Transcription Index - Guidance Notes.

This Index has been compiled from the databases that Calderdale FHS has created by transcribing original documents (e.g. Parish Registers).

To get the best out of the Transcription Index, there are some items to consider.

Whilst access to the Transcription Index is open to everyone, members of Calderdale FHS who are logged on to the site are able to request free searches for the full transcript of any entry selected. The detail of how to do this is covered in the section "Purchasing the Relevant Dataset & Free Searches for Members"

Maximum number of entries displayed.

The system will display all the entries that satisfy the criteria that you have used. This may give you far more than you can usefully use. To get better results, you will need to be stricter with the criteria you use.

Items to amend to reduce the selection are:

- If you have selected the Event Type "All", select a single event type (e.g. baptism)
- If you have not selected an Event Year, select one now, using a date range. If this still does not narrow the choice sufficiently, reduce the date range.
- If you have used the option 'Any Part" (see explanation below) take that option off.

Surname and Forename.

The purpose of the 'Any Part" option is to allow alternative spellings. So, to get variations of a name (eg Sutcliffe), check the 'Any Part" box and enter the name Sutclif. Results will be given for Sutclif, Sutcliff and Sutcliffe - or, indeed, Essutclif !!

Particularly for early years, this option is useful, because of the variations of spelling. To identify more variables, it may be necessary to do more than one enquiry. An example of this is the name Helliwell, which has variations as He(l)liwel(l), Hal(l)iwel(l), Hel(l)owel(l), Hel(l)awel(l) and some others. An 'Any Part" of "Hel" would give some but not all. You would have to do further 'Any Part" enquiries to get names starting "Hal".

Click the 'Any Part" box to the right of the surname or forename fields

Leaving the forename blank will give every entry of the given surname

The date field will be ignored if Monumental Inscriptions is selected

Event Year.

Putting an Event Year in narrows down the selection. Entering a year will only present events for that year. The range can be widened by selecting the drop down box "+ / -" and selecting a value from the list. So a date entered of 1850 together with a range of 5 will give a range of events from 1845 to 1855.

The date field will be ignored if Monumental Inscriptions is selected

Event Type.

The system defaults to "All" Event Types, but any particular Event Type can be selected from the drop-down menu for that field (e.g. Baptisms).

Monumental Inscriptions

Monumental Inscriptions (MI) records only have the surname and place of the memorial. If you select Event Type = 'All' and leave the Place blank, you will get all the records for the criteria you selected AND all the MI records for the surname (see below)

Index		
Surname Pitchforth	Any Part ☐ ❓	Forename george	Any Part ☐ ❓
Event Type All ❓		Event Year 1830 +/- 5
Place ❓		
Find		Clear the form

Index Search Results						
Surname	Forename	Age	Abode	Event	Date	Record Details
PITCHFORTH	George		Greetl'd	Baptism	01/06/1828	St Mary, Elland (Baptism/Death)
PITCHFORTH	George		Halifax - OTP	Marriage	25/12/1829	St John, Halifax (Baptism/Death)
PITCHFORTH	George		OTP	Marriage	26/02/1827	St Mary, Elland (Baptism/Death)
PITCHFORTH	George	24	S:owram	Burial	10/07/1832	St Mary, Elland (Baptism/Death)
PITCHFORTH						Baptist Church, Blackley (MI)
PITCHFORTH						Methodist, Illingworth Moor (MI)
PITCHFORTH						Methodist, Southowram (MI)
Number of records 7						

If you enter a place, then you will get all the records for the criteria you selected AND the MI records for the selected place (see below)

Index		
Surname Pitchforth	Any Part ☐ ❓	Forename george	Any Part ☐ ❓
Event Type All ❓		Event Year 1830 +/- 5
Place Southowram ❓		
Find		Clear the form

Index Search Results						
Surname	Forename	Age	Abode	Event	Date	Record Details
PITCHFORTH	George	24	S:owram	Burial	10/07/1832	St Mary, Elland (Baptism/Death)
PITCHFORTH						Methodist, Southowram (MI)
Number of records 2						

Census 1851

When choosing 'All' and selecting a date range that does not include 1851 you will not see any census records

Place

Many events have a place name associated with them. If you are convinced that you know the name place for the event that you are seeking, then you may enter it here. The system will present records where 'abode' is like the name you have entered, even if it is not spelt exactly as you have given it. For instance, entering "Elland" will also give you events with the abode of "Ealand", "El"."Ell" and so on

Generally, it is safer to leave this field blank.

Guidance Boxes.

There are a number of small blue circles with a question mark ? on them on the screen. If you click on one of these, it will give you a brief reminder of the facility offered for the field it is next to.

Getting detailed Information for any Event.

The index gives a certain level of information about any event. The pieces of information given are:

- Surname
- Forename (not for MIs)
- Age (where applicable and known)
- Abode as recorded
- Event (eg Baptism)
- Date (not for MIs)
- Record Details (source of the information and where further information can be obtained.

The information will allow you to pursue your investigations through other sources (e.g. if you have a subscription to Ancestry).

The full transcript is given in the related publication. This can be obtained by purchasing the publication (generally a CD or a downloadable file). Look under the menu 'Publications' on the website

These Event Types do not have associated publications:-

- Strays.
- School Log.
- BMDs from Halifax Guardian.

The full transcript of any record can be obtained in one of two ways :-

- a visit to our Research Room at Brighouse Library, where all databases may be interrogated. For details look under the Research menu on the website.
- a request to our Search Coordinator, for which there is generally a charge. This may be done through the website www.genfair.co.uk .

Purchasing the Relevant Dataset & Free Searches for Members.

Clicking on the right-hand end column of any entry (column headed "Record details") displays a small window giving details of which dataset contains the full transcript of the entry in question & how to purchase that dataset.

If you are logged on as a Calderdale FHS member, you will also have the facility to request a full transcript to be sent to you, free of charge. To request this, click on the button "Send Mail" and the request will be sent to the Search Coordinator. You will receive a confirmation E-Mail &, the Search Coordinator wil lE-Mail you the results as soon as she can.

Please bear in mind that, as a voluntary organisation, our officers do not work full-time at this and so there may be a delay in responding to your request, especially at holiday times.

Improvements.

We are always happy to get feedback on any facility that we offer, particularly when it is new. If you have any difficulties, or comments to make, about this facility, please use the enquiry form at the Contact Us menu. Or you can add your comments to the post here