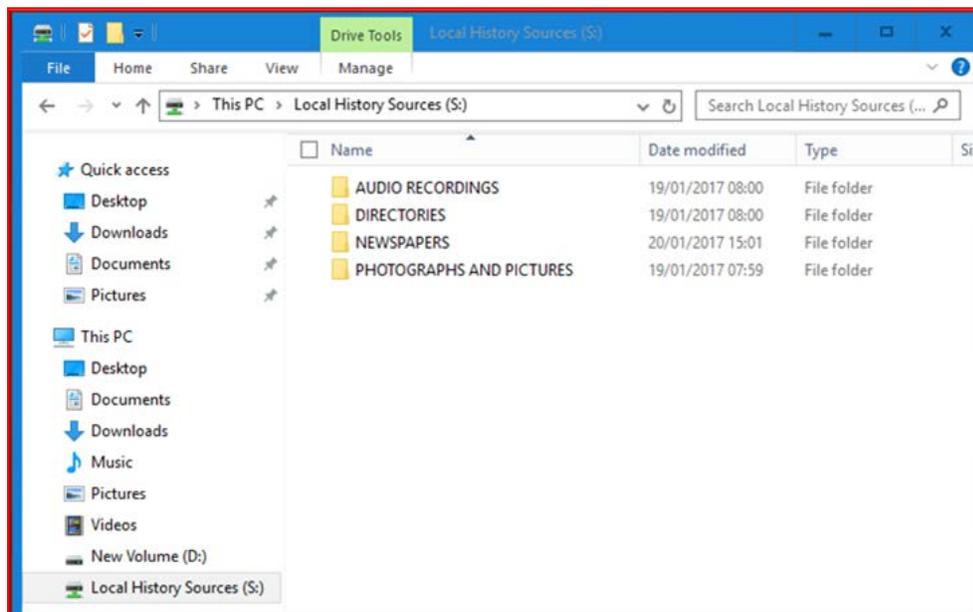


Help with Digitised Historical West Sussex Directories

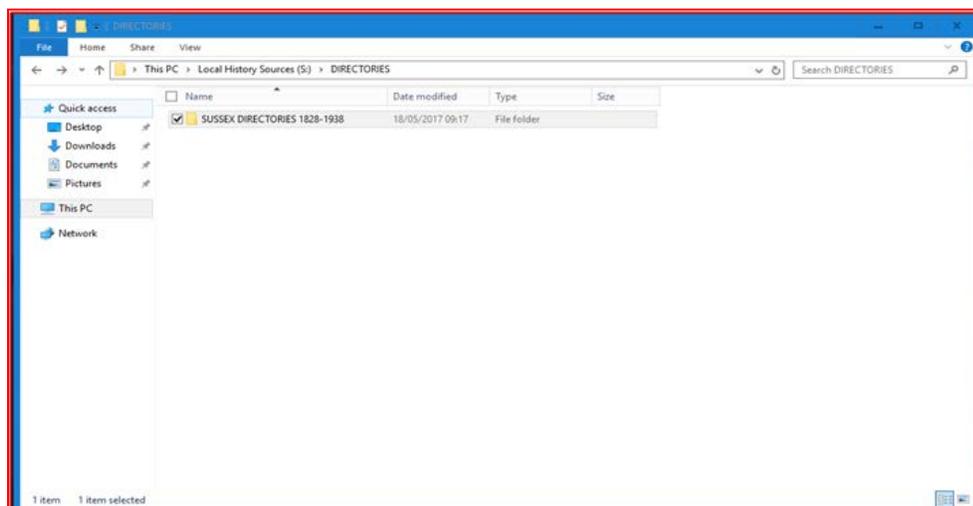
This helpsheet will show you how to search for, save and print articles from local directories scanned from originals held by West Sussex Library Service and West Sussex Record Office.

