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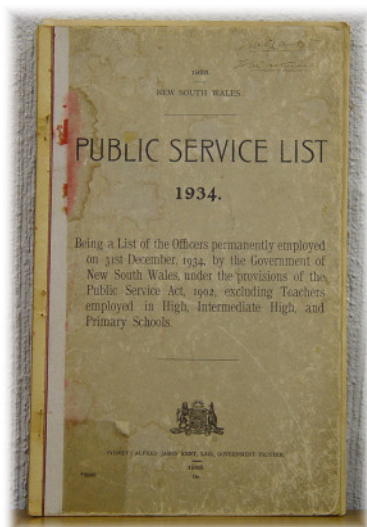
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1935.

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NEW SOUTH WALES.

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# PUBLIC SERVICE LIST

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1934.

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Being a List of the Officers permanently employed on 31st December, 1934, by the Government of New South Wales, under the provisions of the Public Service Act, 1902, excluding Teachers employed in High, Intermediate High, and Primary Schools.

ERNEST J. PAYNE,  
Chairman;

L. C. EGAR,

} Members  
of the  
Public Service Board.

H. E. BEST,  
Secretary.

*Office of the Public Service Board,  
Savings Bank Buildings,  
21-23 Elizabeth Street, Sydney,  
30th May, 1935.*

---

SYDNEY: ALFRED JAMES KENT, L.S.O., GOVERNMENT PRINTER.

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1935.

[5a.]

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DEPARTMENT OF PUBLIC WORKS.

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Surname.	Christian Name in full.				First Appointment to the Service.	To Present Position.		

MINISTERIAL OFFICE.

Swift, M.A. ....	Edmund Harold .....	5-4-03	Under Secretary .....	S	2-8-10	3-10-34	£ 1,254 7 6	£ ...
Fleming .....	Herbert .....	3-7-70	Chief Engineer for Public Works	P	*9-12-89	3-11-33	\$1,354 7 6	...
Downie .....	Mathew Roy .....	8-6-97	Private Secretary to Minister for Public Works.	C	7-4-15	16-3-31	404 7 6	£378 0 0
Bowes .....	Frank Stanley .....	28-12-74	Clerk .....	C	11-7-03	23-12-95	390 19 8	...
Graham .....	Susie Eileen .....	17-7-92	Shorthand-writer and Typist .....	C	*25-5-15	23-8-16	247 4 7	...
Perry¶ .....	Irene Emily Mary .....	18-5-82	do do .....	C	*26-3-01	1-1-11	232 0 4	...
Boas .....	George Gordon .....	1-2-85	Chief Messenger and Caretaker .....	G	1-4-14	1-9-33	276 19 8	†10 0 0a

STAFF.

Parker .....	John White .....	1-5-71	Senior Staff Clerk .....	C	12-3-04	16-2-20	£1,654 7 6	...
Wood .....	Alan Gorman .....	25-1-94	Clerk .....	C	8-8-11	5-10-11	404 7 6	...
Hoy .....	Mildred Elsie .....	1-8-03	do .....	C	25-10-20	25-10-20	247 4 7	...
Way .....	Alan Stanley .....	1-10-16	Junior Clerk .....	C	6-3-33	1-9-33	96 10 0	...

WATER SUPPLY AND SEWERAGE.

