



### **Welcome to the Hereford Cathedral Schools' Digital Archives.**

The Digital Archive contains numerous individual archives ranging from Journals and Magazines to Documents and Photographs.

Each section contains historical documents and photographs, along with Publications including 'The Herefordian' and 'The Old Herefordians'; 'School Lists' and 'Calendars' along with the '1917 Roll of Honour' and 'Photographs' starting in 1895.

It is a valuable resource, providing fascinating information about pupils, staff and school life.

Each magazine has been digitally reproduced and articles 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.

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

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

It is recommended that the system is viewed in Internet Explorer 9 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](http://www.adobe.com).

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## Welcome Screen.

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



This screen gives access to the 'About the Archive'; 'Copyright & Conditions of Use'; 'Privacy Statement'; 'Contact Details' and a link to the Hereford Cathedral School Websites.

It also provides the Login facility.

This screen is the main 'Hub' for navigation between the main archives. It can be accessed at any time from within any part of the archive, and contains the menu and tabs to all areas of the archive.

The following to be formatted as you have it in your user guide currently.

Home	Displays the main 'Welcome' and system description screen.
About	Contains the 'About Us', 'Privacy Statement'; 'Contact Us' and the 'External Links' options.

At the foot of the screen are the contact details for Archivist & Development Office, which opens the default email programme complete with contact details.

This screen can be opened from any point in the archives by selecting the 'Home' option.

To enter the archive a Username and Password must be entered. These may be obtained from the Archivist & Development Office.

## Browse Screen.

Once 'Logged In' the 'Welcome' screen changes to display the 'Browse' and 'Search All' functions.



This screen also displays the 'Users' log in name.

To enter the main 'Browse' screen, select the 'Browse' option on the top bar.

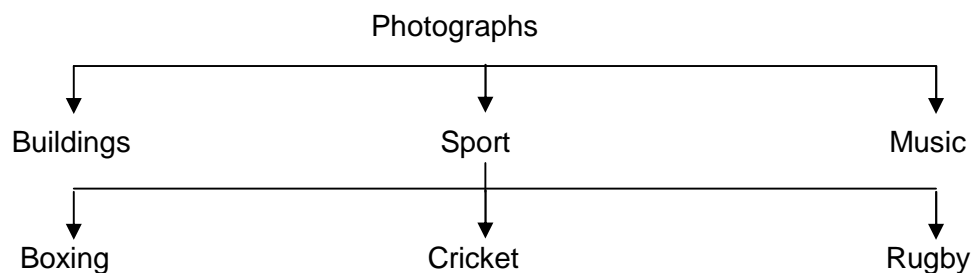
The 'Browse' screen provides the access to all of the available archives.



To access a required archive, select the relevant icon.

The system works on a 'Tree' style method, each section, once opened, will provide additional levels down to the actual image/document which will be displayed either as a pdf file or a jpg file.

A good example of the 'Tree' style method can be seen in the 'Photograph' section as detailed below:



The user can return to the archive 'Browse' screen from any archive by using the 'Back' button located in all archives, or by selecting the relevant 'Browse' tab at the top of the screen.

The 'Back' button returns the user to the previous level in the archive.

## Viewing Magazines/Journals

All Magazines/Journals are PDF based files and will require a pdf reader or viewer to allow the files to be displayed.

Select the required archive (The Herefordian).



This will open the archive in 'Decade' view, each decade where Magazines are available will be displayed as 'Icons'.



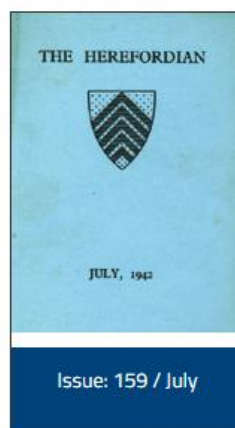
On Selecting a 'Decade', the individual 'Years' will be displayed.



Once a specific 'Year' has been chosen, the screen will display all available issues from that year.



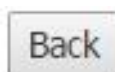
To open the Issue Pdf file select the required 'Issue',



and the Required PDF file will open in a separate window.

