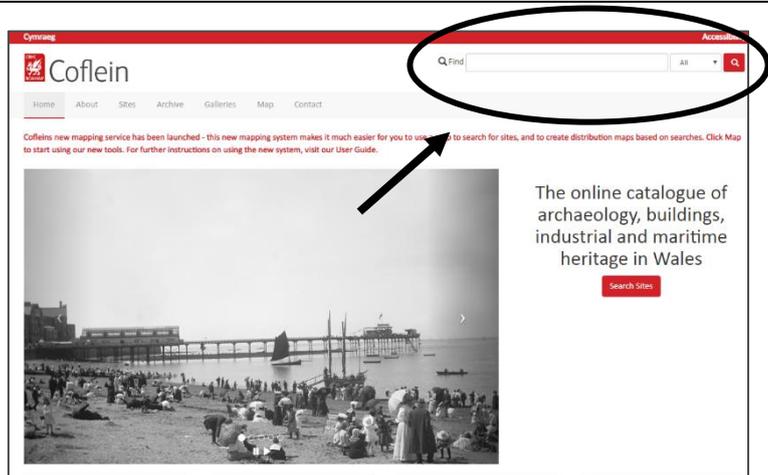


Coflein – Searching our entire catalogue by Keyword

Coflein is the online database for the National Monuments Record of Wales (NMRW) – the national collection of information about the historic environment of Wales (buildings and landscapes).

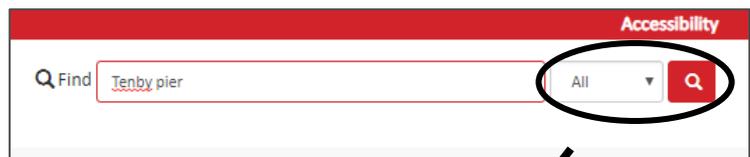
Enter www.coflein.gov.uk into the URL bar.

In the top right-hand corner, you can carry out a quick search by Keyword.



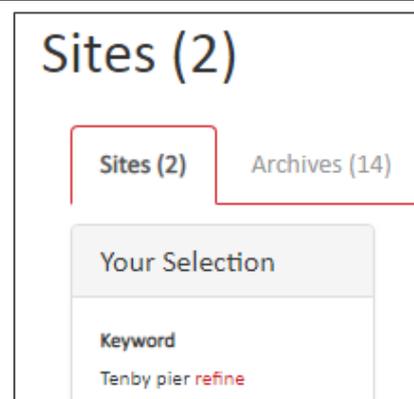
This can be a place or house name, a type of site or building (e.g., ‘railway’ or ‘chapel’), a combination (e.g., ‘Tenby pier’ or ‘Aberystwyth postcard’) or a part (e.g., ‘kitchen’ or ‘war’).

Select ‘All’ from the dropdown and press the Return key or the Search icon (magnifying glass) to return two sets of results.



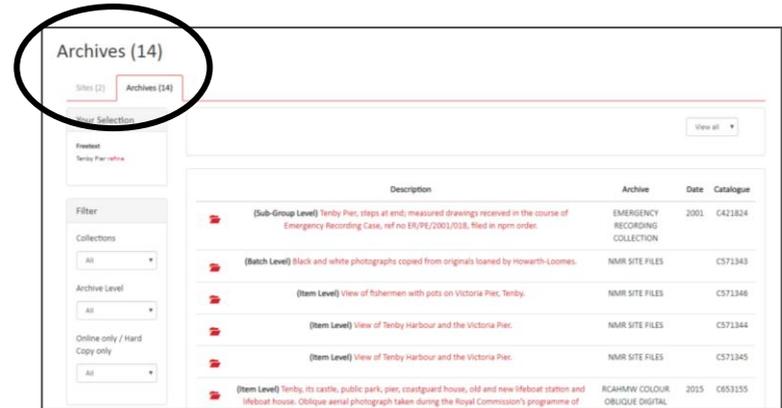
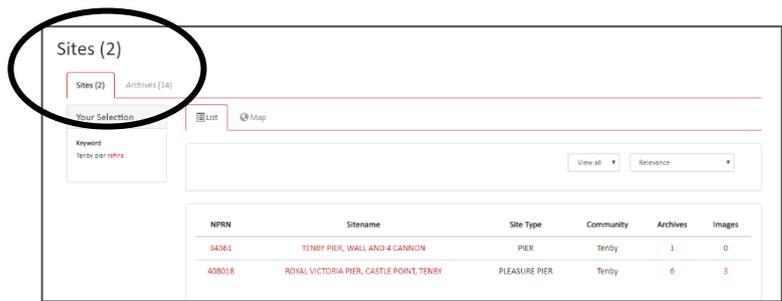
The results are split into two sections – **Sites** and **Archives**.*

