

IMAGE & DOCUMENT ARCHIVE

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IMAGE & DOCUMENT ARCHIVE

User Manual

IDA is an online archive for Images and Documents. There is an Image Archive for photographs and a Resource/Document Archive for non-image items in the collection, such as documents and books etc.

The system also includes a People Archive which provides basic biographical and genealogical data for people who appear in the images. This makes it easy to see who is related to whom and avoids repeating family information on multiple images.

This guide explains how to use the searching facilities of the archives.

Image Archive

Search the Image Database

Search text:	<input type="button" value="Clear All"/>	<input type="text" value="flood fire"/>	<input type="button" value="x"/>	<input type="button" value="Simple Search"/>
Title:		<input type="text" value="garrett"/>	<input type="button" value="x"/>	<input type="button" value="Advanced Search"/>
	<input type="button" value="AND"/>			
Description:		<input type="text"/>	<input type="button" value="x"/>	
Date:	<input type="button" value="Decade"/>	<input type="text"/>	<input type="button" value="x"/>	
Category:	<input type="button" value="Category"/>	<input type="text" value="Trains;"/>	<input type="button" value="x"/>	
Location:	<input type="button" value="Location"/>	<input type="text"/>	<input type="button" value="x"/>	
Options	<input type="button" value="Format"/>			
Whole words: <input checked="" type="checkbox"/>	All words: <input checked="" type="checkbox"/>	Phrase: <input type="checkbox"/>	List: <input type="checkbox"/>	Fav: <input type="checkbox"/>
Favourites	<input type="text" value="1 - Post Offices"/>	<input type="text" value="A"/>	<input type="button" value="User Manual"/>	<input type="button" value="Browse All"/>
	<input type="text" value="4 - Schools"/>	<input type="text" value="B s"/>	<input type="button" value="Help"/>	

There are two modes that can be used for searching, Simple Search or Advanced Search and the Advanced Search can be viewed in two different formats.

Simple Search

Search the Image Database

Search text:	<input type="button" value="Clear"/>	<input type="text" value="royal"/>	<input type="button" value="Simple Search"/>
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In Simple Search mode it requires only the entry of the text to search for, followed by clicking on the "Simple Search" button (or pressing Enter). A search will be performed using the "Title", "Description", "Location", "Category" and "Date" fields. This will find every incidence of the text, except in the "Contributor" field (see below).

Note: Searches are not case sensitive. ie 'Fred' or 'fred' will find the same results.

If you enter more than one word, the search will be performed on all of the words. ie the results will contain each of the search terms (known as an AND relationship).

Simple Search is a broad search and may return too many results or results with low relevance.

Advanced Search

To more precisely target your search to only return the most relevant results you can use an Advanced Search. Remember that the advanced search function is all about narrowing the search, so if you don't find what you want, go back to the simple search.

Multi Field Format

This is how the Advanced Search screen appears by default. There is an alternative format (called the Common format) which can be accessed by pressing the **Format** button (to the right of Options).

Search the Image Database

Search text:	<input type="button" value="Clear All"/>	<input type="text" value="flood fire"/>	<input type="button" value="x"/>	<input type="button" value="Simple Search"/>
Title:		<input type="text" value="garrett"/>	<input type="button" value="x"/>	<input type="button" value="Advanced Search"/>
	<input type="button" value="AND"/>			
Description:		<input type="text"/>	<input type="button" value="x"/>	
Date:	<input type="button" value="Decade"/>	<input type="text"/>	<input type="button" value="x"/>	
Category:	<input type="button" value="Category"/>	<input type="text" value="Trains;"/>	<input type="button" value="x"/>	
Location:	<input type="button" value="Location"/>	<input type="text"/>	<input type="button" value="x"/>	
Options	<input type="button" value="Format"/>			
Whole words: <input checked="" type="checkbox"/>	All words: <input checked="" type="checkbox"/>	Phrase: <input type="checkbox"/>	List: <input type="checkbox"/>	Fav: <input type="checkbox"/>
Favourites	<input type="text" value="1 - Post Offices"/>	<input type="text" value="A"/>	<input type="button" value="User Manual"/>	<input type="button" value="Help"/>
	<input type="text" value="4 - Schools"/>	<input type="text" value="B"/>	<input type="button" value="Browse All"/>	

To perform a search in this format, enter the text you want to find next to each relevant field. (The text you are searching for is called the search terms.)

The example shown above is searching for images with 'garrett' in the Title within the 'Trains' category. You might also want to search for something like 'weddings' but only in the '1960s' decade.

It is strongly recommended that the buttons be used to enter terms in the Date, Category and Location fields. You can also enter multiple items in each of these fields. eg '1960s 1970s' or 'Trains; Boats;' The relationship between multiple terms in the Date and Locations fields is always an OR relationship. In Title, Description and Category the relationship is determined by the **All words** option.

The **Clear All** button clears all the text boxes. The small **X** buttons can be used to clear individual fields.

The **Options** described below (eg Whole words, All words and Phrase) apply to all searches in this format.

The relationship between the terms within a field can be either AND or OR depending on the selection of the **All Words** checkbox. The relationship between the Title and Description fields can be either AND or OR depending on the **AND/OR** button between the two fields and the relationship to the other fields is always an AND relationship. e.g.