**Note:** The PDF view returned is dependent on the local machines setup for handling PDF files.

At any time the 'Back' button



may be used to return to the previous level of the archive.

**Viewing the Photographic Archives**

Similar to the Journal archives, the 'Photographic' Archives uses the 'Tree' method for displaying the images.

Select the 'Photographs' section.



The 'Photograph' browse screen will be displayed.





Select the required 'Photographic' archive. i.e. 'Headmasters'.



This will open the 'Thumbnail' page for all photographs allotted to this category.

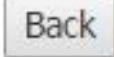


To view the required 'Photograph', select the relevant 'Thumbnail' of the image.



Once the image is open, additional controls become available:

Previous	Displays the previous photograph image in this category.
Next	Displays the next photograph image in this category.
Zoom On	Select this to apply a 'Zoom' function over the image. Note: The zoom function will only work on the individually select image.
Zoom Off	Select this to stop 'Zoom' function.

At any time the 'Back' button  may be used to return to the previous level of the archive.

Please Note: Additional category levels may appear below the icons to help identify sections within an archive.

### Zoom Function

Selecting the 'Zoom On' option enables the 'Zoom' circle to appear, and the 'Zoom On' button changes to 'Zoom Off'.



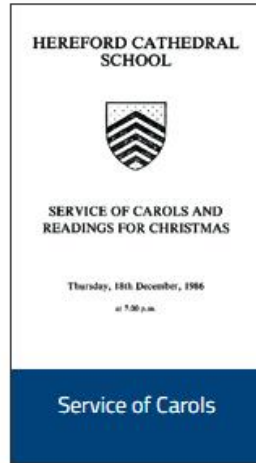
This can be used to enlarge a specific area of a photograph.  
To cancel this function select 'Zoom Off' button, selecting 'Previous' or 'Next' will also disable the 'Zoom' function.

**Viewing the Document Archives**

Similar to both the Journal and the Photographic archives, the ‘Document’ Archives uses the ‘Tree’ method for displaying the images.

All miscellaneous documents are stored within the system as Pdf files.

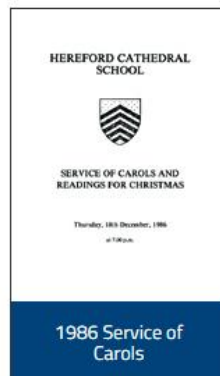
Select a ‘Document’ section.



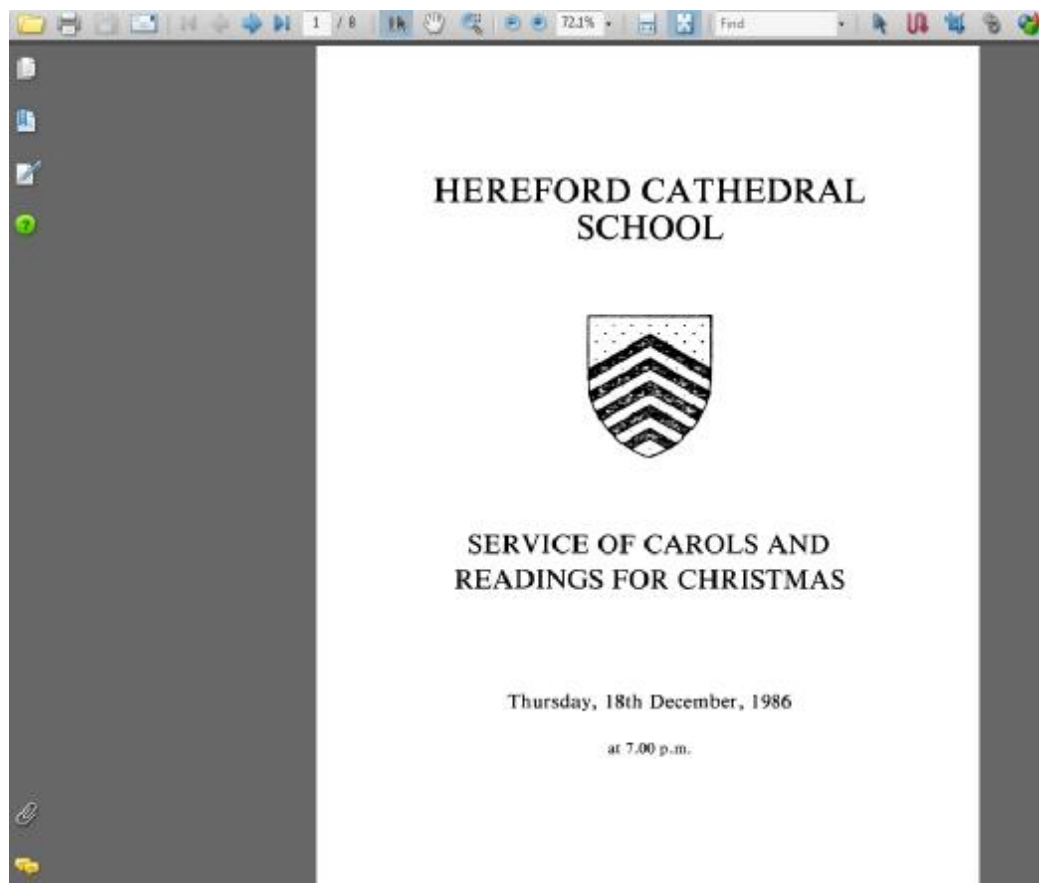
The chosen browse screen will be displayed