The tabs allow you to easily switch between the two.



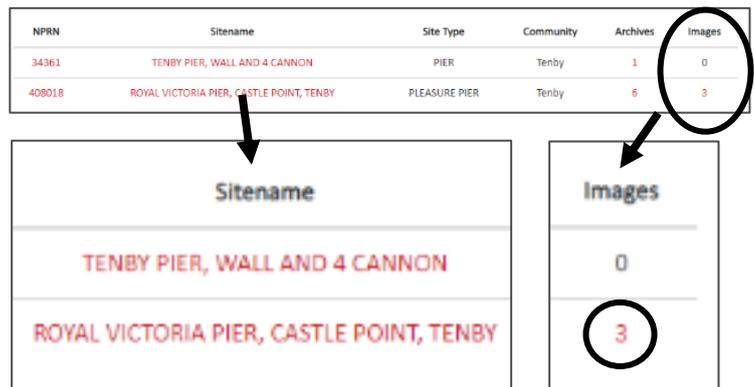
* A **Site** can have a number of Archive records.

If an **Archive** record is related to a Site record then that will be listed at the bottom of the screen under Archive Associated Sites Details. Clicking on the NPRN (a unique reference number) or Site Name of a site will take you to that site's full record.



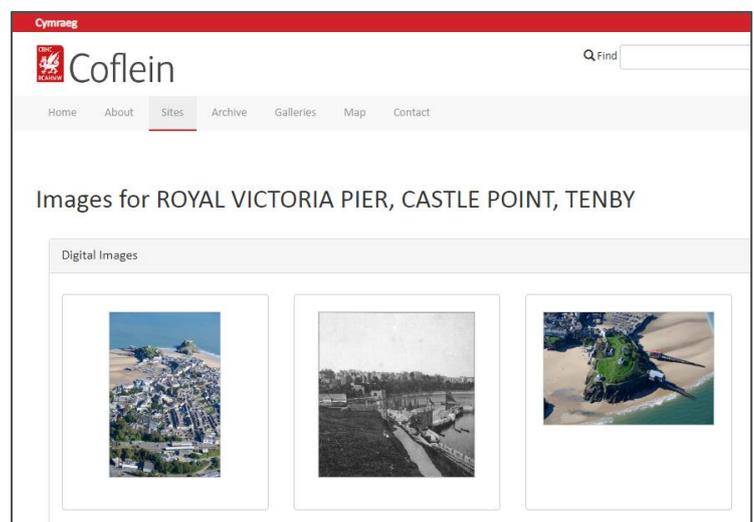
On the **Sites** tab, if the results are low, you can immediately see in the far-right column which Sites include digital images.

Click on the number to open the images.



