

PARES SEARCH MANUAL

INDEX

I. ACCESSING DOCUMENTS BY SEARCHING	3
SIMPLE SEARCH	3
ADVANCED SEARCH.....	3
Filter by description indexes	5
Filter by producer.....	6
Filter by archive	7
Filter by date	8
Filter by document format	8
Filter by digitisation.....	8
Filter by catalogue number	9
II. RESULTS PAGE	10
III. ACCESSING DOCUMENTS BY NAVIGATING	14
IV. INFORMATION SHEET COMMANDS.....	17
V. COMMANDS IN THE IMAGE VIEWER	18
VI. ACCESSING DOCUMENTS VIA AUTHORITY RECORDS	20
SIMPLE SEARCH	20
ADVANCED SEARCH.....	20
Filter by authority type.....	21
Filter by date	21
RESULTS PAGE	22
AUTHORITY RECORD INFORMATION SHEETS	23

The Spanish Archives Portal (PARES) provides online access to a huge amount of archival information. Below are some instructions and practical information that may be useful in order to access it in the most efficient way.

Before starting to search for documents on PARES, please take the following into account:

- PARES contains information from archives managed by the National Archives Department of the Ministry of Culture and Sport - eight centres that hold one of the largest collections of historical documents in the world. You can access the websites for these archives, contact them or see their details in the Census-Guide to Spanish and Latin American Archives in the [Archives](#) tab on PARES¹.
- Not all of the documents held in the National Archives are described or digitised on PARES. Projects have been carried out for some years now to identify, describe and digitise the files but there is still a lot to do. The progress made by these projects is the reason why new information is constantly being published on the portal.
- PARES provides access to other databases (available in the [Find out more](#) section) and to [virtual exhibitions](#) where you can find resources related to your topic of interest.
- You can also find answers to some of the most common questions asked about PARES in the [Frequently Asked Questions](#) section.
- Remember that it is a good idea to consult academic publications or open-access journals before searching for documentation about a specific topic. This will give you a better idea of where to search, which collections best suit your interests and what key words might help you with your search.

¹ PARES also contains information from the three Basque Provincial Historical Archives before said Autonomous Community took over their management in 2011. Since then, no more information from these archives has been added to the portal.

I. ACCESSING DOCUMENTS BY SEARCHING

Before searching for documents on PARES, please take the following into account:

- The portal will look for the terms you enter in the information sheet for each document. Although many of the documents are digitised, the portal cannot search their content.
- The level of detail of these information sheets varies, so you may need to try several search strategies in order to find the documents that best suit your needs.
- If after several attempts you cannot find references about your research topic, you can contact the [Portal information service](#) or the [National Archives](#) to ask for help and information.

SIMPLE SEARCH

The quickest way to search for documents on PARES is to use the simple search box on the home page:

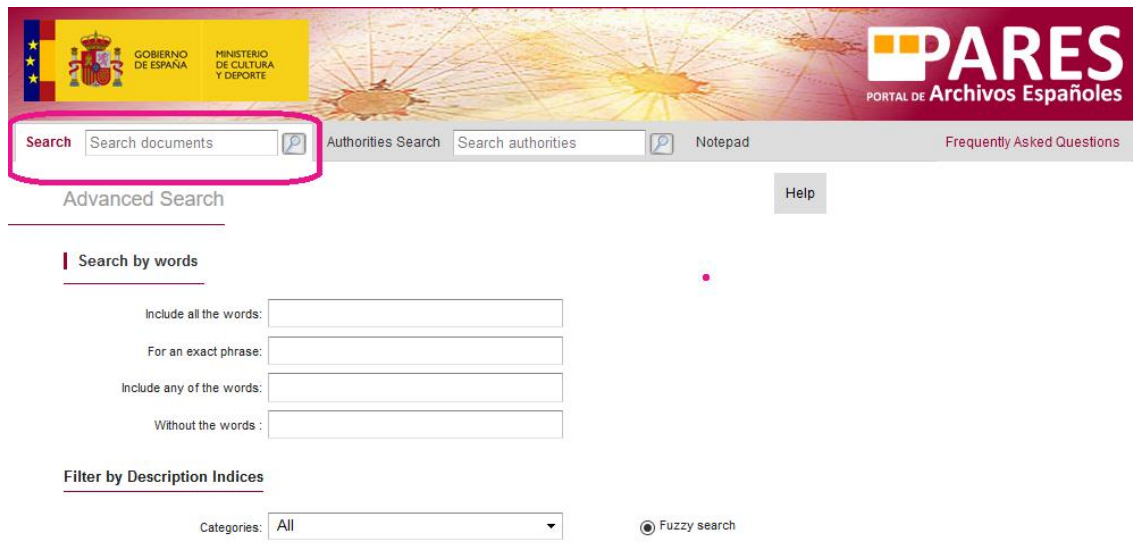


The screenshot shows the PARES home page. At the top, there is a navigation bar with links: Portada, Archivos, Preguntas frecuentes, Estadísticas, Valóranos, and Participamos en. Below this, the title 'Portal de Archivos Españoles (PARES)' is displayed. The main search area contains two search boxes. The first box is labeled 'Documentos' and has a 'Buscar' button next to it. This box is highlighted with a red rectangle. Below it, there is a link for 'Búsqueda Avanzada'. The second search box is labeled 'Registros de autoridad' and also has a 'Buscar' button next to it. Below this, there is another link for 'Búsqueda Avanzada'.

You can type the keywords for your topic of interest directly into this box and click *Search*. The portal will immediately show the results. It does not distinguish between capital and lower-case letters or take into account accents. Therefore, it does not matter whether you search “navíos” or “navios”; “Miguel de Cervantes” or “miguel de cervantes” or “Miguel de cervantes”. It also does not take into account common words such as articles or prepositions (In Spanish: “la, los, de, a” etc.) given that they appear on every information sheet. It will search for whole words (e.g. if we enter “colón”, it will not show results where it appears as part of a word, such as “colonial”, “colonia” or “colonización”). Try to be as precise as possible as very general searches will return a very high volume of results.

