ASHFORD SCHOOL
Adventurous Learning

Welcome to the Ashford School 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Each section contains historical documents and photographs, along with Publications including 'The School Tie' magazine.

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 Google Chrome 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

Welcome Screen.

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

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

To access the archives, select the 'Browse' button on the top tool bar.

At the foot of the screen are the contacts details for Archives, complete with links which will open the default email program.

Users can return to this screen from any point in the archives by selecting the 'Home' option.

Browse Screen.

Once 'Browse' has been selected the 'Welcome' screen changes to display the 'Browse' screen.
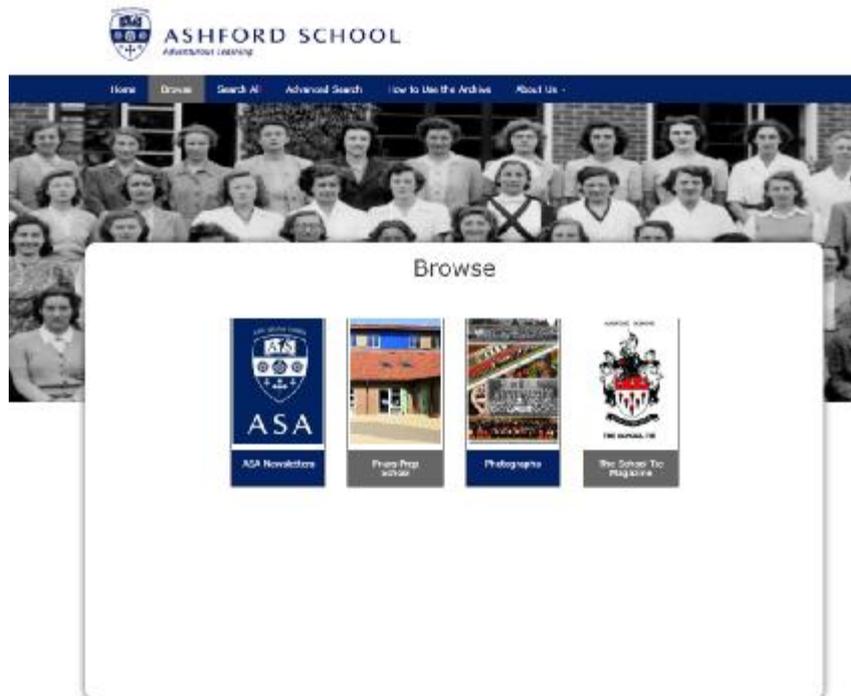
The 'Browse' screen provides the access to all of the available archives.

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, jpg file, Audio or Video file format.

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

```
                    ┌─────────────────┐
                    │   Photographs   │
                    └─────────────────┘
          ┌──────────────┬──────────────┐
  ┌───────────────┐ ┌──────────┐ ┌───────────────┐
  │ Whole School  │ │  Houses  │ │ Junior School │
  └───────────────┘ └──────────┘ └───────────────┘
          ┌──────────────┬──────────────┐
  ┌──────────────┐ ┌──────────────┐ ┌──────────────┐
  │   Abroads    │ │ Brooke Court │ │  Somerville  │
  └──────────────┘ └──────────────┘ └──────────────┘
```
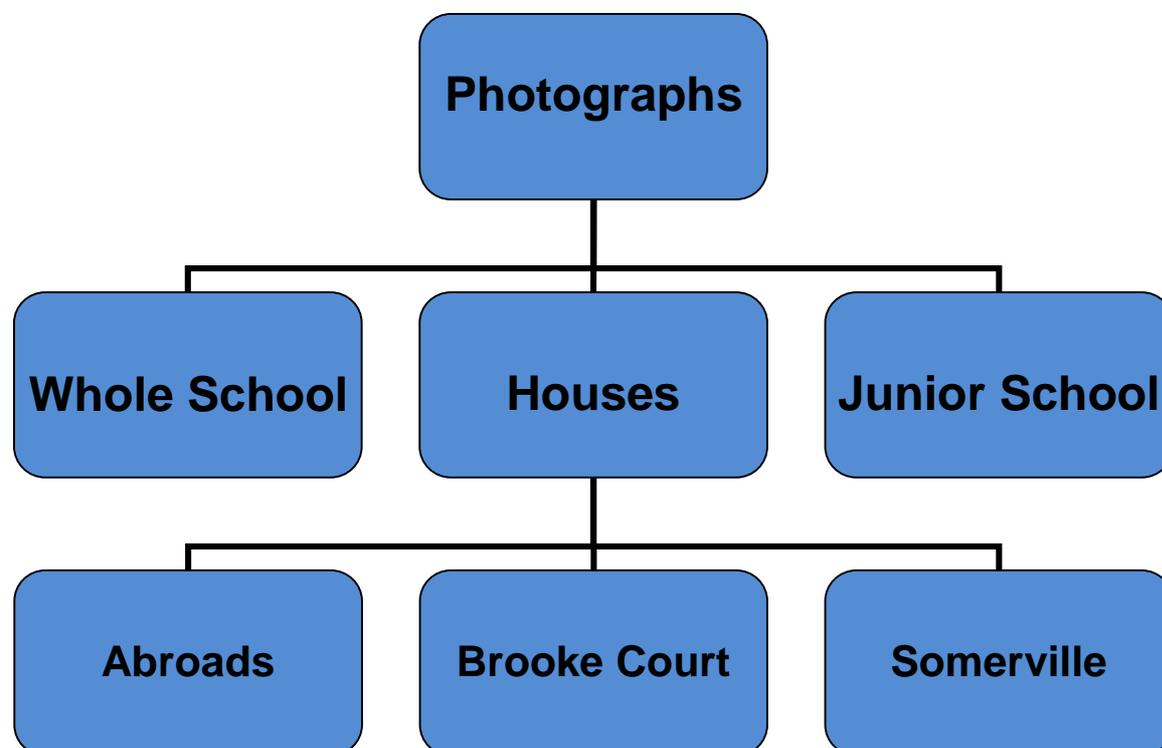
The user can return to the archive 'Browse' screen from any archive by using the 'Back' button located in all archives, or by selecting the relevant 'Browse' tab at the top of the screen.