Select a document,



and the pdf file will be displayed in a separate window.



## Searching

The 'Search All' facility allows a search across the whole system using keyword text entry.

**Search**

Search

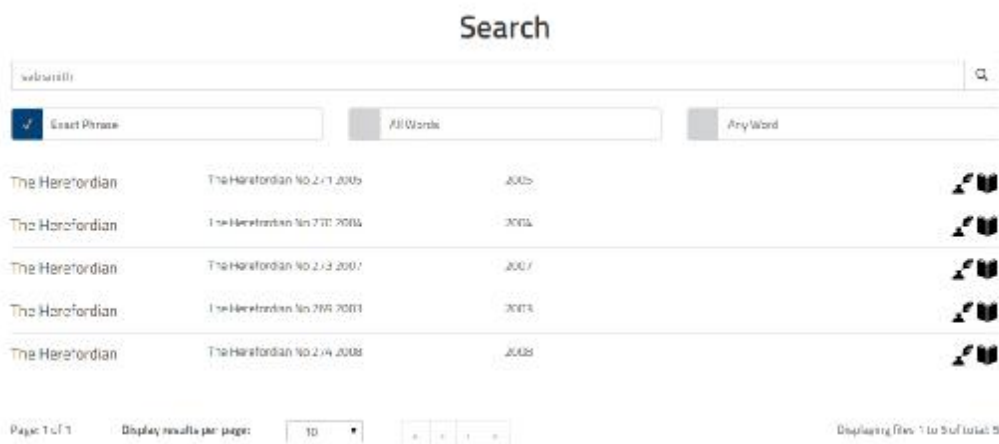
Exact Phrase
  All Words
  Any Word

The entry options are:

Search	Enter the required search criteria text.
<input checked="" type="radio"/> Exact Phrase	Searches the archive for the 'Exact Phrase' as entered in the search criteria. IE 'Seb Smith' will search for 'Seb Smith'
<input type="radio"/> All Words	Searches the archive for 'All Words' entered in the search criteria. IE 'Seb Smith' will search for the words 'Seb' and 'Smith' where both words are located within the title or extracted text.
<input type="radio"/> Any Word	Searches the archive for 'Any Word' entered in the search criteria. IE 'Seb Smith' will search for all words 'Seb' and 'Smith' where any of the words are located within the title or extracted text.
<input type="button" value="Q"/>	Select this to start the search.

The 'Exact Phase' option is pre-set as 'Default'.