Ross, M.A., B.Sc.	John Keith .....	31-8-72	Principal Engineer .....	P	20-7-09	10-11-34	1,100 0 0	...
Blain .....	Claud Francis .....	13-3-72	Supervising Engineer .....	P	5-1-09	1-7-23	679 7 6	...
Van Hemert ..	Harold Ernest .....	29-8-71	do do .....	P	1-8-88	1-7-16	679 7 6	...
Anderson, B.E.	William Thomas .....	15-6-86	do do .....	P	8-11-20	1-1-24	629 7 6	...
Ironsido .....	Herbert Percival .....	3-11-74	do do .....	P	11-2-91	1-7-16	629 7 6	...
Bundock, B.Sc.E.¶¶	William Arthur Wellington.	27-8-83	do do .....	P	1-5-14	1-11-17	554 7 6	...
Lewis, B.E. ...	Charles Edwyn .....	26-6-87	do do .....	P	*14-6-16	1-3-26	554 7 6	...
Wilson .....	Thomas Graham .....	4-8-81	Surveyor and Location Engineer ...	P	*5-9-09	2-8-32	629 7 6	...
Thompson¶¶ ...	Henry John .....	6-5-82	Clerk .....	C	*11-12-12	13-12-15	404 7 6	£325 0 0
Moran .....	Mary Agnes .....	9-11-94	do .....	C	23-8-15	1-5-24	247 4 7	...
O'Grady .....	Annie Catherine .....	21-9-93	Shorthand-writer and Typist .....	C	20-8-15	1-11-19	203 4 7	...
King .....	Honoris Emmeline Lethbridge.	21-4-08	do do .....	C	29-10-24	1-12-27	176 4 7	...
Joyce .....	Thomas George Dorian	16-11-04	Messenger .....	G	9-1-19	1-1-30	216 19 8	...

HARBOURS, ROADS, AND BRIDGES.

Seal .....	Harry Foster .....	9-2-82	Principal Engineer .....	P	1-7-00	3-11-33	1,100 0 0	...
Bucknell, B.E.	Louis Geoffrey .....	27-3-70	Inspecting Engineer .....	P	*29-4-91	1-9-28	604 7 6	...
Buddle¶ .....	Nathaniel Prestage .....	10-5-77	Engineer Superintendent, Dredging Plant.	P	9-2-93	25-9-25	708 19 8	...
Green, B.E. ...	Ethelbert Oersted Kelvin	14-12-93	Supervising Engineer .....	P	*5-1-14	1-6-23	629 7 6	£3118 0 5
Prince .....	Thomas Henry .....	11-10-91	do do .....	P	18-10-09	1-9-24	629 7 6	...
Hickson .....	George Forster .....	23-11-70	do do .....	P	*1-4-88	1-3-28	612 4 0	...
Gallop .....	Edward Robert Cowper	5-6-93	do do .....	P	24-8-11	8-7-21	554 7 6	£325 0 0
Brooks, B.E. ...	George Patrick .....	9-6-98	do do .....	P	27-6-23	28-11-27	504 7 6	...
Doyle .....	Rupert Edward .....	18-8-02	Surveyor .....	P	12-4-20	1-11-26	404 7 6	...
Moody .....	William Alfred Alexander Harn.	12-1-01	Engineering Assistant .....	P	22-3-20	1-10-25	379 7 6	...
Thursly .....	William Clifton .....	7-5-08	Engineering Draftsman .....	P	9-5-27	9-5-27	304 7 6	...
Jones .....	Herbert .....	26-1-70	Clerk .....	C	4-8-90	17-12-00	£406 7 6	...
O'Grady .....	John Joseph .....	15-8-96	do .....	C	1-7-12	8-10-12	380 7 6	...
Ridley .....	Claude Arundel .....	14-11-93	do .....	C	1-9-13	1-9-13	375 19 8	...
Purcell .....	Lawrence Joseph .....	4-5-05	do .....	C	7-12-25	4-5-20	315 10 8	...
Darling, D.E.C.	Ethel Jean .....	8-10-84	do .....	C	2-0-07	1-6-19	296 4 7	...
Geary .....	Patrick Leo .....	26-6-10	do .....	C	24-2-28	1-3-29	219 19 8	...
Bray¶¶ .....	Dorothy Ellison .....	24-12-79	Shorthand-writer and Typist .....	C	6-8-12	13-12-15	247 4 7	...
Coleman .....	Ellen Fulton .....	8-9-04	do do .....	C	18-12-22	1-7-24	208 4 7	...
Shepherd .....	Aileen Annie .....	13-11-93	do do .....	C	1-6-20	21-10-30	208 4 7	...

DESIGNING.

