woodbridge/Cambridge etc.
Tickets and ticket office procedures	Ticket	This will find all mentions of both
Great Eastern Journal No. 82, April 1995	J82	...or JL82
File RC047	RC047	If you know the code for a Sales List item instead (eg M420), enter that and you'll be taken straight to the equivalent file.