Opening a directory

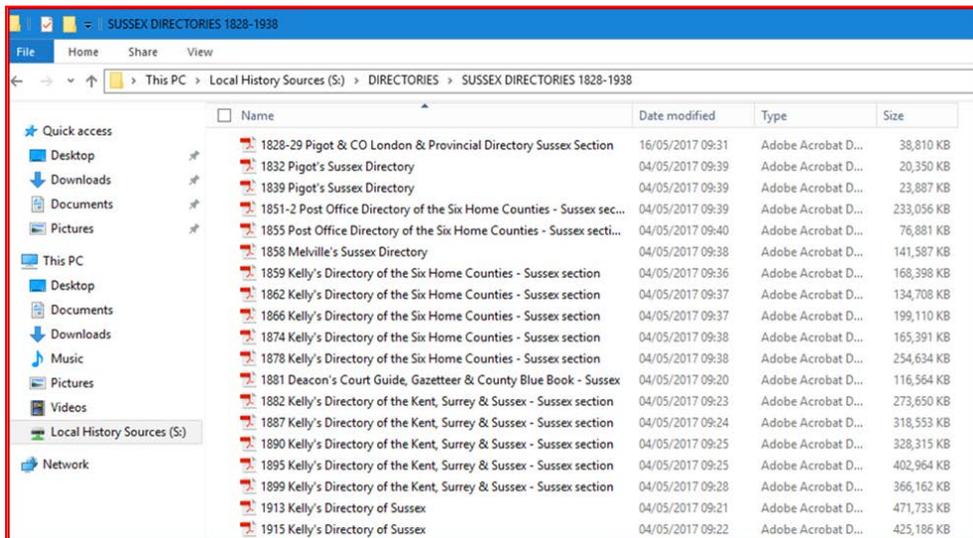
To access the digitised directories from the welcome screen, double-click on the **Documents** icon on the desktop. Choose **This PC** then double-click **Local History Sources**. From the menu shown double-click **Directories**.



Then double-click on **Sussex Directories**.



Next double-click the title that you wish to search, for instance, the **1913 Kelly's Directory of Sussex**.



While the file is loading you may see a window that reads: **Say hello to easy file access**. Close this window by clicking the **X** in the top right corner.

Now you should see the first page of the directory for 1913.

To browse the directory page by page, click on the Page Thumbnail in the far left column. Numbered icons of the pages appear. To view each page, click on the small icon and it will appear in the large screen area. Use the scroll bar (very thin column to right of small icons) pulling down the square to move to any numbered page. Most directories have an index in the first few pages to towns and villages.

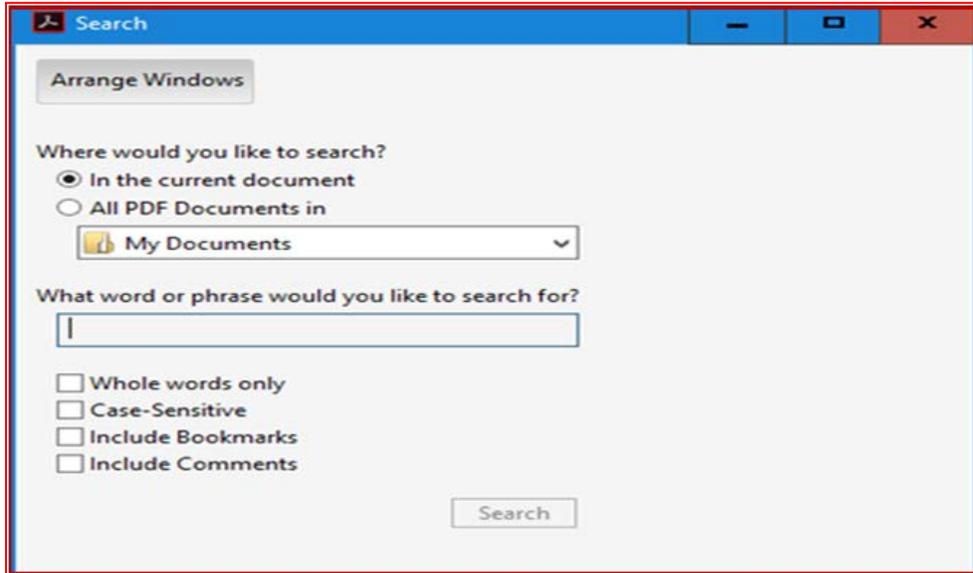


To search for a specific keyword, click Edit then Advanced Search.

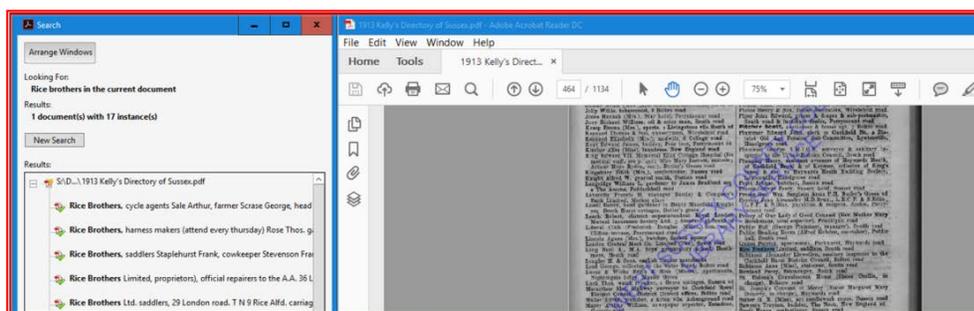
(Note that we recommend using Advanced Search not Find).