Jones, B.E. ....	Stephen William .....	3-5-85	Principal Designing Engineer .....	P	4-5-03	7-11-34	904 7 6	£250 0 0
Lewis, B.E. ...	Angelo .....	2-3-92	Senior Assistant Designing Engineer	P	28-5-23	1-7-33	604 7 6	...
Stokes¶¶ .....	Eric Gray .....	27-7-84	Designing Engineer .....	P	17-11-10	31-8-25	554 7 6	...
Nardin, B.E. ...	Ernest Willoughby .....	14-1-73	Supervising Engineer .....	P	*14-8-89	1-1-23	629 7 6	...
Lloyd, B.E. ...	Evelyn .....	9-4-83	Engineering Draftsman .....	P	1-4-12	30-8-19	554 7 6	...
Hayley, B.E. ...	Percy Edmund Llewellyn	20-9-72	do .....	P	6-9-97	1-7-16	534 7 6	...

¶ Also receives £s. per night, with a maximum of 15s. per week, for attendance on Minister in House while Parliament is in session.

£ Allowance in connection with Murray Waters Agreement.



DEPARTMENT OF LABOUR AND INDUSTRY.

Name.		Date of Birth.	Office.	Division.	Date of Appointment.		Salary.	Allowances in the nature of Salary.
Surname.	Christian Name in full.				First Appointment to the Service.	To Present Position.		

MINISTERIAL OFFICE.

Name.		Date of Birth.	Office.	Division.	Date of Appointment.		Salary.	Allowances in the nature of Salary.
Surname.	Christian Name in full.				First Appointment to the Service.	To Present Position.		
Bellomoro.....	Charles John .....	10-2-87	Under Secretary .....	S	3-11-02	29-3-32	£ 1,304 7 6	f s. d. ...
Bennett .....	Leslie Walter Milton.....	5-6-84	Chief Clerk .....	C	6-8-01	10-6-18	\$1,354 7 6	a50 0 0
Burns¶¶¶¶ .....	Henry Clive .....	9-12-89	Accountant .....	C	6-2-19	31-10-32	734 7 6	...
Colman .....	John Charles .....	14-5-04	Private Secretary to the Minister...	C	24-6-20	1-1-32	712 4 0	...
Woodham .....	Spencer West .....	28-3-90	Clerk .....	C	22-8-13	15-4-26	327 19 8	b154 7 10
Stangor.....	Ritchie Isabister .....	24-6-91	do .....	C	*14-10-07	17-7-22	529 7 6	...
Geoghegan .....	Philip Adrian .....	7-6-96	do .....	C	10-2-15	10-2-15	420 17 11	...
Digby .....	Frederic George .....	12-8-76	do .....	C	17-1-91	27-5-13	409 7 6	...
Roper, LL.B. ...	Philip Hampden .....	24-4-06	do .....	C	19-12-24	28-4-30	404 7 6	...
Simons¶¶ .....	Osoar James .....	24-11-85	do .....	C	5-12-10	13-12-15	404 7 6	...
Peterson (c) .....	Carl Eric Godfred .....	19-9-90	do (c) .....	C	4-8-14	4-8-14	††389 7 6	...
Swain, B.A. ...	Edith Muriel Maitland .....	15-3-80	do (d) .....	C	21-3-00	1-4-28	375 19 8	...
B. Ec. (d) .....							296 4 7	...
Moulds .....	Sydney Clifton .....	23-8-09	do .....	C	26-5-26	13-6-27	279 19 8	...
Howard .....	Aileen Josephine .....	16-8-03	do .....	C	6-5-21	1-5-34	262 4 7	...
McGinley .....	Stephen James .....	26-12-09	do .....	C	1-2-27	1-2-27	259 19 8	§§26 0 0
Taylor .....	Ilma Campbell .....	20-3-05	do .....	C	6-10-22	1-4-34	227 4 7	...
Masters .....	Ronald George .....	19-9-14	Junior Clerk .....	C	28-3-30	28-3-30	144 10 0	§§24 10 0
Bernie†† .....	Charles Augustus Knight .....	29-12-18	do .....	C	3-5-34	3-5-34	72 10 0	...
Campbell¶¶ .....	Florence Bashler .....	31-5-86	Clerk and Typist .....	C	25-1-00	13-12-15	296 4 7	...
Lithgo .....	Eileen Mary .....	13-2-07	Shorthand-writer and Typist .....	C	24-3-24	24-3-24	217 4 7	...
Britton .....	Lorna Aileen .....	22-1-07	do do .....	C	11-5-25	8-10-25	208 4 7	...
Madden .....	Aileen Bryde .....	15-5-08	do do .....	C	11-12-24	16-7-26	208 4 7	...
Nichols .....	Marjorie Florence .....	5-10-07	do do .....	C	25-7-27	1-1-28	200 4 7	...
Lens (s).....	Mary Trattle .....	2-6-08	do do (e).....	C	11-8-26	5-3-30	188 4 7	...
Hurcombe .....	Ethel Bessie .....	22-8-07	do do .....	C	2-3-26	15-3-28	164 4 7	...
Green .....	Thomas Richard .....	13-1-93	Chief Messenger .....	G	*8-10-07	1-1-33	276 19 8	f

