## Women in the Military Services During World War One

## How to use Discovery to find the documents you need: Name search

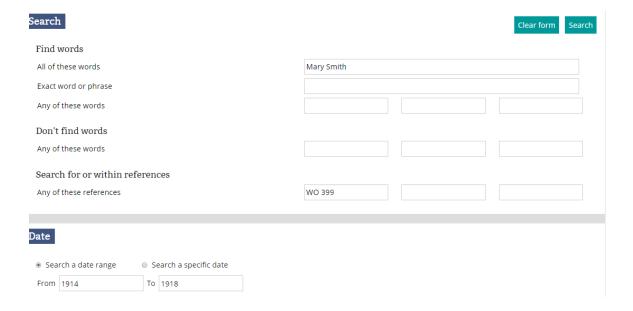
1. Click on 'advanced search' underneath the Discovery search bar



2. Enter the name of the person

You can do this with just a surname. However, if you are looking for a common surname (such as Smith) you could also try searching with the first name or initial. This will help you to locate the correct record.

- 3. Restrict your search to the correct series, for example, WO 399
- 4. Refine your date range to 1914-1918 (for the First World War)



5. Personnel records are available to view online for a small fee