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 School Tie).

Additional options can appear subject to the Magazines/Journals available.

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.

1980s

Back

Select Journal View:

| 1980 | 1985 | 1986 | 1987 |
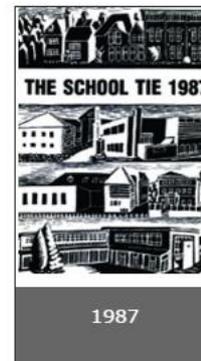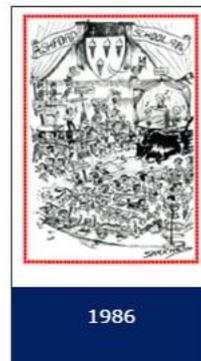
Once a specific 'Year' has been chosen, the screen will display all available issues for that year or will open the pdf for that year.

1987

Back

Select Journal View:

Issue: 2 / September
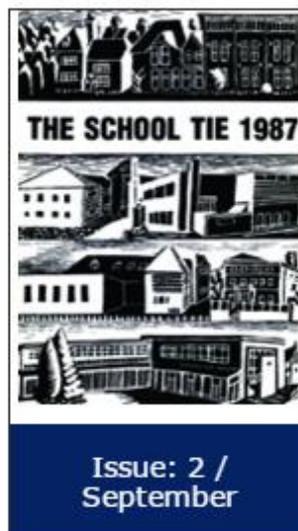
To open the Issue Pdf file select the required 'Issue'-
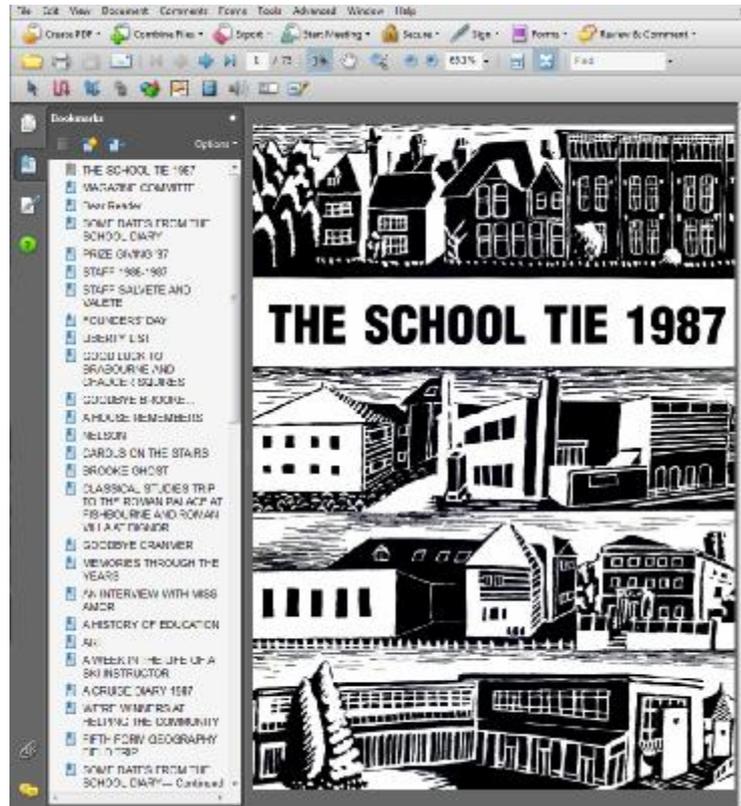
- and the PDF file will open in a separate window.

