ROEDEAN SCHOOL
DIGITAL ARCHIVE

Welcome to the *Roedean School Magazine Online Digital Archive*.

The Roedean School Magazine includes news, games reports, features, prose and verse dating from 1890 to the present day. It is a valuable resource, providing fascinating information about pupils, staff and school life.

Each magazine has been digitally reproduced and each article extracted to provide a comprehensive search facility that enables the user to locate items of interest contained within a specific magazine or across the whole archive.

In addition, each article is categorised to enable quick-link searches to be placed over the system

The results are returned in a tabular format with the ability to select a title and view either the whole magazine or just the article as a pdf.

The article within the pdf can be copied and pasted into other applications such as Word, Excel and Notepad.

Alternatively, the user may view the magazines as a whole pdf, and scroll through using the page navigation option or the embedded bookmarks.

 It is recommended that the system is viewed in Internet Explorer 8 or above, or the equivalent.

The user will require a pdf viewer to open the pdf files. These viewers may be obtained free of charge directly from www.adobe.com.

Contents

<u>*Welcome Screen.*</u>

On entering the system, the 'Welcome Screen' will be displayed.

This screen gives a brief description of the system and the ability to 'Log In' using the supplied Username and Password.

In addition this screen also gives access to the privacy & terms.

On logging in, the screen will change to the Switchboard Screen.

This screen is the main 'Hub' for navigation between the main archives.

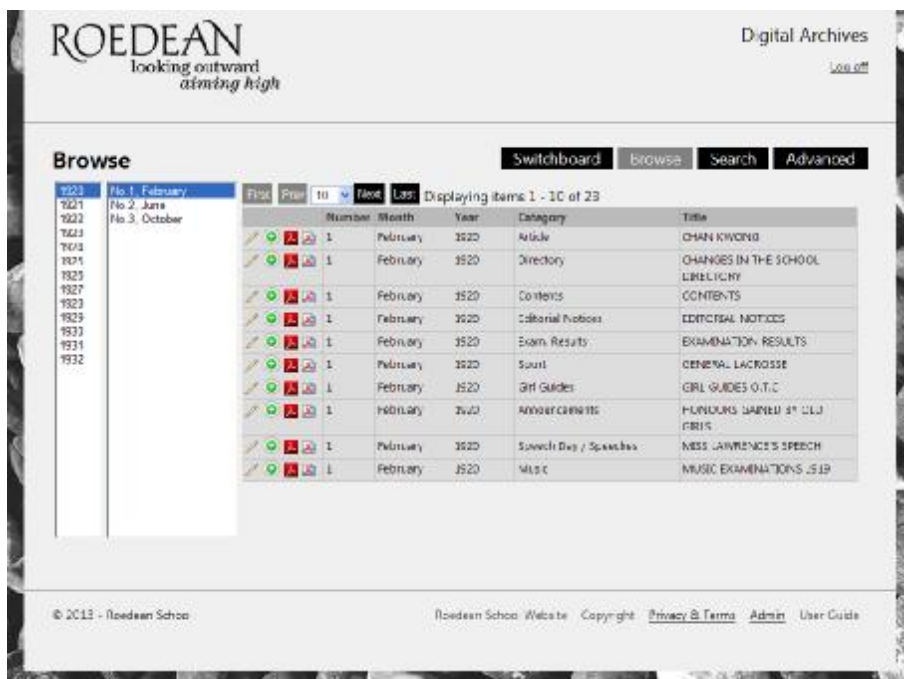A link is provided within each of the archives back to this screen.

At present the only available archive on the 'Switchboard' screen is 'Journals'

Browse Journal.

Select the 'Journal' option to enter the Journal archive.

The 'Browse' screen will appear.

The 'Browse' screen is default to the first journal in the archive.

The 'Browse' screen provides access to the 'Switchboard', 'Search' and 'Advanced' screens.

Switchboard   Returns the user back to the main 'Switchboard'
Search   Opens the 'Search' screen.
Advanced   Opens the 'Advanced' search screen.