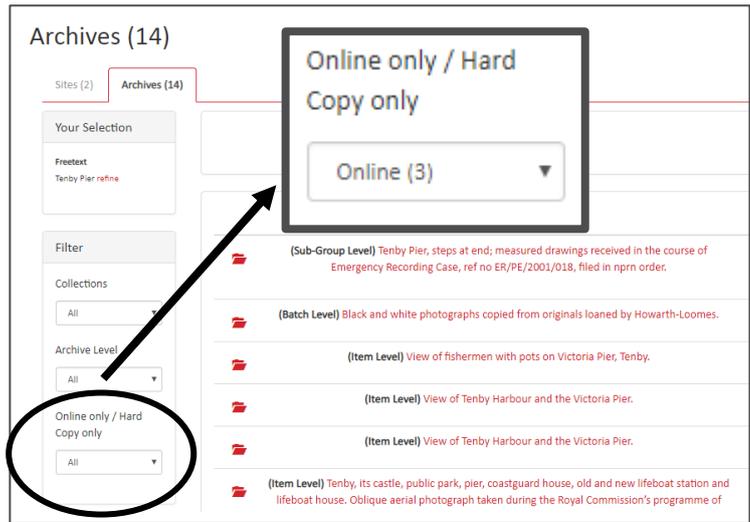
To view an image, click on the thumbnail.

To save an image, right-click over the photo and press 'Save image as'.

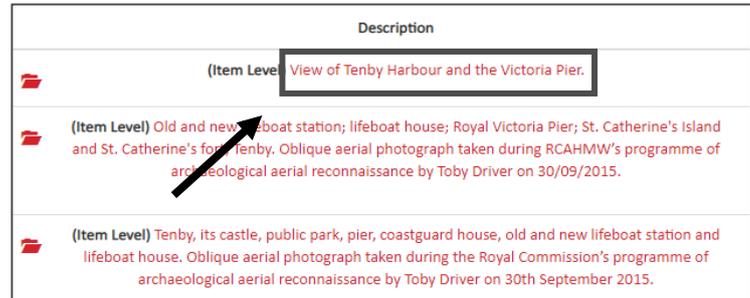


On the **Archives** tab, to find Collections which include digital images, filter your results by using the 'Online only / Hard copy only' filter on the left-hand side.

Select 'Online' from the dropdown. This will automatically update the page.



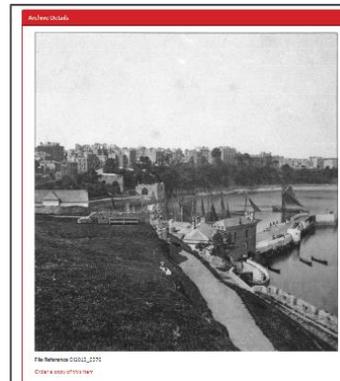
To view an image, click on the Description.



At the moment, it is not possible to save an image directly from an Archive search. If you wish to do so, scroll down to 'Archive Associated Sites Details' at the bottom of the page.

If there is more than one Site, click on the lowest number in the 'Images' column to the far-right.

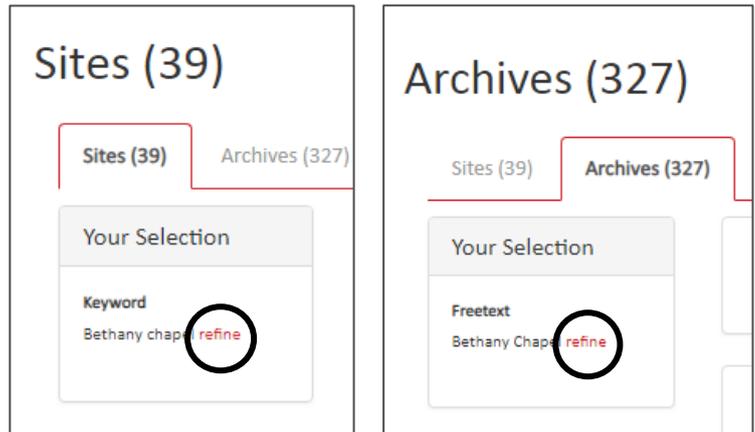
If there is more than one Image, browse through the thumbnails until you find your image. Right-click over the photo and press 'Save image as'.