The Search pane will appear on the left-hand side of the screen.

To search the directory simply type your keyword(s) in the What word ... box and click Search.

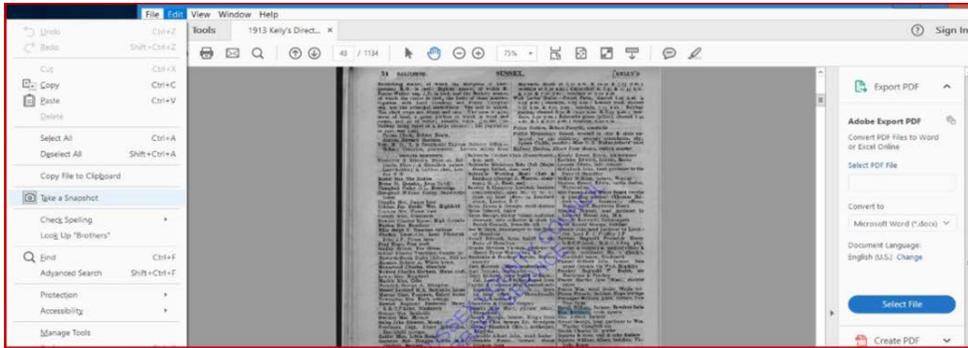


Note that the **Search** box displays various options including **Whole words only** (eg a search for **stick** will only find **stick** not **sticky**) and **Case Sensitive** (eg a search for **May** will omit the word as a preposition eg "It may be true"). Selecting **Whole words only** can reduce the time taken to perform the search. Below are the results of a search for "Rice Brothers" in the 1913 **Kelly's Directory of Sussex**

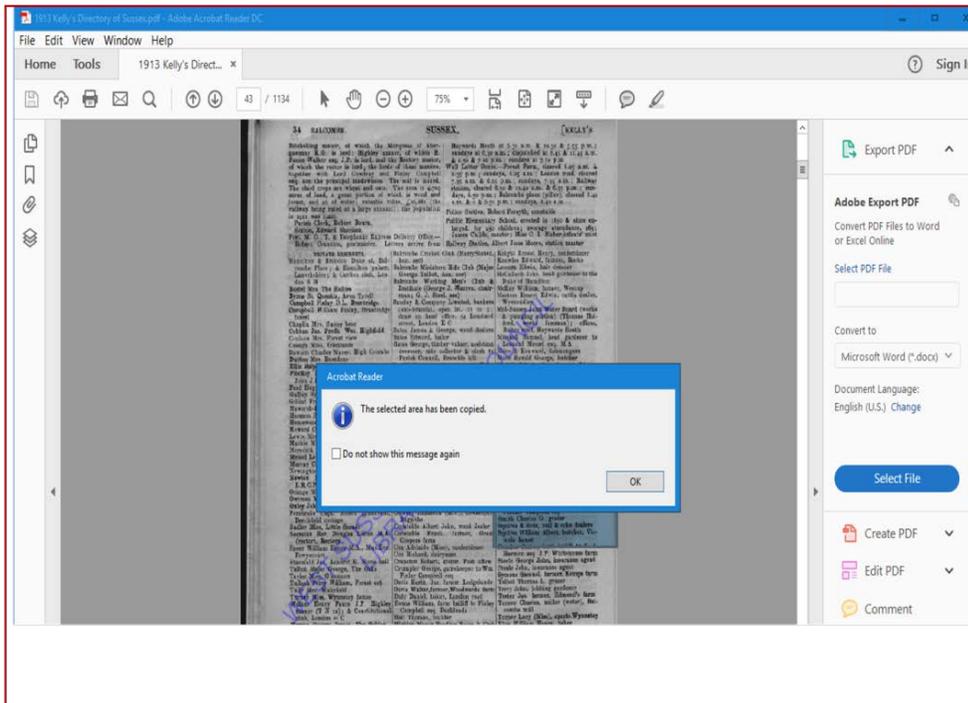


Click on the link to view the results. Note that the keyword(s) will be highlighted in blue in the displayed page. To enlarge the page so that you can read it use the zoom controls.