INDUSTRIAL REGISTRAR'S BRANCH.

Wurtb, LL.B.	Wallace Charles .....	14-1-96	Industrial Registrar and Assistant Under Secretary.	P	11-6-12	24-8-32	819 7 6	g85 0 0
Kilpatrick .....	Edgar Joseph .....	22-4-88	Deputy Industrial Registrar .....	C	3-4-11	1-1-33	554 7 6	h40 0 0
Butler .....	Henry Wilson .....	1-1-71	Clerk .....	C	25-1-99	27-8-06	††404 7 6	...
McKeon .....	John Joseph .....	27-3-06	do .....	C	15-4-25	24-10-27	404 7 6	...
Hopkins .....	Arthur Burnett .....	13-4-00	do .....	C	30-8-15	1-12-16	375 19 8	...
Thomson .....	Beaumont Lewers .....	18-6-84	do .....	C	16-1-02	10-5-26	375 19 8	...
Whitty .....	Patrick James .....	30-5-90	do .....	C	11-10-15	10-3-19	375 19 8	§§50 0 0
MacSween (c) ...	Angus Murdoch .....	24-3-04	do (c) .....	C	11-3-20	24-3-20	327 19 8	...
Howitt .....	Edward William .....	19-3-08	do .....	C	3-3-24	10-6-33	291 19 8	...
Menser .....	Arthur Leslie .....	20-1-03	do .....	C	15-5-19	1-3-20	279 19 8	...
Kelleher .....	John Albert .....	29-10-09	do .....	C	19-3-28	6-9-33	259 19 8	...
Godfrey .....	Herbert Lea .....	31-1-11	do .....	C	17-1-27	17-1-27	239 19 8	...
Wilcox .....	George Robert .....	4-8-12	do .....	C	22-8-27	4-8-28	219 19 8	...
White .....	Clifford Henry .....	30-6-14	Junior Clerk .....	C	12-12-33	12-12-33	121 0 0	...
Butler .....	Gladys Ormonde .....	10-2-95	Shorthand-writer and Typist .....	C	10-11-13	6-4-14	247 4 7	...
Thomson .....	Gladys May .....	16-2-93	do do .....	C	15-6-14	25-10-26	220 0 4	...
Wall .....	Lillian Cecilia .....	10-4-09	do do .....	C	16-7-26	1-3-27	188 4 7	...

FACTORIES AND SCAFFOLDING AND LIFTS BRANCH.

Fildes .....	Percy Arthur .....	27-9-76	Departmental Engineer, Chief Inspector of Scaffolding and Lifts, and Chief Inspector Factories and Shops Act.	P	22-7-03	1-1-33	817 9 8	...
Bartlett .....	Harold James .....	5-5-87	Deputy to the Departmental Engineer and Chief Inspector.	P	2-12-12	22-3-33	604 7 6	...
Ranch .....	John .....	16-2-91	Superintending Inspector of Lifts and Scaffolds, Superintending Inspector Factories and Shops Act, Engineer Inspector, and Industrial Inspector.	P	31-8-16	22-2-33	554 7 6	...