ADVANCED SEARCH

It is also possible to carry out a more precise search by clicking on the *Advanced Search* button on the lower left of the simple search box (you can also access it by clicking on *Search* and leaving the search box blank). The portal will show a more detailed form, although the simple search option will still be available in the upper left-hand side of the screen:



The screenshot shows the PARES Advanced Search interface. At the top, there is a navigation bar with the Spanish flag, the text 'GOBIERNO DE ESPAÑA' and 'MINISTERIO DE CULTURA Y DEPORTE', and the PARES logo. Below this, there are search boxes for 'Search documents', 'Authorities Search', and 'Search authorities', along with links for 'Notepad' and 'Frequently Asked Questions'. The 'Advanced Search' section is highlighted with a pink box. It contains four search options: 'Include all the words:', 'For an exact phrase:', 'Include any of the words:', and 'Without the words:'. Below these is a 'Filter by Description Indices' section with a 'Categories' dropdown menu set to 'All' and a 'Fuzzy search' checkbox.

The advanced search form gives you more options for entering search terms. There are four different options:

- *With all these words:* this will find every record that contains these words in its information sheet, no matter what order they are in or whether they are together or separate. The simple search box works in a similar way to this option.
- *With this exact phrase:* this will find every record that contains the exact sequence of characters entered in the search box.
- *With any of these words:* this will find every record that contains any of the words entered in the search box.
- *Without these words:* this will find every record that does not contain any of the words entered in the search box.

These options can be used together. For example: you can find out information about Álvaro Figueroa by entering his name in the *With this exact phrase* box (that will stop information sheets being shown in which “Álvaro” and “Figueroa” appear separately, which is what would happen if you used the *With all these words* box). However, if the person you are interested in is not the Count of Romanones but another Álvaro Figueroa, you can also enter “Conde de Romanones” in the *Without these words* box. That will stop results about this person from showing.

Another example would be trying to locate all the records that confirm the connection between Manuel Azaña and Alcalá de Henares. In this case, as well as entering “Manuel Azaña” in the *With this exact phrase* box, we can also enter “Alcalá de Henares” in the *With all these words* box and we will see more relevant results than if we only entered his name.

In principle, the PARES advanced search form can only be used to search by text (although it does include options that allow you to find results without text, as explained below). There are also several filters that can be applied to narrow the search.

Filter by description indexes

Description indexes are "tags" assigned to the information sheets that enable the user to filter out homonyms and access the information directly. The index categories included in this filter are location, name, institution, subject, activity/role, regulation and individual role.

Filter by Description Indices


Categories: ☐ Fuzzy search ☐ Exact search

Search: 

If you want to filter a text search with one of these indexes, you need to select the category you want in the *Categories* section, enter the term you are searching for in the *Search for Documents* box and click on the magnifying glass to the right. The system will show a drop-down list with similar indexes it has found and you simply need to choose the one you want and click *Close*:

Filter by Description Indices

Categories: ☐ Fuzzy search ☐ Exact search

Search: 

Filter by producer

Find producers:

Access Point

- ☐ Aldealengua de Pedraza (Segovia, España)
- ☐ Berzal (Valladolid de Pedraza, Segovia, España)
- ☒ Castillo de Pedraza (Segovia, España)
- ☐ Ceguilla (Aldealengua de Pedraza, Segovia, España)
- ☐ Chavida (Santiuste de Pedraza, Segovia, España)
- ☐ Ermita de Nuestra Señora del Carrascal (Pedraza, Segovia, España)

x Close

The portal will only show records that match the text searched and are related to the index chosen. Multiple indexes can be selected at once to narrow down your search even further:

Filter by Description Indices

Categories: ☐ Fuzzy search ☐ Exact search

Search: 

- ☒ Ducado de Frías
- ☒ Castillo de Pedraza (Segovia, España)

You can deselect any of the indexes chosen by clicking on the orange circles with a minus sign inside them to the left of each index.

Please bear in mind that there are information sheets in the database that have not yet been assigned indexes, so there may be references relevant to your search that will not appear using this filter.

PARES also allows you to search by description index only, so you can search for documents by selecting indexes in this filter and leaving the search boxes blank. The portal will show the descriptions linked to these indexes.

Filter by producer

In general terms, the archive producer of a document group (a collection or series, for example) is the institution, person or family who produced or collected said group before it was added to the archives. PARES has a filter which allows you to select the producer of the documents you would like to search. If, for example, you are interested in studying the activities carried out by the '*Consejo de Castilla*' regarding the institution in that district (*corregimiento*), you could search "corregimiento" by itself in the *With this exact phrase* box, but the portal will return a very large number of results. If you also select "Consejo de Castilla" in *Filter by producer*, you will be shown a much more precise list of results corresponding to the documents produced by that institution.

Filter by producer

Find producers: 

☒ Fuzzy search
☐ Exact search

This filter works in the same way as the *Filter by description indexes* explained above. Type the name of the producer into the *Search producers* box and click on the magnifying glass to the right. The system will show the names of similar producers it has found in a drop-down list. You will need to select the one you want and click *Close*:

Filter by producer

Find producers: 

☒ Fuzzy search
☐ Exact search

Producer

☐ Consejo de Indias, Escribanía de cámara

☐ Consejo de Indias (España)

Filter by Archive

x Close

The portal will only show records that match the text searched and are related to the producer selected. This filter also allows you to select multiple producers at the same time:

Filter by producer

Find producers: 

☒ Fuzzy search
☐ Exact search

☒ Consejo de Indias (España)

☒ Junta de Guerra de Indias


You can deselect any of the producers chosen by clicking on the orange circles with a minus sign inside them to the left of each index.

Just like in the *Filter by description indexes*, you can also search by producer only. To do this, select the producers you want in this filter and leave the search boxes empty. The portal will show the descriptions these producers appear in.