To print or save the selection, click **Edit** from the toolbar, followed by **Take a snapshot**.



The cursor will change to a cross-shape. Position it above and to the left of the extract that you wish to save or print. Then left click, hold the button down and drag the cursor across the extract so that it is highlighted in blue. When you release your finger an onscreen message will confirm your edit (see below).



Click on the **Start** menu (bottom left of the screen, window icon) and from the **A-Z list of programs** select **Word**. Open a blank document, then right click on the mouse and select one of the paste options. Your extract will now appear and you can print or save the page by clicking on **File** and either **Save As** or **Print**. Note that you can also paste your selection into **PowerPoint**. Instead of opening **Word** open a blank presentation and paste your extract onto a blank slide.

233000. 2002. sec. 77 Margaret street, London W

The East Sussex Lunatic Asylum, situated at Hellingly, and opened in 1900, provides for 1,115 inmates, and includes a church with sittings for 600 persons; an electric railway connects the asylum with the London, Brighton and South Coast railway line at Hellingly station; the estate has an area of 100 acres. **Frederic Hyatt Percival Taylor M.D., B.S.Lond.**, medical superintendent; **William Ross Thomas M.D., B.S.Lond., L.R.C.P.Lond.**, M.R.C.S.Eng., first assistant medical officer; **James Noel Greene Dohar D.A., M.B., B.Ch., E.A.O.Dub.**, second assistant medical officer; **R. Blakey**, clerk to the visiting committee; **Alfred D. Ashley**, clerk of the asylum and steward; **Harry Hayley**, clerk of the works and engineer; **Miss Annie Betty**, chief female officer; **Frederick C. Akerman**, chief attendant.

The West Sussex Lunatic Asylum, at Graylingwell, Chichester, standing on an estate of 245 acres, 65 feet above the sea-level and six miles from the sea, was begun in May, 1897, and opened for the reception of patients in July, 1897; the buildings, enlarged in 1901, are of red brick with stone facings, and comprise eleven blocks, each of two stories, erected from designs by Messrs. Arthur Hemsfield and Sons, and completely equipped for the scientific treatment of insanity; the services is available for 600 patients. There is a detached chapel of red brick and flint in the Early English style, seating 100 persons, and a recreation hall holding 500 people, with a stage. **Ernest H. Baker**, clerk to the committee of visitors; **Harold A. Kidd M.R.C.S.Eng., L.R.C.P.Lond.**, medical superintendent; **George Ernest Peachell M.D., R.S.Lond., M.R.C.S.Eng., L.R.C.P.Lond.**, and **Francis Arthur Knox Stuart L.S.A.** assistant medical officers; **Rev. F. J. Birrell M.A.**, chaplain; **Miss Laura E. Cole**, mistress; **James Robert Newman**, clerk and steward.

His Majesty's Prison at Lancing, begun in 1850, and opened in August, 1855, at a cost of £25,000, is built principally of flint, with hewn and stone dressings; in 1901, 135 additional cells were constructed at a cost of £10,500; it now contains 274 cells for males and 66 for females; the governor's and chaplain's residences, with entrance gates and lodges, form the front facade. **Major R. A. Marlow M.S.O.**, governor; **William Alexander Dow M.D., B.S.Duch., M.R.C.S.Eng., D.F.H.**, R.C.P.S.Eng., medical officer; **Rev. Marcus Henry Hathwaite M.A.**, chaplain; **John Miles**, clerk to the committee of visitors; **C. Bell**, storekeeper; **Thomas Fidler**, chief warden.

PARLIAMENTARY REPRESENTATION OF SUSSEX.
Sussex formerly returned four members in two divisions; but under the provisions of the "Redistribution of Seats Act, 1885," it now returns six members in six divisions.

No. 1.—The North Western or Horsham division comprises the electoral divisions of Horsham, Midhurst and Petworth and the parish of Crawley in Cuckfield

Members of Parliament.
Eastern or Eye division, **George Lord Courthope esq.** J.P. Whilgh, Wadhurst; & **Carlton & National clubs S.W.**, Constitutional club W.C. & Bath club W., London Mid or Lewes division, **William Robert Campion esq.** J.P. Bovebode, Baffley; **Horsham**, Northern or East Grinstead division, **Henry Borchard Gaultley esq.** Northwood, Horsted Keynes, East Grinstead; 25 Hastings Avenue W.C. & **Carlton, Oxford & Cambridge clubs S.W., London**