† Allowance as Secretary to the Industrial Commission.      ‡ Allowance as Private Secretary.      § Services loaned to Taxation Department.      ¶ Services loaned to Family Endowment Office.      †† Transferred to Local Government Department. Appointment not gazetted.      ‡‡ Also receives 5s. per night, with a maximum of 15s. per week, for attendance on Minister in Parliament when House is in Session.      §§ Allowance for duties of Editor and Reporter of Industrial Arbitration Reports.      ¶¶ Allowance for duties in connection with publication of Industrial Arbitration Reports.

DEPARTMENT OF AGRICULTURE.

Name.		Date of Birth.	Office.	Division.	Date of Appointment.		Salary.	Allowances in the Nature of Salary.
Surname.	Christian Name in full.				First Appointment to the Service.	To Present Position.		
<b>MINISTERIAL OFFICE.</b>								
Ross .....	George David.....	6-6-81	Under Secretary and Permanent Head.	E	28-8-97	11-1-98	£ 1,354 7 6	s. d. ...
Whitbread .....	Evelyn Farwell.....	17-8-83	Chief Clerk .....	C	4-7-11	11-1-26	734 7 6	...
<b>CLERICAL.</b>								
<b>ACCOUNT AND EXAMINING BRANCH.</b>								
Waddington, D.E.C.	William Robert.....	4-6-77	Accountant .....	C	22-4-96	7-4-24	679 7 6	...
Tout .....	Ernest Oscar .....	21-8-96	Assistant Accountant.....	C	23-7-12	1-10-30	554 7 6	...
Hedges ¶¶¶¶	Frederick Lazelle .....	28-8-93	Clerk .....	C	29-10-20	1-1-33	448 17 6	...
Skelly .....	Bernard Joseph .....	21-4-94	do .....	C	23-7-12	20-10-19	429 7 6	...
Dolahenty .....	Joseph Vincent .....	15-4-90	do .....	C	1-9-07	19-9-11	404 7 6	...
Wright .....	Cecil Charles .....	17-4-03	do .....	C	5-3-19	28-8-29	394 7 6	...
McKowne .....	John Jasen .....	12-1-86	do .....	C	*17-8-08	19-7-15	388 19 8	...
Kiel .....	Charles Alexander Emery .....	28-7-01	do .....	C	6-2-18	17-9-34	375 19 8	...
Lane .....	Francis Irwin .....	11-10-02	do .....	C	5-7-18	3-12-28	351 19 8	...
Maguire .....	John .....	31-10-04	do (a) .....	C	10-9-20	28-1-21	327 19 8	...
Tuckey .....	Francis Harmston .....	2-1-04	do .....	C	31-3-21	1-5-22	327 19 8	...
Quinlivan .....	Keith Patrick .....	23-8-01	do .....	C	23-1-20	27-9-27	291 19 8	...
Liddell ¶¶¶¶	Cecil .....	17-12-89	do .....	C	17-2-16	21-12-32	270 9 8	...
Kefford .....	Herbert John .....	11-9-09	do .....	C	*19-1-28	8-10-28	259 19 8	...
Russell .....	Kenneth Arthur .....	24-2-10	do .....	C	14-4-26	1-7-27	259 19 8	...
Markham .....	Reginald Herbert .....	15-2-11	do .....	C	6-2-26	15-2-27	239 19 8	...
Davis .....	Edwin Hall .....	21-4-12	do .....	C	23-6-27	21-4-28	219 19 8	...
McGuiness .....	Thomas Patrick Kevin .....	8-7-13	do .....	C	20-2-29	1-7-29	199 19 8	...
Sexton .....	Peter Francis .....	25-10-12	do .....	C	4-2-30	1-8-30	199 19 8	...
Quine .....	Mona Belle .....	11-12-91	Machine Operator .....	C	9-5-24	9-5-24	247 16 0	££24 0 0
Jefferson .....	Elizabeth Appleton .....	18-10-01	do .....	C	*28-5-24	1-6-31	164 4 7	...
Hyde .....	Dorothea Agnes .....	11-10-96	Shorthand-writer and Typist .....	C	21-5-20	1-4-22	208 4 7	...
Carroll .....	Catherine Mary .....	4-9-08	do .....	C	24-8-27	1-10-27	188 4 7	...
<b>CORRESPONDENCE AND RECORDS.</b>								