Filter by archive

You can use this filter to find documentation held in a specific centre. You simply need to select which archive you want to search from the drop-down menu:


Filter by Archive

Archives: 

Filter by Date

Dates: 

Filter by Type of Medium/Archival Materials

Type of Medium/Archival Materials: 

Digitization

☐ Undigitized/ Not
☐ Digitized

- Centro Documental de la Memoria Histórica
- Archivo General de Simancas
- Archivo Histórico de la Nobleza
- Archivo General de la Administración
- Archivo Histórico Provincial de Bizkaia
- Archivo de la Corona de Aragón
- Archivo Histórico Provincial de Álava
- Archivo de la Real Chancillería de Valladolid
- Archivo Histórico Nacional
- Archivo General de Indias
- Archivo Histórico Provincial de Gipuzkoa
- Archivo Central del Ministerio de Cultura

Filtering by archive offers many possibilities. On the one hand, it allows you to narrow down searches to specific archives by selecting them individually from the drop-down menu:

Filter by Archive

Archives: 

- Archivo General de Simancas
- Archivo Histórico Nacional

It also allows you to narrow down your search within a particular archive according to its classification scheme. This option is available to filter results by just one centre. To do so, you will need to use the successive drop-down menus that appear every time you select an option:

Filter by Archive

Archives: 

- Archivo Histórico Nacional

Groups: 

- 1.1. INSTITUCIONES DE LA MONARQUÍA

Fonds: 

- Consejo de Castilla

You can deselect any of the options by clicking on the orange circle to the left of them. It is important to note that just as you can select multiple archives to filter, you can also select multiple levels of the classification scheme within the same archive.

Filter by date

PARES allows you to narrow down your search to a specific time period. In order to obtain the most coherent results possible, the system requires you to enter a start and end date. This can be a specific date (day, month and year), or an entire year or century (which must be entered using the Roman numerals for that year). Bear in mind that the date entered in *From* must be earlier than the date entered in *Until*. Please use the following format: day (2 digits)/month (2 digits)/year (4 digits).

Filter by Date

Dates:

From: / / 

To: / / 

Filter by document format

If you wish to search for documents in a specific format (for example written on parchment) you can use this filter to narrow down your search. You simply need to select the option you want from the drop-down menu. You can only select one option:

Filter by Type of Medium/Archival Materials

Type of Medium/Archival Materials:

Digitization

Filter by reference number

Reference number:

All

All
Metal_en
Papel_en
Pergamino_en
Papiro_en
Placa de Vidrio_en
Película Flexible_en
Soporte óptico_en
Soporte magnético_en

C

☒ Incl

☐ Excl

Filter by digitization

Use this filter if you want to view only digitised or non-digitised records. You will need to select one of the three options given by the system (*All* will be selected by default).

Digitization

☒ All

☐ Digitized

☐ Undigitized/ Not

Digitized

Filter by reference number

If you know the reference number of the document you are looking for, you can use this filter. PARES lets you search by catalogue number only, so you can leave the text search boxes blank.

Filter by reference number

Reference number:

☒ Incomplete reference number
☐ Full reference number

In order to search by reference number it is important to know its exact syntax in the system, as this will not always coincide with how it is referenced in academic or outreach publications:

- If you know the exact syntax, select the *Full reference number* option that appears to the right of the screen, enter the number in the box and click *Search*.
- If you do not know this syntax, select *Incomplete reference number* and just enter part of the information (for example the name of the section or collection and the file, box, book or folder number). In this case, you must first select the centre where the document is held in the filter by archive box.

Be careful not to enter spaces before or after the reference number as this filter takes them into account when searching.

Finally, at the bottom of the page there are two *Search* and *Clear form* buttons.

It is highly recommended to click the latter before starting a new search in order to ensure that none of the filters are left selected from previous searches.



II. RESULTS PAGE

After entering the text and search filters, the portal will show the results on a results page. We recommend getting to know the different parts and functions of this page in order to make the most of them:



The screenshot shows the PARES Results Page with the following numbered annotations:

- 1**: Search results with text: **rentas provinciales** APE
- 2**: Add to Notebook
- 3**: Sort by: Archive Results per page: 25
- 4**: Page navigation (1, 2, 3, 4, 5, »)
- 5**: Results 1 - 25 of 565
- 6**: Document details for "Causa de don Francisco Miranda, presbítero y rector del pueblo de Térmens, contra Juan de Giral, oficial de rentas provinciales de la ciudad..."
- 7**: Filter by: Archives, Digitization, Levels of description, Start date
- 8**: Search

- Search summary and access to the Archives Portal Europe (APE):** this box shows a summary of the search criteria for the results shown (both the text entered and the filters applied). By clicking on the icon with the APE letters, users will be able to access the results page for the same search in Archives Portal Europe.
- Save and share.** This section offers several options:
 - Save the search results in the PARES *Notebook*. This is especially useful if you are going to regularly use the same search criteria, and to stay up to date with new content related to the search that has been published on the portal. In order to add information from PARES to the Notebook, users must first register for a Notebook.
 - Share: the  icon allows you to share the results page on social media and by email. Hovering the mouse over it will show each of the options (light blue icon for Twitter, dark blue for Facebook and orange for email):


Clicking on each of these will open a separate window to finish sharing your search results.
- Order and add page numbers.** In this section you can change the criteria for how the results are shown. It offers very useful options for ordering long lists of results:

- *Order by*. This dropdown menu allows you to change the criteria for how the results are ordered on the page. By default, PARES orders results according to the *Descriptive level*, from highest to lowest. When writing document descriptions, archivists normally work from general to specific, so generally speaking the collections are stated first, then the series and finally the files or documents. PARES will show the higher levels first, in other words the collections, series and other document groups related to the search. Therefore, if no specific archival items are found, the user can at least find out which archives and groups contain documents related to their search (so they can ask said archives for more information or visit them in order to carry out further research).

However, users may wish to start looking through the PARES results using other criteria. By selecting other options from the drop-down menu, you can sort the results by:

- *Relevance*: the results will be reordered according to the number of times the terms searched appear in the different fields on the information sheet (those with the most coincidences will be listed first).
- *Title*: the results will be reordered in alphabetical order by title.
- *Date*: the results will be reordered in chronological order from the oldest to the most recent.
- *Archive*: the results will be reordered in alphabetical order according to the name of the archive where the documents are held.
- *Digital*: the results will be reordered so that the digitised references are listed first on PARES and the non-digitised references second.
- *Catalogue number*: the results will be ordered in alphabetical order by catalogue number.

Each of these options enables the list to be reordered according to the needs of the user: *Descriptive level* is a useful option if users want to start researching a topic (meaning they will prioritise the list according to more general information), *Relevance* for finding out which results are most relevant to the terms searched, *Digital* if they want to start their research with items they can read online...