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

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

Alternative Magazine/Journal Views.

The archive user has the option to view the Magazine/Journal Archives in two views by selecting the option at the top of the screen.

Select Journal View: ☰ ⊞

☰   Display as List

⊞   Display as Buttons

By Default the system will always open in ⊞ button view.

Display as List ☰

When this option is selected, the screen will change view to a Tabular format view.

Please note that the Search results will change as search criteria options are selected.

The School Tie

	Month	Year	Title	Category
✎📄📘	Summer	1950	SUMMER TERM 1950 VOL XXXVI No 3	Issue
✎📄📘	Summer	1950	PREPARATORY SCHOOL OPEN DAY	Open Day
✎📄📘	Summer	1950	MAGAZINE COMMITTEE	Magazine Committee
✎📄📘	Summer	1950	A LETTER FROM MISS BRAKE	Headmistress's Letter
✎📄📘	Summer	1950	GIFTS TO THE SCHOOL	Gifts
✎📄📘	Summer	1950	SCHOOL DIARY	Diary
✎📄📘	Summer	1950	CONFIRMATION	Confirmation

To view specific articles, enter some criteria into the 'Search' options, and select 'Search'.

Search Criteria options are: -

Month   The month of the Magazine

Year From   Selects the year to start a period search

Year To   Selects the year to end a period search

Category   provides the option to select specific article categories to place
                       the search over

Search   Enter any specific keyword text search criteria

For the purpose of this example, 'Magazine Committee' has been selected in the 'Category' option.

This search returns 11 results, by adding a 'Year From' and 'Year To' option '1960 – 1975'.

To define the results more, enter keyword text into the 'Search' field, eg 'Bond' select 'Search' and the results are reduced to just 1.

		Month	Year	Title		Category	
		March	1974	MAGAZINE COMMITTEE		Magazine Committee	

Page: 1 of 1   Display Results per Page: 10   « ‹ › »   Displaying files 1 to 1 of total: 1

Display by Button

Set to 'Display by Button' by default, this option provides the 'Tree' structure view as below
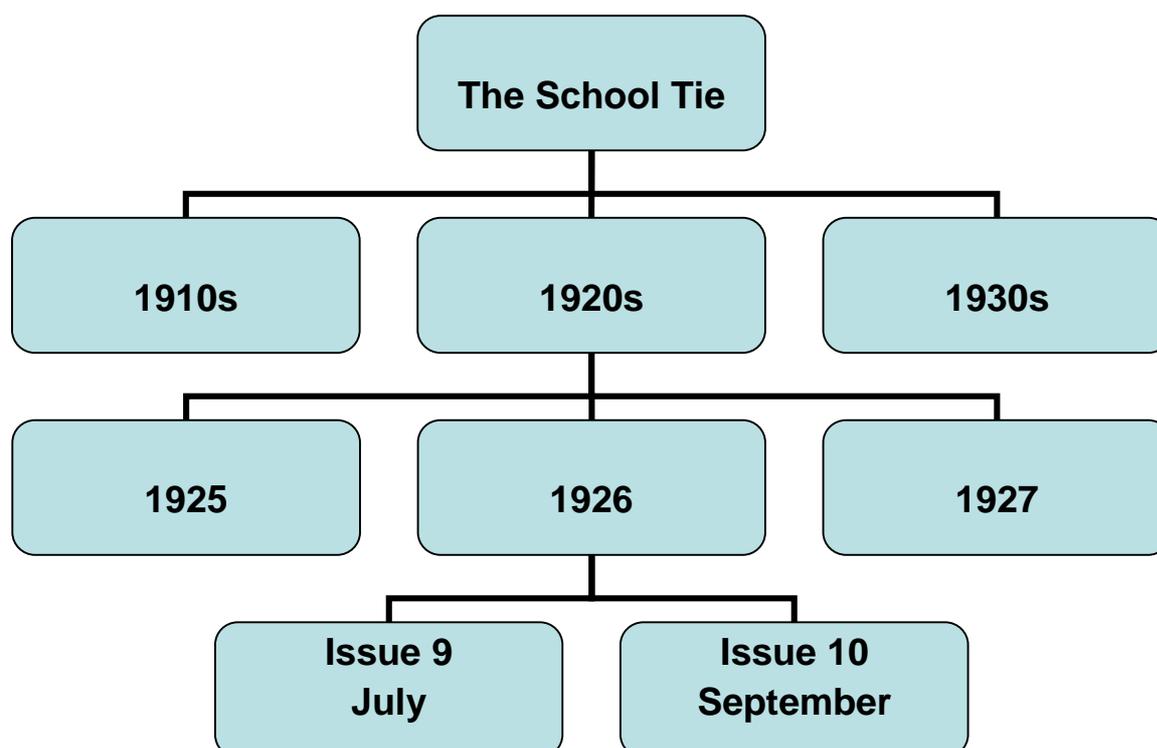
Viewing the Photographic Archives