Browse Screen Functions

The 'Browse' screen provides the user with the ability to locate specific journals using a predefined selection option.

The left hand column displays the Journal years and the right hand column displays the available issues or months.

By selecting a required year in the left hand column, the issue/month option will automatically change to display the available issues.
Select the required issue/month to display the available articles.

Navigation & Display

There are a range of buttons to enable the user to navigate through the articles and to display the file, edit the article or add/edit comments.

The navigation bar buttons are:

First	Returns the user to the First page in the results panel.
Prev	Returns the User to the previous page in results panel.
Next	Displays the next page of results.
Last	Displays the last page available in the results panel.

In addition the user may change the number of articles displayed on the screen by selecting the required quantity in the option box. This allows the user to display 5, 10, 15, 20, 50, 100 or 200 results on the screen, more than 10 results will require the user to scroll down the screen to see the results.

In the results panel, display options are available.

 Opens the Edit Article function (Note this function is only available to users with 'Administrators' or 'Editors' access rights.

 Opens the 'Add/Edit/Delete' Comments function

 Opens the Full Journal Pdf file

 Opens just the Article Pdf file

Article Display Panel

	Number	Month	Year	Category	Title
	1	February	1920	Article	CHAN KWONG
	1	February	1920	Directory	CHANGES IN THE SCHOOL DIRECTORY
	1	February	1920	Contents	CONTENTS
	1	February	1920	Editorial Notices	EDITORIAL NOTICES
	1	February	1920	Exam. Results	EXAMINATION RESULTS
	1	February	1920	Sport	GENERAL LACROSSE
	1	February	1920	Girl Guides	GIRL GUIDES O.T.C
	1	February	1920	Announcements	HONOURS GAINED BY OLD GIRLS
	1	February	1920	Speech Day / Speeches	MISS LAWRENCE'S SPEECH
	1	February	1920	Music	MUSIC EXAMINATIONS 1919

The articles are displayed in a tabular results panel, which displays the Issue No., Month, Year, Category and Title for each article in the system.

Edit Article Function

Select the 'Edit Article' symbol and the 'Edit Article' function screen will appear.

The user may edit the 'Title', Category', 'Pdf Page No' and the 'Page From – Page To' details. On completion select the 'Submit' button to commit the changes to the system.

Note: This function is only available to users with 'Administrators' or 'Editors' access rights. The function will not be displayed for guest users.

Add/Edit/Delete Comments function

Select the 'Add/Edit/Delete Comments' symbol and the 'Add/Edit/Delete Comments' function screen will appear.
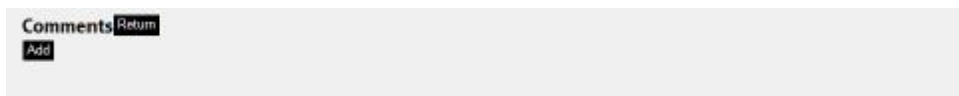
Select the 'Add' button to add a comment, select the 'Return' button to return to the article results panel.

On selecting the 'Add' button, the comments dialogue box will appear.

Add any required text into the 'CommentText' box and select 'Update' to commit the comment to the system.

Select 'Cancel' to abort any comments entry.

Once added the comments can be viewed from within the 'Comments' screen.

To edit a comment select the 'Edit' symbol (pencil), make the necessary changes and select 'Update' to commit the changes to the system.

To delete a comment, select the 'Delete' symbol (red cycle with white cross), the system will ask for confirmation that the comment is to be deleted.

Select 'Delete' to remove the comment from the system.