North Western or Horsham division, **Earl Winterton J.P.** 75 Upper Berkeley street W., **Carlton, Marlborough & Post's clubs S.W.**, Great club W. & Beafstead club W.C., London

Southern or Eastbourne division, **Rupert Backville Gwynne esq.** Weolton House, Polegate, Sussex; & 47 Catherine street, Westminster S.W. & **Bachelors' club W., London**

South Western or Chichester division, **Lt.-Col. Lord Edmund Bernard Talbot M.V.O., D.S.O., J.P.**; **Buckingham Palace gardens S.W. & Carlton & White's clubs S.W. & Naval & Military club W., London**

NAVAL & MILITARY.
ROYAL NAVAL VOLUNTEER RESERVE.
Sussex division, head quarters, 5 Victoria terrace, Hove, Brighton. **Commander, Viscount Curzon**; **Hon. Commodore, Earl Brassey G.C.B.** Commander-in-Chief. **Lieut. Trevor S. Chamberlain**; Staff-Surgeon, **William Bateman Bateman**; Honorary Staff-Surgeon, **Charles O'Brien Harding**; Paymaster, **Bruce Morrison**

Companies:—No. 1, Sub-Lieut. **W. C. B. Vallance**, commanding; Chief P.O. **James Patney**, instructor; No. 2, Sub-Lieut. **W. K. Smart**, commanding; Chief P.O. **Alfred Wilkinson**, instructor; **J. H. Garner Hove L.R.C.P. & S.Edin.**, surgeon, 5 Victoria terrace & **R.N.V.R. Battery**, King's esplanade, Hove, Brighton; No. 4, Lt. **Leaie**, **Viccount Montagu** & **M. Graham White**, commanding; P.O. **Robert Clarke**, No. 4 Co. & P.O. **F. W. Williams**, No. 5 Co. instructors, Esidge street, Newhaven; No. 5 Co. **Lieut. F. Hughes**, commanding, Boxhill road, St. Leonards; **Eastbourne Co.** Sub-Lieut. **H. Curtis**, commanding, Marine parade, Eastbourne

The troops in this county are under the **Eastern Command**
Head quarters, **Horse-Guards, Whitehall, London S.W.**
General Officer Commanding-in-Chief, **Lieut.-Gen. Sir J. M. Grierson K.C.B., C.V.O., C.M.G.**

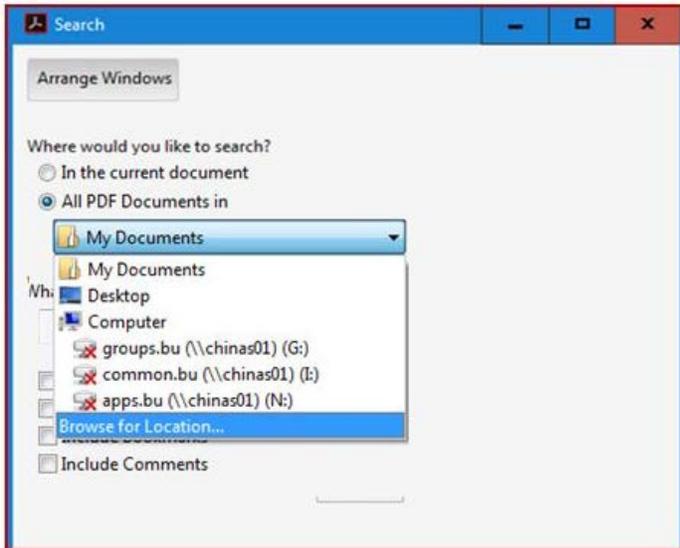
Chichester is the depot of the **Regimental District No. 25**, the **Royal Sussex Regiment, 1st Battalion (15th Foot) & 2nd Battalion (10th Foot)** & the **3rd Special Reserve Battalion**, which latter has its head quarters in the city. Full particulars will be found at p. 204

TERRITORIAL FORCE.
Sussex Territorial Force Association

Above is an example of a directory edit, copied into **Word** using the snapshot tool. Note that all digitised newspapers are watermarked in this way but they are still easy to read, especially by using the zoom facility. If your snapshot is not clear or easy to read, try enlarging the extract by zooming in more.

To Search all directories

In the Advanced Search box, click **All PDF documents in**



Then click the small arrow to open a drop-down menu and choose **Browse for Location...**

Click on: This PC > Local History Sources > Directories > Sussex Directories.

A 'Security Warning' box appears.

Click on 'Allow'.

Then click on the Search button.

Search results appear. Searching all will take some time but you can click on results as they appear to view them before the search has finished.

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