- *Results per page*: PARES can return a large number of results. By default, 25 results will be shown per page. If you want to increase the number of results shown per page, you can use this drop-down menu to change it to either 50 or 100.

When you click on the *Order by* or *Results per page* drop-down menus, these will remain selected (the box will be highlighted in red):



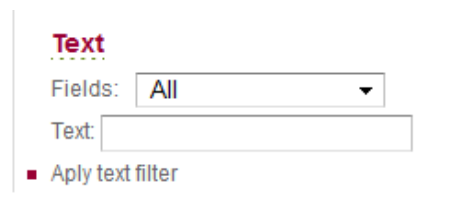
After choosing your preferred option, don't forget to deselect them before starting to scroll through the results page (to do so, click on any other part of the page). Otherwise, it will scroll through the options in the drop-down menu, changing the way the results are displayed.

4. **Page Number:** this section lets you move between each page of results. It also appears at the bottom of the screen for ease of use.
5. **Location:** this section can be used as a reference to know exactly where you are in the list of results.
6. **List of results:** In this section, PARES shows the references of the documents it has found related to your search criteria. Each entry will show a summary of the basic reference information (descriptive level—in red—, title, archive where it is held, dates and catalogue number). If you click on one of them, you will be able to see the information sheet.

If the document referenced is digitised, a thumbnail of the first image digitised will be shown to the left of the summary. Clicking on this will take you directly to the image viewer so you can start to read the document.

7. **Filter list:** the right-hand margin of the results page shows a list of interactive filters that you can apply to the list of results. These allow you to filter by archive, descriptive level, digitised or non-digitised items and start and end dates. Multiple filters can be applied at the same time. They are extremely useful for narrowing down results, especially when there is a very high number of them. They are even more effective when combined with the *Order by* drop-down menu.

There is also an option in the filter list to filter the results found by PARES by text. This is a very useful tool for narrowing searches that have returned a large number of results.



To apply the filter, just enter the text you want to search in the corresponding box, select the *Fields* you want to search in the drop-down menu (title, scope and content or all) and click *Apply text filter*.

8. **Breadcrumb navigation:** at the top of the page the user can see the route they have taken through the different PARES pages to get to the one they are currently viewing. This route is known in computer jargon as "Breadcrumbs". Clicking on one of these breadcrumbs will take the user back to the corresponding screen.

It should be noted that some of the portal options open in a new window. It is very important for users to keep the first PARES page that they viewed open as a reference if they don't want to lose the original search. If another search is launched in a new window, the portal will not remember the details entered in the original page.

III. ACCESSING DOCUMENTS BY NAVIGATING

PARES provides access to a large number of records and images using the search bar but you can also find results by navigating between different document groups and collections. This can be useful, for example, for researchers who have found the document they are interested in and want to look through the other documents in the same group. There are two ways of doing this:

1. Through the document's information sheet.

This page shows the location of the document in the archive classification scheme of the archive where it is held. To find out this information, click on the *Location in the archive classification scheme* button:



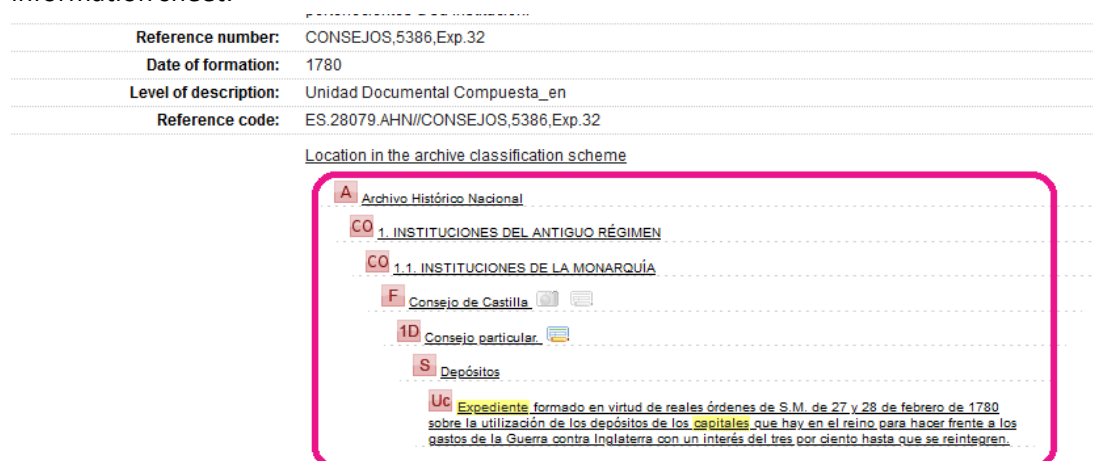
The screenshot shows the document information sheet for the document titled "Expediente por el cual el abad del monasterio de Monsalud da razón de la entrega a la tesorería de los capitales pertenecientes a su institutu ...". The document is from the Archivo Histórico Nacional. The information sheet includes fields for Formal title, Reference number, Date of formation, Level of description, and Reference code. A button labeled "Location in the archive classification scheme" is highlighted with a red box.

Formal title:	Expediente por el cual el abad del monasterio de Monsalud da razón de la entrega a la tesorería de los capitales pertenecientes a su institutu ...
Reference number:	CONSEJOS,5386,Exp.32
Date of formation:	1780
Level of description:	Unidad Documental Compuesta_en
Reference code:	ES.28079.AHN/CONSEJOS.5386,Exp.32
Location in the archive classification scheme	

Context

Name of the creator(s): Consejo de Castilla (España)

The screen will show a breakdown of the archive classification scheme up until the document and the user will be able to click through each of the levels to see its information sheet:



The screenshot shows the breakdown of the archive classification scheme. The levels are: Archivo Histórico Nacional, 1. INSTITUCIONES DEL ANTIGUO RÉGIMEN, 1.1. INSTITUCIONES DE LA MONARQUÍA, Consejo de Castilla, Consejo particular, Depósitos, and Expediente formado en virtud de reales órdenes de S.M. de 27 y 28 de febrero de 1780 sobre la utilización de los depósitos de los capitales que hay en el reino para hacer frente a los gastos de la Guerra contra Inglaterra con un interés del tres por ciento hasta que se reintegren.