Open the Full Journal Pdf file

Select the '*Open the Full Journal Pdf file'* symbol and the article selected will be displayed as a Pdf file from within the 'Full' Journal in a separate screen.
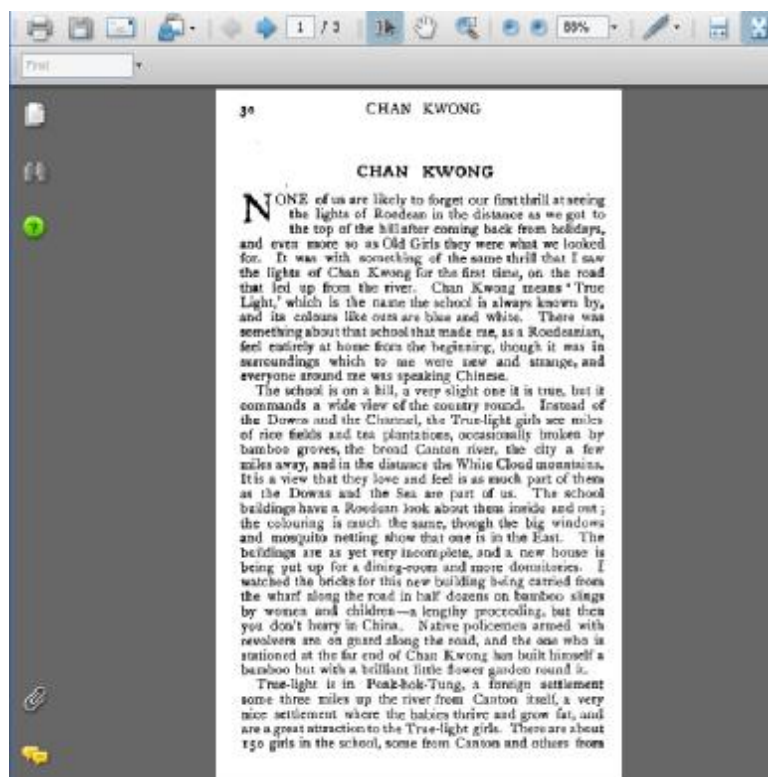
Note: Some of the journals are quite large and may take some time to appear.

The users can the browse through the full journal from this screen.

Open Article Pdf file

Select the 'Opens just the Article Pdf file' symbol and the article selected will be displayed as a Pdf file in a separate screen.

This method of opening an article file is quicker than opening the full journal but will only cover the journal pages that contain the specific article.

Using the Full Journal Bookmarks

By using the 'Open the Full Journal Pdf file' option, the user can navigate through a full journal by using the embedded bookmarks, these are accessible by selecting the 'Bookmark' symbol in the pdf viewer.