Luokman .....	Harold .....	18-8-93	First Clerk .....	C	18-8-13	27-8-34	504 7 6	...
Burrows .....	John .....	14-2-90	Inspector, Farm Produce Agents' Accounts.	C	15-2-07	29-8-29	479 7 6	...
Butler, B.A.....	James Robert .....	8-11-02	Clerk and Registrar, Farm Produce Agents Act, 1926.	C	13-4-21	6-8-30	384 7 6	££50 0 0
Jolly .....	George Scott .....	15-5-00	Private Secretary to the Minister for Agriculture.	C	29-2-16	1-7-27	522 7 6	...
Houghton .....	Clarence Eric Strauss .....	7-5-96	Clerk .....	C	19-2-12	12-1-26	484 7 8	££50 0 0
Smith, D.E.C. ...	Robert Narraway .....	22-1-92	do .....	C	11-3-18	22-8-23	388 19 8	...
Davis ¶¶	William Gerald .....	11-10-74	do .....	C	6-6-13	5-7-20	375 19 8	...
Philip .....	Charles Moore .....	19-7-88	do .....	C	23-3-08	24-5-20	375 19 8	...
Power .....	Edward James .....	11-7-02	do .....	C	14-3-21	12-6-25	363 19 8	...
Westley-Wise ..	Stanley William .....	9-5-05	do .....	C	12-6-21	1-3-22	315 19 8	...
Schahtel .....	Marjorie Rose .....	1-11-94	do .....	C	2-1-18	1-3-20	286 4 7	...
Murray .....	Ronald Edward .....	24-10-09	do .....	C	*9-12-26	22-2-28	259 19 8	...
Colvin .....	Edward John Herbert .....	24-10-11	do .....	C	31-1-27	3-5-28	239 19 8	...
Ruckard .....	Thomas James Edward .....	8-12-13	do .....	C	12-11-30	1-4-32	190 19 8	...
Hill .....	Philip Stanley .....	16-4-15	Junior Clerk .....	C	4-12-30	1-10-31	144 10 0	...
McGowen (b) ...	Millicent Mary .....	1-11-86	Shorthand-writer and Typist (b) ...	C	*29-6-18	1-3-21	247 4 7	££15 0 0
Monahan .....	Semper Fidelis .....	18-11-89	do do .....	C	17-9-20	1-6-23	247 4 7	...
Mulheron .....	Isabel Mary .....	29-4-80	do do .....	C	18-2-08	2-7-19	247 4 7	...
Scobie .....	Isabella Agnes .....	9-4-86	do do .....	C	22-6-16	1-3-20	247 4 7	...
Miller .....	Sadie .....	20-12-83	do do .....	C	19-8-16	1-3-20	208 4 7	...
Cohen .....	Dora .....	26-11-07	do do .....	C	3-8-26	1-7-27	200 4 7	...
Mangan .....	Anna Elizabeth .....	6-1-12	do do .....	C	21-2-28	1-7-29	164 4 7	...
Taggart .....	Heather Bruce .....	12-10-11	do do .....	C	19-11-28	1-7-29	164 4 7	...
Harrison .....	Rhoda Evelyn .....	29-6-11	do do .....	C	28-12-27	1-11-31	152 4 7	...
McIntosh .....	Edna May .....	30-11-11	do do .....	C	17-10-28	1-11-31	152 4 7	...
Turner .....	Dulcie Edith .....	27-3-11	do do .....	C	19-12-27	1-11-31	152 4 7	...
Ebert .....	Elsie Elizabeth Maud .....	26-6-12	do do .....	C	6-5-29	12-12-32	140 4 7	...
<b>LIBRARY.</b>								
Synnott .....	Richard John Keith .....	12-7-07	Editor of Publications .....	C	19-4-16	13-8-28	504 7 6	...
Middlemiss ¶¶¶	Frank .....	9-6-86	Sub-Editor and Proof Reader .....	C	11-8-19	2-10-23	375 19 8	...
Ferna .....	Oswald George .....	16-1-98	Sub-Editor .....	C	24-5-13	23-9-32	375 19 8	...
Bolt .....	Frederick Harold .....	7-7-12	Clerk .....	C	15-10-28	15-10-28	219 19 8	...
<b>FIELD BRANCH.</b>								
Coleman .....	Albert Mason .....	10-12-91	Clerk .....	C	6-10-06	1-12-19	375 19 8	...
Simmons .....	Nathan James .....	15-4-13	do .....	C	1-3-28	15-4-29	199 19 8	...
<b>FRUIT BRANCH.</b>								
Arndt ¶¶	Otto William .....	27-7-88	Clerk .....	C	18-3-12	10-2-27	270 9 8	...