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. 'Junior School'.

Junior School

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.

1983 May Junior School

1983 May Junior School

Back

Previous | Zoom On | Next

Once the image is open, additional controls become available:

Previous   Displays the previous 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
                    selected image.
Next   Displays the next photograph image in this category.

Zoom Off   Select this to stop 'Zoom' function.

At any time the 'Back' button   Back   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'.

1983 May Junior School
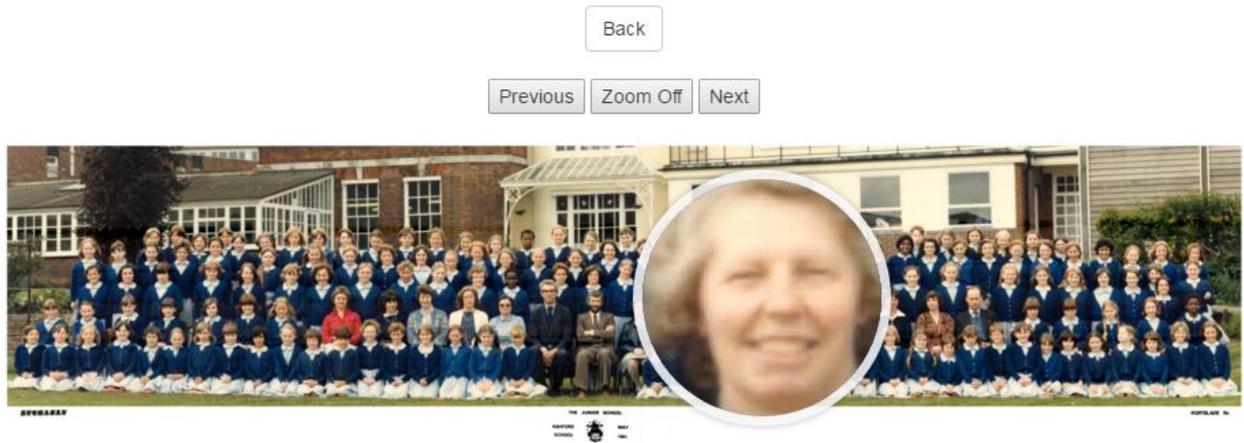
This can be used to enlarge a specific area of a photograph.

To cancel this function select 'Zoom Off' button, selecting 'Previous' or 'Next' will also disable the 'Zoom' function.

Searching

The System contains two options for placing a Search across the main Archives.

'Search All' and 'Advanced Search'.

Search All

The 'Search All' facility allows a search across the whole system using keyword text entry. This Search runs across Titles and all extracted text.

Search

The entry options are:

Enter the required search criteria text.

Searches for the way words appear i.e. 'Steve Smith' will only look for results that contain 'Steve Smith' as written

Searches for all archives in which both of the words appear in the Title/Bodytext i.e. 'Steve Smith' will look for results that contain both 'Steve' and 'Smith' this could return results for example like 'Steve Thomas' and 'Brian Smith' if they appear in the same Title/Bodytext

Searches for all archives in which any of the words appear in the Title/Bodytext i.e. 'Steve Smith' will look for results that contain either 'Steve' or 'Smith' this could return anyone named 'Steve' or anyone named 'Smith'

Select this to start the search or press return.