Bookmarks
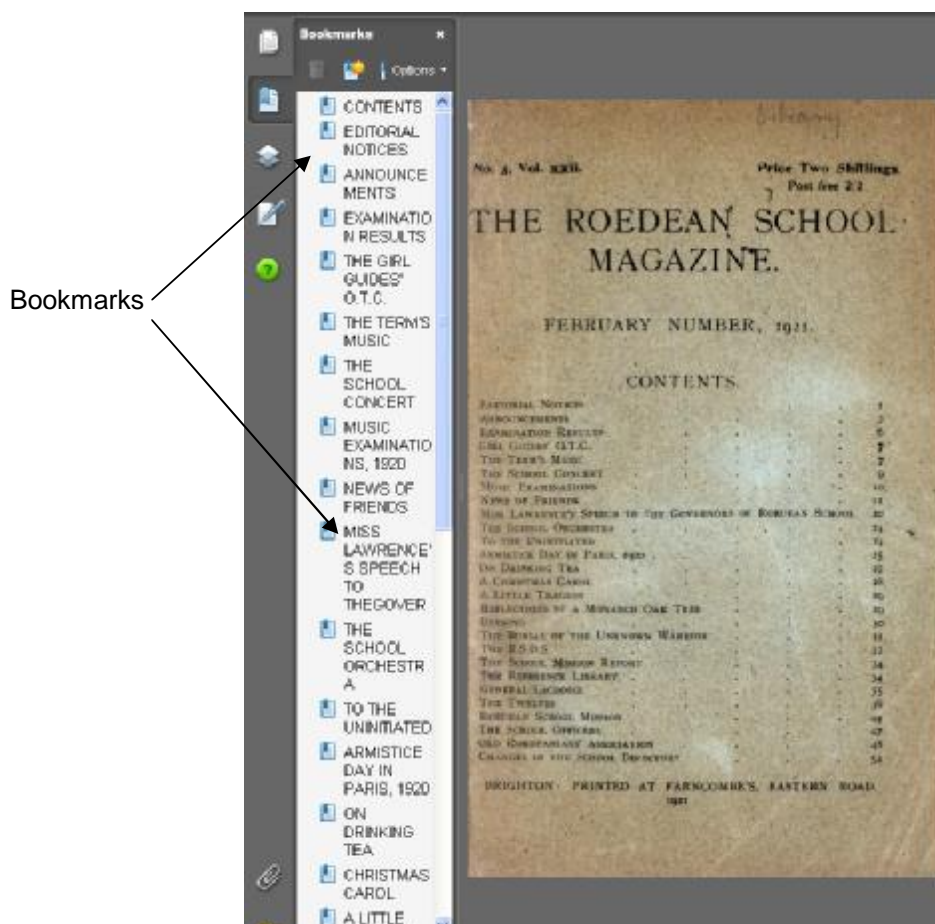
Article Data

Each article from the journals have been OCR (optical character recognition) processed, data from any article may be copied and pasted into another program such as Word, Excel, Notepad etc.

Select the required text from the pdf, then copy (control C) and paste (control V) into another application.

Note: OCR recognition is approx. 95% accurate however Illustrated text, handwritten text and illuminated text may not read correctly.

Search

Select the 'Search' option from the 'Browse' screen to open the 'Search' screen.

The 'Search' screen allows the user to select pre-defined search criteria.

- Year From To
- Category
- Month
- Number
- Title
- Body Text

Any combination of the pre-defined criteria may be used to locate required articles.

To place a 'Search' across the search criterion select the 'Search' button.

To Clear any search criterion, select the 'Reset' button.

Year From ~ To

By selecting the arrows in the Year From ~ To fields, the system will display the available years in chronological order.
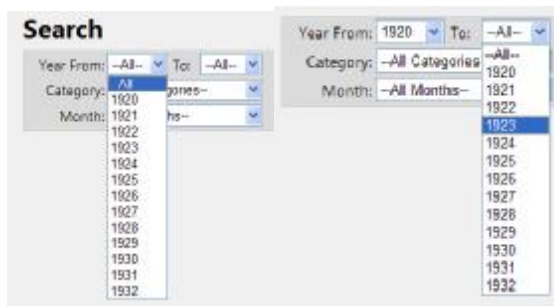
Select the required year or range of years and the system will return all articles from the search criteria.
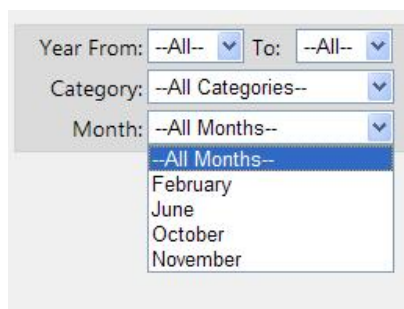
Category

Each extracted article has been allocated to a specific category, select the required category from the drop down function.
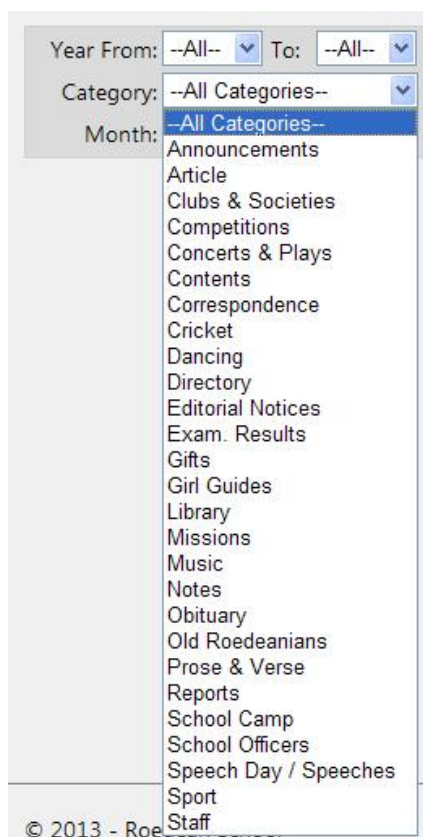
The system will return all articles from the search criteria (i.e. Music).

