



The Huguenot Library
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Guide to using electronic resources in the UCL reading room at TNA

The *Quarto Series* CD-ROM, the *Proceedings of the Huguenot Society* (up to volume 29), *Huguenot Families* (volumes 1-20) and the *Huguenot Surname Index* (indexing the *Quarto Series* and the Dover and Sandtoft registers) are all available electronically on the two computers in the UCL reading room at TNA. To access them:

- Double-click on the 'Computer' icon on the desktop
- In the 'Network Location' section select 'UCL\$\\wb-storage3)(H:)'
- Select the 'Public' folder and then the 'Huguenot Images' folder

You will then see three folders: 'Huguenot Society Proceedings', 'Huguenot Society Quarto Series' and 'Huguenot Surname Index'. Please note that *Huguenot Families* is inside the 'Huguenot Society Quarto Series' folder.

Searching the Quarto Series

To search individual volumes:

- Select the 'Huguenot Society Quarto Series' folder and open the pdf you are interested in
- Select 'Edit' from the menu, then 'Find'. Alternatively type Ctrl+F
- Enter the name/term you are looking for in the search box

To search all volumes simultaneously:

- Select the 'Huguenot Society Quarto Series' folder and open any pdf (e.g. 1 Norwich.pdf)
- Select 'Edit' from the menu, then 'Advanced Search'. Alternatively, type Shift+Ctrl+F
- A new window will open
- For 'Where would you like to search?' select 'All PDF Documents in...'
- Click on the drop-down menu arrow next to 'My documents' and select 'H:\P...Huguenot Society Quarto Series'

Note: If 'H:\P...Huguenot Society Quarto Series' doesn't appear in the drop down menu select 'Browse for location' and double-click on 'Computer' → 'UCL\$\\wb-storage3)(H:)' → 'Public' → 'Huguenot Images' → 'Huguenot Society Quarto Series'

- Enter the name/term you are looking for in the search box
- You can open the various pdfs appearing in the 'Results' section by clicking on the '+' box next to each file

Searching the Proceedings

You can search through the *Proceedings* (either individual volumes or all volumes simultaneously) by following the instructions above but selecting the 'Huguenot Society Proceedings' folder instead of the 'Huguenot Society Quarto Series' folder.

Browsing the Huguenot Surname Index

To use the Huguenot Surname Index, select the 'Huguenot Surname Index' folder and then double-click on the 'Menu' file. From this, click on 'Introduction', which will explain how to use the index and then use the menu to select the index required.