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

Once the search has been placed, the results are displayed in a 'Tabular' format.
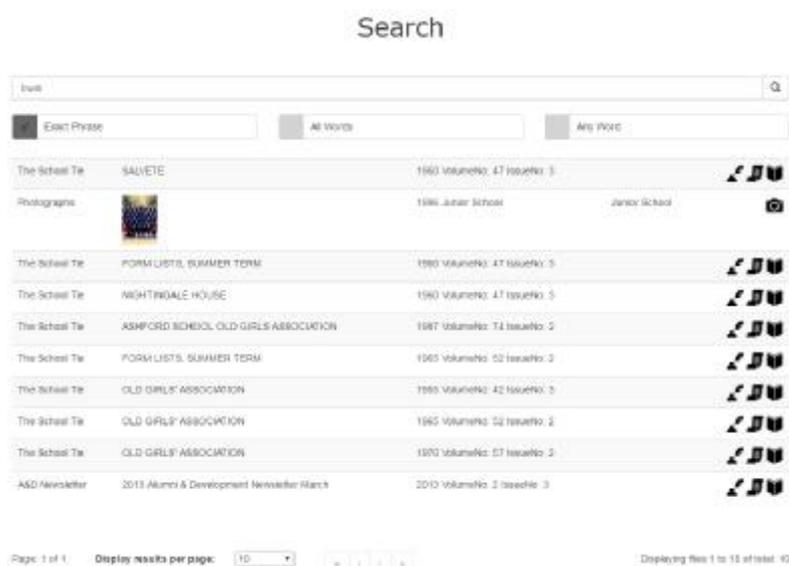
This screen will show in the 'First Column' from which section of the archive the search criteria was found.
The results show entries in 'Photographs', 'A&D Newsletter' and 'The School Tie' sections of the archives.

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.

 Select this symbol to open just the Pdf article pages file for the Article directly from the search screen.

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

| 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.

Advanced Search

The 'Advanced Search' facility allows for searches to be placed on a specific archive or across multiple archives, using additional search criteria options, these options are specific to different areas of the archive.
Not all archives contain all the options available and experimenting with the options may help to understand how different results can be achieved.

For the purpose of this help file, only a guide to how the system works is provided not necessarily all the options available.

To place a search using 'Advanced Search' select the option on the top tool bar.

The screen will display the default option.

From the 'Search All' option, select the archive to place the search criteria over.

Select Archives:

Search All ▼

Photographs
The School Tie Articles
▼   Searc
Search All
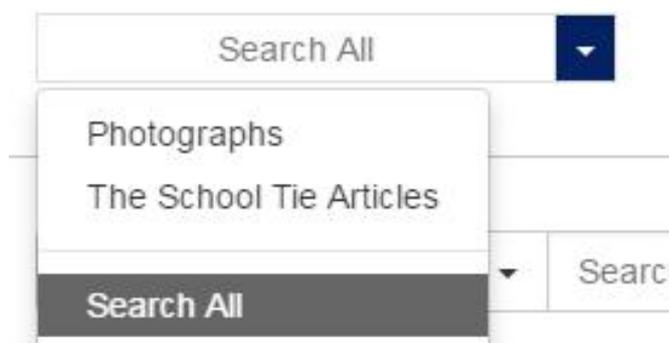
For this example select 'The School Tie Articles', the screen will change from displaying 'Search All' to 'The School Tie Articles'.

Select Archives:

The School Tie Articles   ▼   The School Tie Articles   ✖

Once an Archive has been selected the Search Criteria options will be displayed:

Choose Field   Select this to choose the main search criteria

Choose Field ▼   Filter E

Bodytext
Category
PageFrom
PageTo
Subcategory
Title
Year
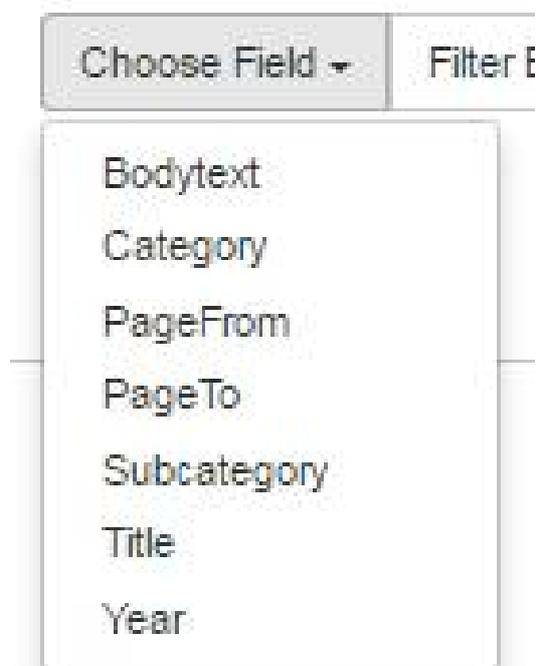
Bodytext	Will include all the bodytext within the search
Category	If Available, will allow for the search to only include specific categories to be included, ie sport, contents, poems etc.
Page From Page To	If Known, only specific pages will be included in the search function.
Subcategory	If Available, will allow for the use of additional sub category search criteria to be included in the search.
Title	If the 'Title' of an article, poem or photograph is known, this will only allow the search to look for this title.
Year	Allows a specific year or the start/end of a period of years to be included in the search.

For this example, please select 'Title'.

Filter By	Select this once a 'Choose Field' has been selected.
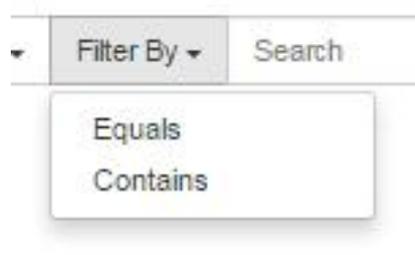
Subject to the option selected from the 'Choose Field' criteria, the 'Filter By' option will display how the search will use the criteria to search the selected archive.

Equals	Will look only for the 'Title' in the way it has been entered.
Contains	Will look for any 'Title' that contains the words entered in the criteria

Additional 'Filter By' options will appear subject to which archive option is selected.

For this example, please select 'Contains'.

In the 'Search' field, enter 'Form Lists' then select the 'Search' button.

Title ▾	Contains ▾	form lists		

(+) Add

(🔍) Search

The School Tie	FORM LISTS, SUMMER TERM, 195	1960 VolumeNo: 37 IssueNo: 3	◢ 📕 📖
The School Tie	FORM LISTS, 1965	1965 VolumeNo: 42 IssueNo: 3	◢ 📕 📖
The School Tie	FORM LISTS, SUMMER TERM	1960 VolumeNo: 47 IssueNo: 3	◢ 📕 📖
The School Tie	FORM LISTS, SUMMER TERM	1965 VolumeNo: 52 IssueNo: 2	◢ 📕 📖
The School Tie	FORM LISTS	1970 VolumeNo: 57 IssueNo: 2	◢ 📕 📖
The School Tie	FORM LISTS	1974 VolumeNo: 61 IssueNo: 2	◢ 📕 📖
The School Tie	FORM LISTS 1984-1985	1985 VolumeNo: 72 IssueNo: 2	◢ 📕 📖
The School Tie	FORM LISTS	1988 VolumeNo: 75 IssueNo: 2	◢ 📕 📖

Page: 1 of 1   Display results per page: 10   ▾   ◁ | ◁ | ▷ | ▷   Displaying files 1 to 8 of total: 8

As in the 'Search All' function, all results are displayed in Tabular format, with the same navigation options.

To add an additional Archive to the search criteria, select the 'Select Archives' option again and select the additional archive.

Select Archives:

2 selected	▾	The School Tie Articles	✖	Photographs	✖

Choose Field ▾	Filter By ▾	Search

(+) Add

(🔍) Search

Select the relevant option in 'Choose Field' option.

Select the required 'Filter By' option.

For this example, 'Bodytext' in 'Choose Field', and 'Contains' from the 'Filter By' option.

Enter 'Irwin' in the 'Search' field, and select 'Search' button.

To add additional 'Search Criteria', select the [+ Add] button.

For this example, a 'Year From' and 'Year To' criteria has been added.

The number of additional 'Choose Field' options can be limitless, but usually 2-3 criteria fields normally suffice.

To remove any of the additional 'Choose Field' options, select the button from the relevent fields no longer required in the search criteria

Experimenting with the 'Advanced Search' function, will establish the best way for results to be found.

PLEASE NOTE These search functions are in addition to the 'List View' search function located in the Magazine/Journal archive.

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Technical Support

For general help and support please contact the Ashford School archives - archives@ashfordschool.co.uk