Month

Select the required 'Month' from the drop down function.
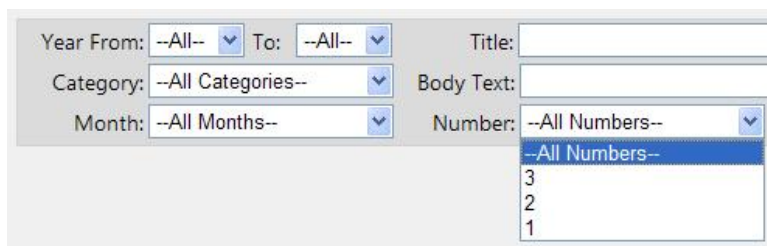
The system will return all articles from the search criteria (i.e. February).

Number

Select the required issue 'Number' from the drop down function.
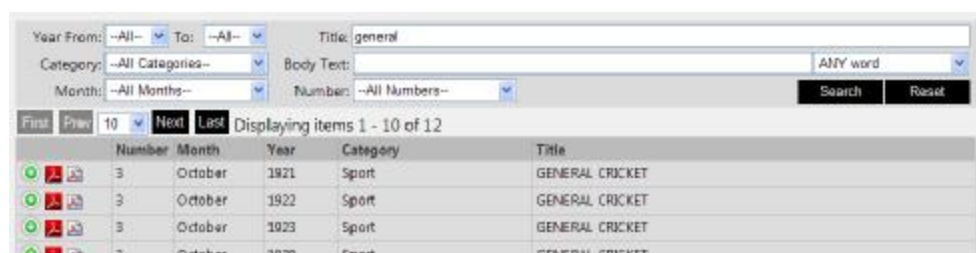

The system will return all articles from the search criteria (i.e. 3).

Title

The 'Title' field allows the user to enter specific words from the article title.

The user can enter a single word or multiple words, and the system will return any articles that contain the entered data (i.e. general).

Body Text

The 'Body Text' from each article has been extracted to enable the user to place a search across any specific word or combination of words that appear in any article.

In addition the user may apply a filter option to the 'Body Text' search by selecting an option from the drop down function.

These options are:

ANY word	The search will return any of the words that appear in the search criteria. (i.e. 'Havard Humphrey' would return all articles that contain either 'Havard' or 'Humphrey') in this instance 26 results would be returned.
ALL words	The search will return all of the words that appear in the search criteria. (i.e. 'Havard Humphrey' would return all articles that contain both 'Havard' and 'Humphrey') in this instance 3 results would be returned.
Exact Phrase	The search will return only the exact combination of words that appear in the search criteria. (i.e. 'Havard Humphrey' would return all articles that contain only 'Havard Humphrey') in this instance 2 results would be returned.

As stated previously, any combination of the pre-defined search options may be used to assist in locating a specific article or articles, and experimentation by the user is recommended.
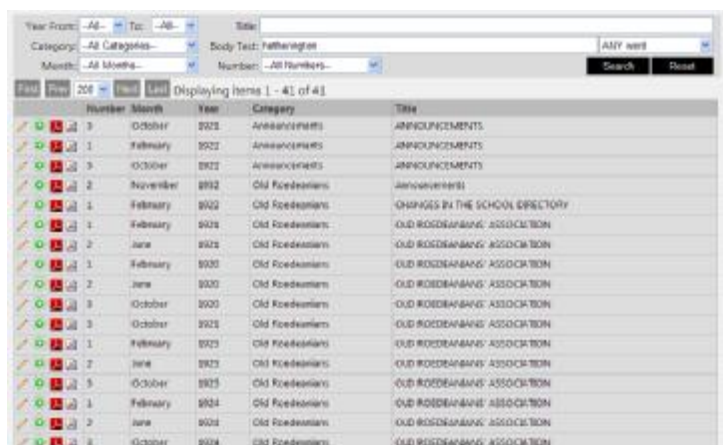
Once a search has been placed, the results will appear as a tabular results screen, the same functions are available to the user as within the 'Browse Screen Functions'.