Reference number:	CONSEJOS,5386,Exp.32
Date of formation:	1780
Level of description:	Unidad Documental Compuesta_en
Reference code:	ES.28079.AHN/CONSEJOS.5386,Exp.32

[Location in the archive classification scheme](#)

- A Archivo Histórico Nacional
- CQ 1. INSTITUCIONES DEL ANTIGUO RÉGIMEN
- CQ 1.1. INSTITUCIONES DE LA MONARQUÍA
- F Consejo de Castilla
- ID Consejo particular
- S Depósitos
- Uc Expediente formado en virtud de reales órdenes de S.M. de 27 y 28 de febrero de 1780 sobre la utilización de los depósitos de los capitales que hay en el reino para hacer frente a los gastos de la Guerra contra Inglaterra con un interés del tres por ciento hasta que se reintegren.

From the information sheet for a main document group, you can access all sheets that are directly linked to it. To do so, find the group's information sheet and click on the link in the *Contains* section. The portal will open all the sheets linked to it in a results page in a new window:

Search Search documents Authorities Search Search authorities Notepad

Search Results Description

Procesos reservados de la sala de lo Militar del Tribunal Supremo

Archivo Histórico Nacional

Highlight Print Export EAD3

Identity statement area

Supplied title: Procesos reservados de la sala de lo Militar del Tribunal Supremo

Date of formation: 1928 - 1936

Level of description: Serie_en

Contains: This unit of description contains 12 units more

Location in the archive classification scheme

Context

Name of the creator(s): Tribunal Supremo (España)

2. Through the dynamic inventory.

Users can also view the classification scheme for their document completely and dynamically by consulting the [Census-Guide to Spanish and Latin American Archives](#). In order to access the dynamic inventory you need to search for the document, open its information sheet and click on the *Classification Scheme* option:

GOBIERNO DE ESPAÑA MINISTERIO DE CULTURA Y DEPORTE

CENSO-GUÍA de Archivos de España e Iberoamérica

Presentación

- Información general
- Directorio de Archivos
- Fondos Documentales
- Fichero de Autoridades
- Enlaces de interés

ACCESO COLABORADORES

- Usuario y contraseña

Contacte en : censoguia@cultura.gob.es

Detalle Archivo

« Cuadro de Clasificación »

ARCHIVO GENERAL DE SIMANCAS (VALLADOLID, ESPAÑA)

« EAG »

Área de Identificación

Identificador: ES. 47161. AGS

Forma(s) autorizada(s) del nombre: ARCHIVO GENERAL DE SIMANCAS (VALLADOLID, ESPAÑA)

Forma(s) paralela(s) del nombre:

Otra(s) forma(s) del nombre: Archivo Histórico de Simancas

This will open the dynamic inventory, which you can use to browse through the archive classification scheme levels:

Inventario Dinámico

« Detalle de archivo »

☐ **Archivo General de Simancas (Valladolid, España)**

☐ F Archivo General de Simancas (fondo administrativo generado por la institución)

1. Fondos de Instituciones del Antiguo Régimen

Mostrando del 1 al 10 de 22

☐ F Cámara de Castilla

- ☐ S Diversos de Castilla
- ☐ S Libros registro de cédulas
- ☐ S Memoriales y expedientes

☐ F Cancillería. Registro del Sello de Corte.

In each of the files in the dynamic inventory, the user will find two links to PARES:

Detalle Unidad

[Archivo Histórico Nacional \(Madrid, España\)](#) » [2. INSTITUCIONES CONTEMPORÁNEAS](#) » [2.2. Poder Judicial](#) » [Tribunal Supremo](#) » [Sala de lo Militar del Tribunal Supremo](#) » Procesos reservados de la sala de lo Militar del Tribunal Supremo

[« Volver al Listado](#)

[« Cuadro de Clasificación](#)

Procesos reservados de la sala de lo Militar del Tribunal Supremo

[« XML](#)

Área de Identificación



Código de Referencia: ES.28079.AHN/2.2.5.8.1

Título /Nombre Atribuido: Procesos reservados de la sala de lo Militar del Tribunal Supremo

[f] 01-01-1928 / 31-12-1936

Nivel de Descripción: Serie

Enlace a PARES 2.0: <http://pares.mcu.es/ParesBusquedas20/catalogo/description/5032958>

Contiene unidades en PARES 2.0: <http://pares.mcu.es/ParesBusquedas20/catalogo/contiene/5032958>

Clicking on the first link (*Link to PARES 2.0*), will show the user the information sheet at the equivalent level on PARES and clicking on the second link (*Includes items on PARES 2.0*) will take the user to the PARES results page that shows the information sheets that are directly linked to that level. In order to return to the dynamic inventory from the information sheets for each level in the Census-Guide, click on the *Classification scheme* button in the top right corner of the screen.

In the PARES records, the details of every archive in the Census-Guide are shown in the name of the archive (written in grey underneath the title of the item being viewed). Clicking on this opens the document page in the Census-Guide:

Search Results Description




Aclaración en capitulación entre Bernardino Fernández de Velasco, Condestable de Castilla y el Duque de Alba

[Archivo General de Simancas](#)

 Highlight

 Print

 Export EAD3

 View Images

 Add to Notepad



Identity statement area

Supplied title: **Aclaración en capitulación** entre **Bernardino Fernández de Velasco**, Condestable de Castilla y el Duque de Alba.