Archive Associated Sites Details		Images
NPRN	Site Name	
34354	TENBY HARBOUR	20
32059	ASSEMBLY ROOMS, PIER HILL	1
32062	CABIN (THE), PIER HILL	1
408018	ROYAL VICTORIA PIER, CASTLE POINT, TENBY	3

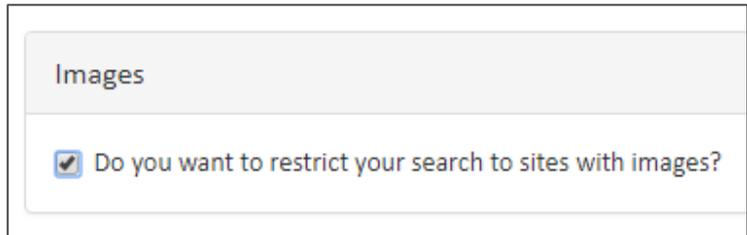
On any results screen you can refine your search by clicking 'refine' on the left-hand side. This will take you to the **Site Search** or **Archive Search** section, respectively.

You can then filter your results by using the dropdowns appropriate to the section you are in.



To find images through **Site Search**, scroll down to the bottom of the page and tick the box for 'Do you want to restrict your search to sites with images?'

Then click 'Search Sites'.



To find images through **Archive Search**, scroll down to the bottom of the page and tick the box for 'Restrict your search to records with on-line resources?'

Then click 'Search Archive'.

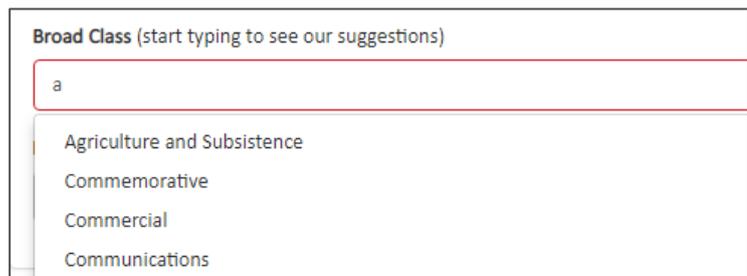


To use the **Site Search** more generally, the most useful filters are:

Site Type: This dropdown will give you an overview of all the types of sites available in Coflein. Type in 'a' to see the full, alphabetical list.

Broad Class: The function of the site, based on its type. Type in 'a' to see the full, alphabetical list.

Free Text Search: This is where your Keyword from the beginning is entered.

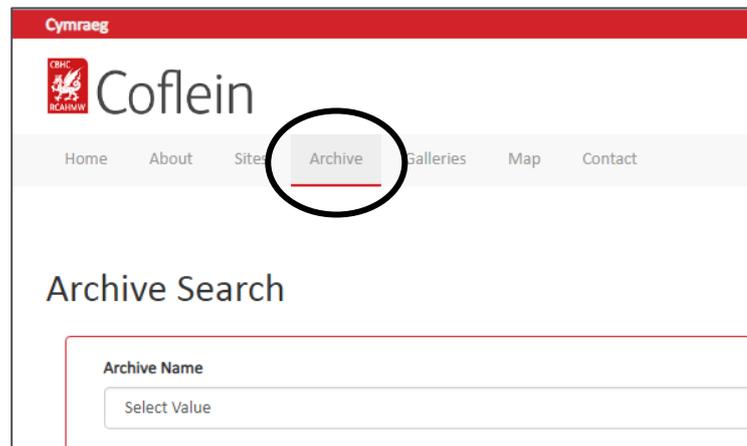


To use the **Archive Search** more generally, the most useful filters are:

Archive Name: Select from the list of collections held by the NMRW.

Medium: Provides detail of the form of the archive material such as text, cartographic, photograph.

Free Text: As above.



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