The following example explains how the search can be aided by using multiple criteria.

The search criterion is for 'hetherington'.
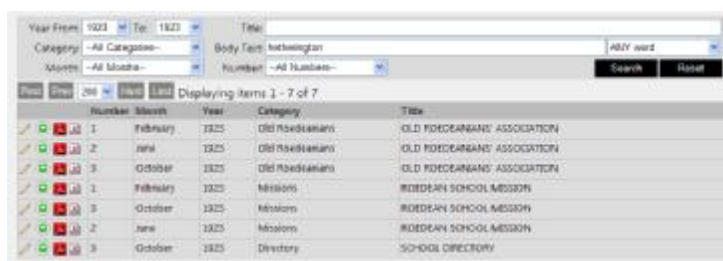
Example 1

Just using the 'Body Text' option.

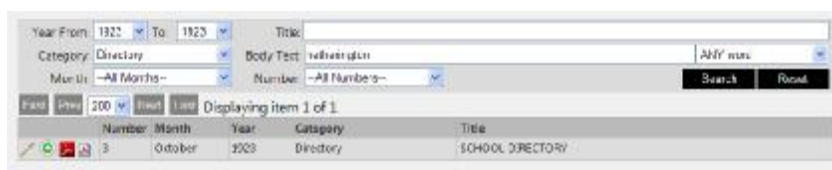41 articles are returned in the search results.

Example 2

Using the 'Body Text' and the 'Year From ~ To' options.
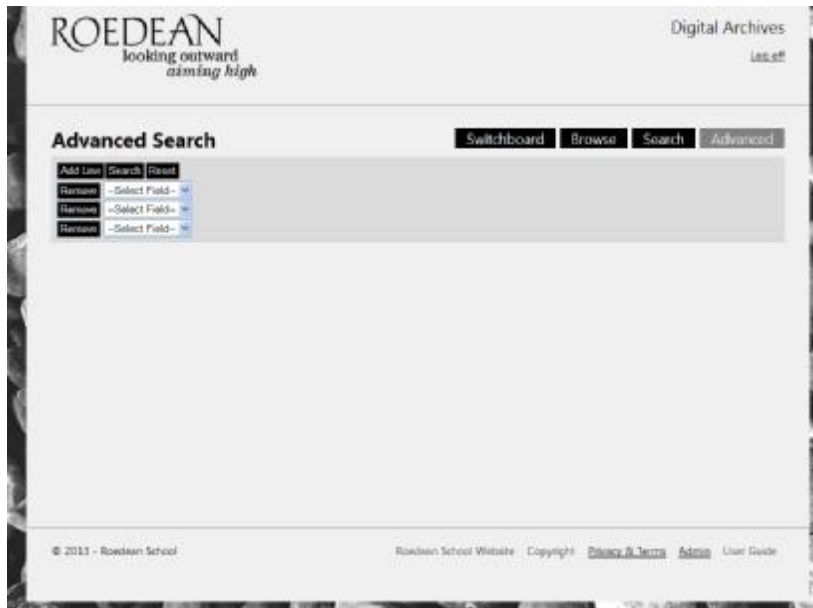

The articles are reduced to just 7.

Example 3

Using the 'Body Text', 'Year From ~ To' and 'Category' options.

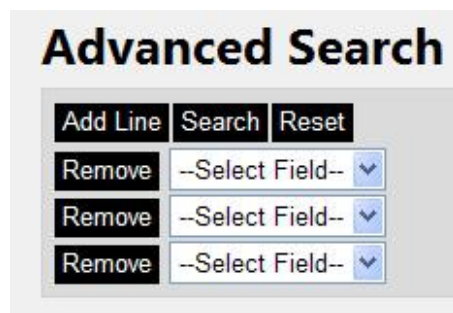Only 1 article has been returned from the search.