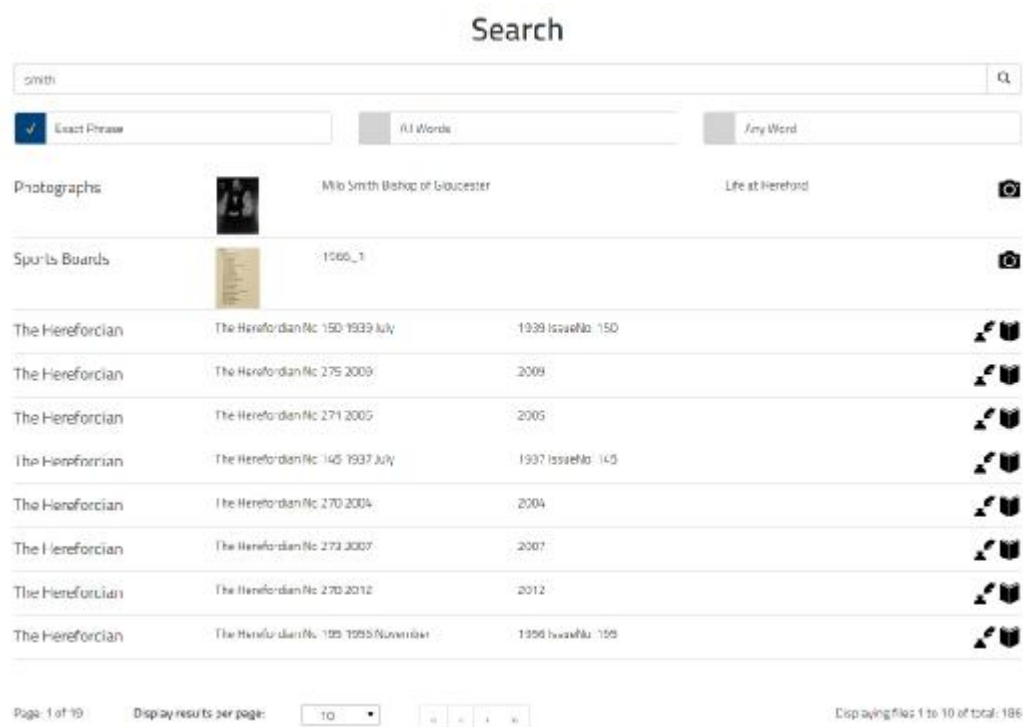
Once the search has been placed, the results are displayed in a 'Tabular' format.



This screen will show in the 'First Column' from which section of the archive the search criteria was found.

In this example, 'Seb Smith' was found in 'The Herefordian' section of the archives.

For just 'Smith'



The results show entries in 'Photographs'; 'Sports Boards'; 'The Herefordian' and 'Old Herefordians Club Newsletter' sections of the archives.

Items that are located in 'Image' archives i.e. 'Photographs' also display a thumbnail image in the results panel.

By selecting one of the icons on the right side of the results panel, the user may open either the 'Photograph' the 'Text' file or the pdf file.



Opens the relevant Photograph from the archives.



Opens the relevant Journal or Document from the archives.



Select this symbol to open the Text file for the article/document/photograph directly from the search screen.

The results panel can be navigated by use of the arrows at the bottom of the results section.

Page: 1 of 19

Display results per page:

10



Displaying files 1 to 10 of total: 186

Number of  
pages of results

No of results  
displayed

Navigation Arrows  
Pages

Which results are  
being displayed

To place a new search, simply enter the new 'Text' criteria into the 'Search' text field, and select the 'Search' button.

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[cmjones@herefordcs.com](mailto:cmjones@herefordcs.com) or [development@herefordcs.com](mailto:development@herefordcs.com).

We have made the best effort to adhere to all known copyright, but due to the age of some of the records and photographs it has not always been possible to establish rights owners. Requests for removal of digital records from this website should be sent to [cmjones@herefordcs.com](mailto:cmjones@herefordcs.com) or [development@herefordcs.com](mailto:development@herefordcs.com) with details of the item and an explanation of why it should be removed, including any claim to rights.



## Technical Support



For general help and support please contact the Hereford Cathedral School archives - [cmjones@herefordcs.com](mailto:cmjones@herefordcs.com) or [development@herefordcs.com](mailto:development@herefordcs.com)