a Services loaned to Office of Director-General of Public Health.

b At present employed in the Rural Industries Branch.

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# Getting around this CD

## Navigating Archive CD Books CDs

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All Archive CD Books products can be navigated easily using the handy bookmarks on each CD. The table of contents in most original books, and the original book index where it exists, can provide additional ways of finding the information required.

## Searching Text on Archive CD Books Australia CDs

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Optical Character Recognition (OCR) technology has been developing over the years as a useful mechanism to convert images (as Archive CD Books pages are) into text which can be searched. The quality of the OCR can still vary, and hence the searchability can vary. Around 95% or 99% of the words in books with good type are searchable—or even higher with very good type.

*OCR is now a wonderful searching aid in many instances  
but there is still no substitute for reading the book!*

## Different Versions of Adobe Acrobat Reader

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Adobe Acrobat Reader 4 or later should be used. Adobe Reader 6 (as it is now named) in fact has considerably better searching options and is recommended.

- **Acrobat Reader v4** has both a “Find” and a “Search” tool. Those tools are two \*totally\* different things. Our CDs (that are searchable) work with the \*FIND\* tool
- **Acrobat Reader v5** has only a “Find” tool (not a “search” tool). Our CDs (that are searchable) work with the \*FIND\* tool.
- **Adobe Reader v6** has only a “Search” tool (not a tool labelled “Find”). HOWEVER — what is called “Search” is the same as the tool that used to be called “Find” Our CDs (that are searchable) work with the \*SEARCH\* tool

## Tips For Searching and Getting More From the CD Books

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- update to Adobe Reader 6 for more versatile searching options, including the ability to bring up a list of all instances of the word you are searching for — across multiple files on a single CD in a single search request.
- enter the MINIMUM number of characters needed to bring up the search results required.
- use Adobe Reader 6 to do some trial searches to try to identify the characters that may be misread. These can show up in the extra text in the search results list (Adobe 6 only). A few minutes trial will help you to avoid using characters that are more prone to being misread, e.g. try entering “rederi” if you want “Frederick”, but find that the letters “F” “c” and “k” are sometimes misread.
- use the “Match whole word” option to eliminate unnecessary items in your results list, e.g. to eliminate all the blacksmiths and tinsmiths etc when you only want the name Smith.
- use the “Match case” option to eliminate all the occupations “smith” if you only want the name “Smith”.
- don’t just search for names. Search the book for other names, places and subjects of interest:
  - › look for others of the same name
  - › look for others who lived in the same place or street
  - › who was the postmaster or police officer in the town?
  - › how often and at what time did the coach arrive in town?
  - › what churches were there and what time were services held?
  - › what other activities were there in the community?
  - › look for others who had the same occupation or other interests
- all of this and more may be available in a seemingly mundane book such as a directory. You can learn much of the background of life at the time, even if your ancestor is not listed there.
- Many CDs have only one file, but some have the book content spread over several files. Adobe Reader normally searches in the file that is open at the time. If you wish to search ALL files at once choose the “All PDF documents in” option and select the CD drive or directory the files are in—Adobe Reader 6 only.

ADOBE ACROBAT SEARCHING IS A WONDERFUL FIRST FINDING AID.  
BUT DO NOT RELY ON IT TO PICK UP ALL THE INFORMATION YOU WANT