Reference number: PTR.LEG.7.DOC.97

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IV. INFORMATION SHEET COMMANDS

Each of the information sheets for individual archival items on PARES allows the user to do a number of things via a series of commands at the top:



1. Display area. Basic information about the item is shown first:

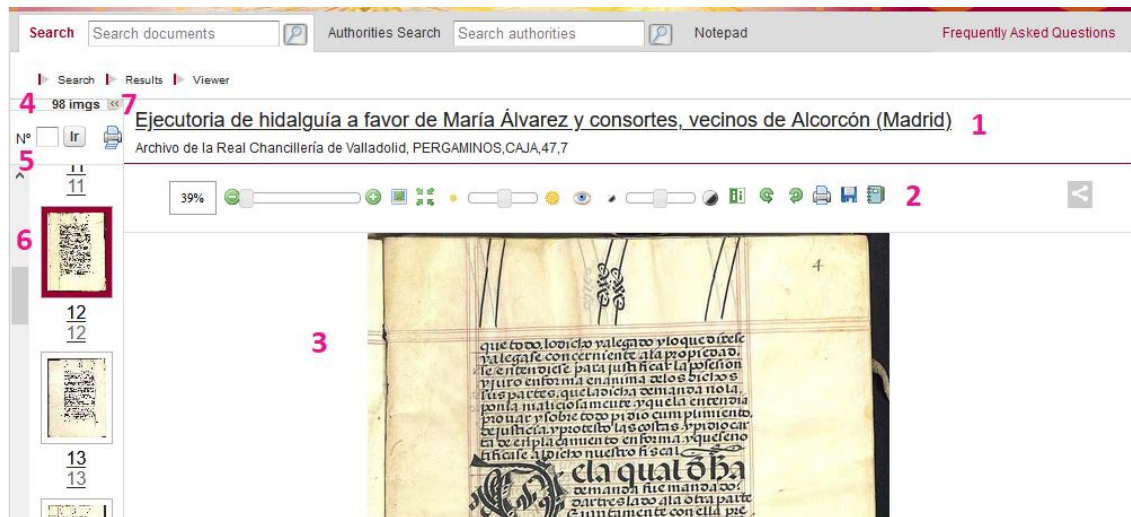
- *Thumbnail*: if the item is digitised, a thumbnail of the first page will appear. Clicking on this opens it in the image viewer.
- *Title of the archival item*.
- *Details of the archive where the item is held*:
 - Name of the archives (in grey and underlined): by clicking on this you can see its details in the Census-Guide to Spanish and Latin American Archives.
 - Contact the archives: by clicking on the  icon, the user can access the contact form for the archives.
 - Access the archives website: click on the  icon to open the archives website in a new window.

2. Commands. This area provides the following options:

- *Highlight*: the terms entered by the user in the search bar will be highlighted in yellow on the information sheet by default. If you do not want them to be highlighted, click on this button.
- *Print*: enables the user to print the information sheet.
- *Export EAD3*: enables the information sheet to be exported in accordance with the EAD3 encoded archival description standard.
- *See images*: opens the image viewer to see the digital copy of the archival item (this has the same result as clicking on the thumbnail).
- *Add to notebook*: this button allows you to add the item to the PARES notebook.
- *Share*: allows you to share the information sheet on social media or by email. It works in a similar way to filtering out homonyms on the results page, described above.

V. COMMANDS IN THE IMAGE VIEWER

Users can view the digitised version of a large number of documents on PARES. This is carried out through a specific page, the *image viewer*, which offers the following options:



1. **Information about the archival item copied:** this line shows the basic details to identify the archival item being viewed:
 - *Title* (underlined): by clicking on this you can see the information sheet about the archival item being viewed.
 - *Archive and catalogue number*.
2. **Viewing options.** An explanation of each of these is given below according to the order in which they appear from left to right:
 - *Zoom*: by moving the grey dot you can increase or decrease the size of the image.
 - *Adjust to original size*: sets the zoom to 100%.
 - *Adjust image to fit the screen*: this returns the image to the available width of the screen. This is the default option.
 - *Brightness*: by moving the grey dot you can increase or decrease the brightness of the image.
 - *Restore original brightness and contrast*: this icon returns the image to its original brightness and contrast settings. It is very useful after modifying the image with these two options.
 - *Contrast*: moving the grey dot allows you to adjust the level of contrast of the image.
 - *Change polarity*: changes the polarity of the image shown from positive to negative. Combining brightness, contrast and polarity can help make documents easier to read if the original medium is not very clear for a number of reasons (for example, faded ink or acid corrosion).
 - *Rotate to the right*: rotates the image 90° to the right.
 - *Rotate to the left*: rotates the image 90° to the left.

- *Print*: allows the image shown on the screen to be printed.
 - *Save image*: by clicking this button a copy of the image will be downloaded on your computer in jpg. format.
 - *Add to Notebook*: this button allows you to save the images in the PARES notebook.
 - *Share*: allows you to share the image on social media or by email. It works in a similar way to filtering out homonyms on the results page, described above.
3. **Main image**: this part of the viewer shows the digital copy of the original item. Hovering the mouse over it and scrolling up or down will increase or decrease the size of the image. If the digitised document contains multiple images, moving the cursor to the right- and left-hand margins of this section will make a red strip appear with an arrow that you can click on to move to the next or previous image.
 4. **Number of images**: this part indicates the total number of digitised images in the document.
 5. **Go to**: this section enables you to move between each of the images in the digital copy of the archival item. There are two options:
 - *Nº (number)*: you can enter the number of the image you want to move to in this box and view it by clicking on the *Go* button.
 - *Print images*: you can use this option to print up to 5 images.
 6. **Thumbnails**: the PARES image viewer shows thumbnails of each of the image sets on the right-hand side of the screen. The thumbnail of the image currently being viewed is highlighted in red. The thumbnails make it easier to move between images in very large archival items: in a long record, for example, you can jump from one document to the next by locating the beginning and end of each one at a glance.
 7. **Hide thumbnails**: this button hides the thumbnails and provides a wider screen width for viewing the images. If pressed again, the thumbnails are displayed again.

VI. ACCESSING DOCUMENTS VIA AUTHORITY RECORDS

PARES also offers the option to search by archival authority records. An authority record is an authorised form of name which, in conjunction with other details, enables an entity to be identified and described based on the context of the documents (also known as *non-documentary entities*). In recent years, the international archival community has focused a large part of its efforts on developing a standard methodology for describing the context of archival items with the aim of facilitating new ways to access them.

PARES currently contains authority records (non-documentary entities) split into the following categories:

- Family.
- Institution.
- Person.
- Activity/role.
- Places.
- Subjects.
- Regulation (law).
- Individual roles.

Archival authorities are useful in that they are related to each other and to the descriptions of the documents, so the user can browse between related authority records and the documents linked to them in order to access information in an easy and flexible manner.

