

How to use the Database

[You may find it useful to print off this how-to guide.]

We recommend that you look for information in the following way:

Step 1:

First of all, look in the **Alphabetic List of Persons** file for the family name.

This is organised like a telephone directory and, using it, you may find one or more graves of interest.

You can use further information such as the forenames or date of death (if known) to help with the identification of a particular grave.

Each memorial has a unique reference number, which is shown in the column **Grave i/d**.

- For graves, the number has a prefix indicating in which area of the graveyard the memorial is to be found.
- In the case of memorials for ashes, the serial number is a number without a prefix.

In the **Grave Plan Reference** column, a reference is given which helps identify the location of the grave on the **Churchyard Plan**. You will use this when locating memorials in step 3.

Step 2:

All the inscriptions recorded from the graves and ashes memorials are listed in the file called **Memorial Inscription List**.

To see the wording of the memorial inscription for the grave(s) you have found in the search at step 1, look up the grave (or ashes) serial number in the **Grave i/d** column of the **Memorial Inscription List** file.

In this column, the graves are listed alphabetically by area and then numerically.

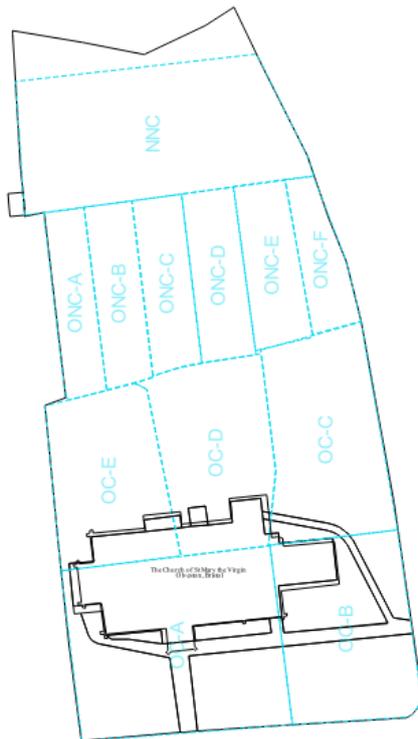
Note that, in some older graves, the inscription may have been lost or be only partially evident – as much as possible has been recorded.

Step 3:

In order to find the location of a grave or ashes memorial in the churchyard, open the **Churchyard Plan** file.

Graves:

Because of the large number of graves in the churchyard, this is a big plan, so to make it easier we have divided the plan into sections.



In the 'New North Churchyard' (NNC), each row of graves is lettered (NNC-A to NNC-J).

The 'Original Churchyard' (OC) is split into 5 sections around the church (sections OC-A to OC-E).

The 'Old North Churchyard' (ONC) is split into 6 sections (ONC-A to ONC-F).

This diagram illustrates how the churchyard has been divided into sections

Look in the section of the plan that corresponds to the **Grave Plan Reference** found for a particular grave at step 1.

Within that section, identify the location of the grave that is labelled with the **Grave I/d** found in step 1. Note that the label on the plan includes the family name.

Ashes:

The system for ashes interments is different. Interments of ashes are numbered sequentially in the following areas:

- | | |
|-----------|-----------------------|
| 1 to 49 | along the road wall |
| 50 to 69 | along the church wall |
| 70 to 89 | along the south wall |
| 90 to 100 | along the west wall |

The positions of ashes interments are indicated on the plan by a large arrow labelled with the **Ashes I/d** found at step 1.