Advanced Search

Select the 'Advanced' option from the 'Browse' screen to open the 'Advanced Search' screen.
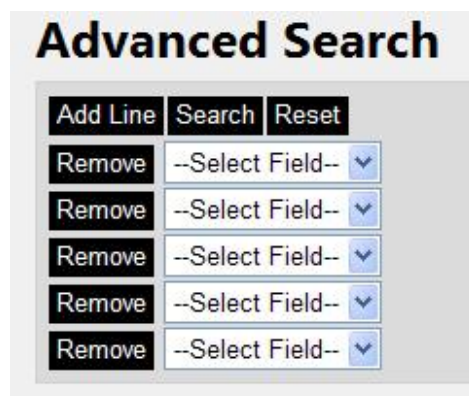

The 'Advanced Search' screen allows the user to select their own search criteria.

The screen is default to 3 search fields which may be increased or decreased as required by the user.

To add additional search fields select the 'Add Line' button, to remove a search field select the 'Remove' button next to the field not required.

Each of the search fields are drop down options which contain the available fields over which a search may be placed.
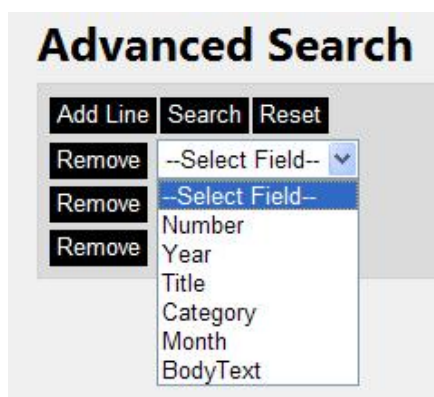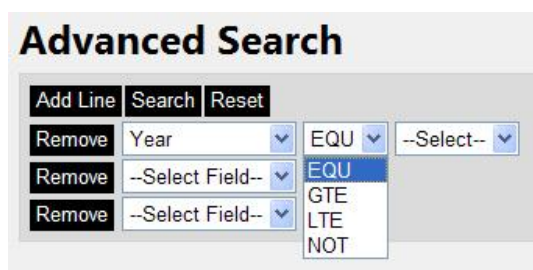

These fields are the same as are available in the 'Search' function.

- Number
- Year
- Title
- Category
- Month
- Body Text

The 'Number', 'Year' and 'Month' fields, if selected, will also allow the user to set ranges of search criteria.

| Number | Year | Month |

In addition the 'Number' and 'Year' fields provide the ability to search by equation.

EQU   Search criteria equal to (i.e 1923 or Number 2)
GTE   Search criteria Greater Than (i.e years 1923 and above or Number 2)
LTE   Search criteria Less Than (i.e years 1923 and below or Number 2)
NOT   Search criteria Not including (i.e not 1923 or not Number 2)

An example of how this can be used is to select a range of years greater than 1924 but not including 1930.

This would return all the articles from 1924 to present day except articles from 1930.

The 'Advanced Search' function provides the ability to place searches over multiple entries within the same fields.

The following example shows a search criterion of 3 different 'Categories'.

3 different 'Categories' and 2 different 'Body Text' items.

As with the 'Search' function, the 'Category' field will display a drop down list of available categories, and the 'Body Text' field allows for 'Any Word', 'All Words' and 'Exact Phrase' options.

To place a search over the system with entered criterion select the 'Search' button, to clear any search criterion select the 'Reset' button, this will clear all search criterion and return the fields to 3 lines.

Once a search has been placed, the results will appear as a tabular results screen, the same functions are available to the user as within the 'Browse Screen Functions'.

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Access to the system is via username and passwords which can be obtained from Roedean School. The ability to access certain functions is based on the access rights allocated when usernames and passwords are issued.

Some functions may not be available to all users.

Technical Support

For general help and support please contact the Roedean School Archivist on jsu@roedean.co.uk."

For Technical Support please contact:
SDS Specialist Solutions
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