SIMPLE SEARCH

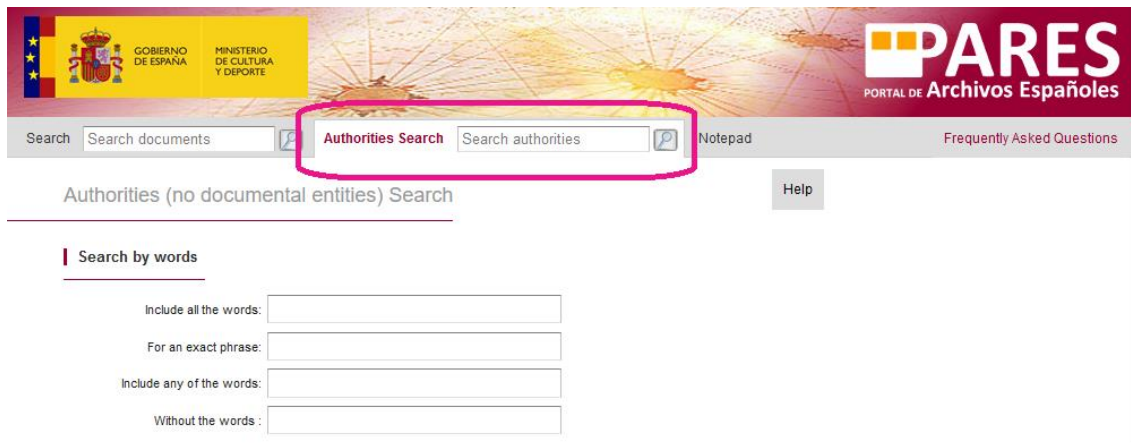
Like the search for documents page, the search for authority records page has both a simple search and an advanced search option. The easiest way to look for authority records is to use the simple search box on the portal's home page:



The screenshot shows the PARES portal home page. At the top, there is a navigation bar with links: Portada, Archivos, Preguntas frecuentes, Estadísticas, Valóranos, and Participamos en. Below this, the title 'Portal de Archivos Españoles (PARES)' is displayed. The main search area contains two search boxes. The first search box is labeled 'Documentos' and has a 'Buscar' button. Below it, there is a link for 'Búsqueda Avanzada'. The second search box is labeled 'Registros de autoridad' and also has a 'Buscar' button. This second search box is highlighted with a red rectangle. Below it, there is another link for 'Búsqueda Avanzada'.

ADVANCED SEARCH

Clicking on the *Advanced search* option or leaving the box blank and clicking on search will open the advanced search box for authority records. As with the advanced search box for documents, the simple search box is still available at the top of the screen:



Search Search documents **Authorities Search** Search authorities Notepad [Frequently Asked Questions](#)

Authorities (no documental entities) Search [Help](#)

Search by words

Include all the words:

For an exact phrase:

Include any of the words:

Without the words:

The options for entering text in the advanced search box for authority records are the same as those for the advanced search box for documents and work in a similar way:

- With all these words.
- With this exact phrase.
- With any of these words.
- Without these words.

You must enter text and the results can be filtered according to two criteria:

Filter by authority type

If users are only interested in one type of authority record, they can select it from the drop-down menu (only one option can be selected at a time):

Filter by Authority Type

Authority Type:

- All
- Family
- Corporate Body
- Person
- Function
- Place
- Subject
- Mandate
- Personal charges

Filter by date

This works in the same way as the filter by date option in the advanced search box for documents.

Filter by Date

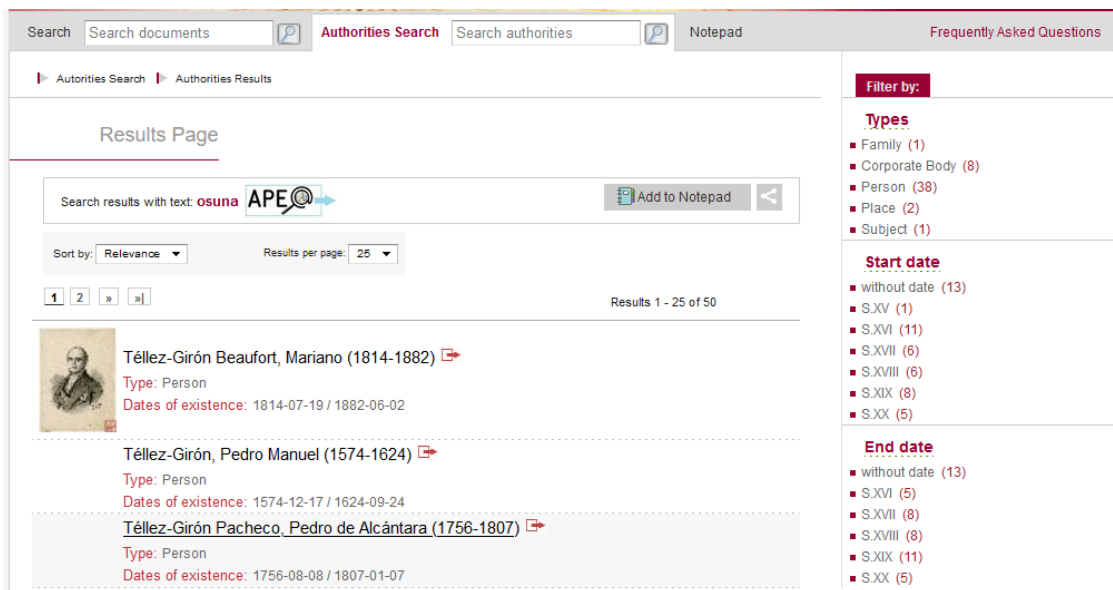
Dates: From: / / To: / /

There are also *Clear form* and *Search* buttons at the bottom of the form. They have the same purpose and function as those described above:



RESULTS PAGE

After entering the search terms and applying the applicable filters, PARES will show a results page of authority records with a similar structure and appearance to the document results page:



The screenshot shows the 'Authorities Search' results page. At the top, there are search bars for 'Search documents' and 'Search authorities', along with 'Notepad' and 'Frequently Asked Questions' links. The main content area is titled 'Results Page' and shows search results for the text 'osuna APE'. It includes a search bar with the text 'osuna APE', a magnifying glass icon, and an 'Add to Notepad' button. Below the search bar, there are options to 'Sort by: Relevance' and 'Results per page: 25'. The results are displayed as a list of authority records, each with a small portrait icon, the name, type, and dates of existence. The records shown are: Télez-Girón Beaufort, Mariano (1814-1882), Télez-Girón, Pedro Manuel (1574-1624), and Télez-Girón Pacheco, Pedro de Alcántara (1756-1807). On the right side, there is a 'Filter by:' section with two sub-sections: 'Types' and 'Start date'. The 'Types' section lists: Family (1), Corporate Body (8), Person (38), Place (2), and Subject (1). The 'Start date' section lists: without date (13), S.XV (1), S.XVI (11), S.XVII (6), S.XVIII (6), S.XIX (8), and S.XX (5). The 'End date' section lists: without date (13), S.XVI (5), S.XVII (8), S.XVIII (8), S.XIX (11), and S.XX (5).

Consequently, this results page offers the same options as the documents page, explained above. There are only two notable changes:

1. **Order by.** Authority records can be ordered by:
 - *Relevance*: this is the default option. The results will be ordered according to the number of times the terms searched in the authority record fields appear.
 - *Name*: the results will be reordered in alphabetical order according to the name of the authority.
 - *Type*: they will be reordered in alphabetical order according to the name of the type of authority.
 - *Date*: they will be reordered in chronological order from the oldest to the most recent.
2. **Filter options:** there are a smaller number of filter options as only two main filters can be applied in the advanced search for authority records (type of authority and dates).

AUTHORITY RECORD INFORMATION SHEETS

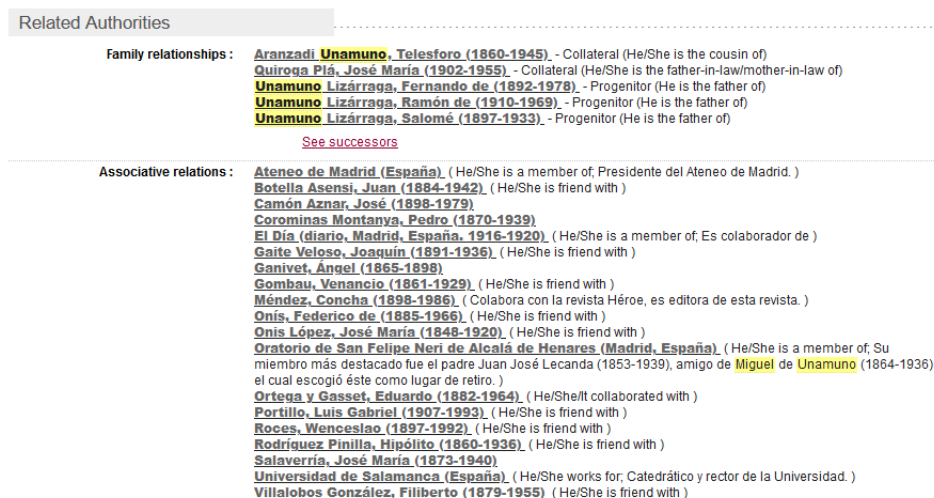
The information sheets for authority records are displayed in a similar way to the information sheets for archival items. They have the same icons and links that allow the user to carry out the same operations:



The screenshot shows the 'Person - Unamuno, Miguel de (1864-1936)' information sheet. It includes a portrait of Miguel de Unamuno, a search bar, and navigation links. The main content is divided into sections: Identification, Occupations, and History. The 'Identification' section lists the preferred form as 'Unamuno, Miguel de (1864-1936)' and provides dates of existence/biographical dates. The 'History' section provides a detailed biography. The 'Occupations' section lists various roles such as 'College presidents', 'Authors', 'Filósofos', and 'Legislators'.

The only noteworthy exceptions are that there are no commands linked to viewing the images (as there are no digital copies of authority records) and that exporting the coded information digitally is done in accordance with the corresponding regulations (EAC instead of EAD3, only for authority records covered by said regulations).

On the information sheet for authority records, you can browse through related authority records through the *Related authority records* section:

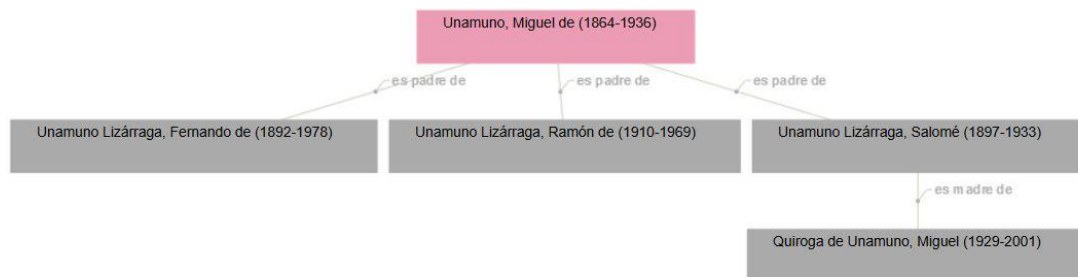


The 'Related Authorities' section is divided into two main categories: Family relationships and Associative relations. The 'Family relationships' section lists family members and their relationships to Miguel de Unamuno. The 'Associative relations' section lists various individuals and organizations that are associated with Miguel de Unamuno, including his colleagues, friends, and the institutions he worked for.

This section shows the authorised form of name of said records (in grey and underlined) and the type of standardised relationship that links them with the record described on the

information sheet (in brackets). Just click on the name underlined in grey to open the information sheet of that authority.

With regards to person authority records, users can view their Family relations by clicking on the *See ancestors* and *See descendants* options highlighted in red. A new window will open with a family tree showing said relations:



This option is also available for the authority records of institutions and will appear in the *Temporary relations* section. It will show the institutions preceding the one being viewed or those that adopted its role after it was shut down.

At the end of the information sheet, the *Archival Items* section enables you to access the archival items described and published on PARES that are associated with the authority record described in the information sheet (no matter whether they are linked because of their production or subject matter):

Documents	
Producer of:	No Units of Description associated.
Another context relations:	Archivo Histórico Nacional (2)
Related documents:	Centro Documental de la Memoria Histórica (7) Archivo Histórico Nacional (20)

In this section records will always be categorised by archive. Clicking on each of the archives will open a PARES results page listing the archival items related to the authority record.