[Search Results for '1960s' in Date and 'floods' and 'buses' in Description with All words checked](#)

[Search Results for '1960s' in Date and 'floods' or 'buses' in Description without All words checked](#)

Common Format

This Advanced Search format is accessed by using the **Format** button. It is called Common Format because it searches for the same search terms in common to all fields.

Search the Image Database

Search text:

Fields to search

Title: <input checked="" type="checkbox"/>	Description: <input checked="" type="checkbox"/>	Date: <input checked="" type="checkbox"/>	Category: <input checked="" type="checkbox"/>	Location: <input checked="" type="checkbox"/>
Reference: <input type="checkbox"/>	Contributor: <input type="checkbox"/>	<input type="button" value="Decade"/>	<input type="button" value="Category"/>	<input type="button" value="Location"/>

Options

Whole words: <input checked="" type="checkbox"/>	All words: <input checked="" type="checkbox"/>	Phrase: <input type="checkbox"/>	List: <input type="checkbox"/>
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An Advanced Search is performed in either of two ways:

1. by entering the text to search for and selecting which fields to search in, followed by clicking the “Advanced Search” button, or
2. by simply clicking one of the “Decade”, “Category” or “Location” buttons. It is not necessary to enter anything when using these buttons.

Fields to search

When selecting which fields to search, using the check boxes, each of the five fields on the top row can be included or excluded. The two buttons, **All On** and **All Off**, allow a quick selection of all or none of these five fields. After clicking **All Off**, you need to reselect at least one field.

Fields to search

Title: <input checked="" type="checkbox"/>	Description: <input checked="" type="checkbox"/>	Date: <input checked="" type="checkbox"/>	Category: <input checked="" type="checkbox"/>	Location: <input checked="" type="checkbox"/>
Reference: <input type="checkbox"/>	Contributor: <input type="checkbox"/>	<input type="button" value="Decade"/>	<input type="button" value="Category"/>	<input type="button" value="Location"/>

When searching on the **Reference** number or **Contributor**, it makes no sense to include more than one field in the search and all the others will be automatically cleared.

Quick Searches

The **Decade** button shows a list of decades which can be clicked to select images from a particular decade.

The **Category** button lists the defined categories. Note: an image can be classified in more than one category.

The **Location** button lists all the predefined locations in our area and can be used select images that have this location specified in their Location field.

Note that searching exclusively on the Location field may not give you all the possible results. We suggest also searching for the location in the Description or Title fields. Quick tip: Do a Location only search first (using the button – which puts the location name into the Search text field) and follow that by a wider search using the additional fields.

Options - Advanced Searches

This area allows selection of some advanced search parameters, such as only searching for matches to partial words or matching phrases.

Options			
Whole words: <input checked="" type="checkbox"/>	All words: <input checked="" type="checkbox"/>	Phrase: <input type="checkbox"/>	List: <input type="checkbox"/>

Whole words – when checked (ticked), only whole words will be matched eg entering 'crop' will not match 'crops' but if the **Whole Words** box is unchecked then it will match. **Whole Words** unchecked means a partial word match.

All words – when checked, search will match all words that are entered in a field (ie every word entered must be found for a match to occur), but you can uncheck this box to have the search return matches to any of the words. (Technically referred to as an AND or an OR relationship of the terms)

In the Multi field Advanced Format, the relationship between the fields is always an AND relationship. e.g.

[Search Results for '1960s' in Date and 'floods' and 'buses' in Description](#) with **All Words** checked

[Search Results for '1960s' in Date and 'floods' or 'buses' in Description](#) without **All Words** checked

Phrase – when checked, it will only find exact matches to the entered phrase. eg normally entering 'public house' will find 'house' or 'public' but if Phrase is checked it will only find 'public house' if the words are together and in that order.

You can also invoke phrase searching by enclosing any words in double quotes. eg "'snow white" dwarf' will search for the phrase 'snow white' and/or the word 'dwarf'.

List – returns the results as a list (instead of thumbnails).

Boolean – Boolean searching is an advanced option that allows the inclusion and exclusion of desired words. You can enter either a '+' or a '-' in front of any word to have it included or excluded from the search results respectively.

eg entering '+Richmond -floods' will find all matches that mention 'Richmond' without the word 'floods'.

Wildcards – it is possible to use wildcard characters to substitute for one or more characters in the search string. The '?' character substitutes for a single character and the '*' character substitutes for multiple characters and must be appended to the search word.

eg searching for 'b?ll' will find 'bell', 'ball' or 'bill' etc Useful if you are unsure of the spelling of a name for example.

Searching for 'agricultur*' will find both 'agriculture' and 'agricultural'

Searching for short words (less than 4 characters) creates a special case where the search will automatically be done as a partial word search. eg searching for 'ida' will return 'holiday' amongst the results. You can use a little trick of appending the '*' wildcard character to force a whole word search. eg 'ida*'

	User Manual	Help	Browse All
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Browse All

The **Browse All** button at the bottom right corner of the search area allows you to browse through the Image Archive starting at a random point. A good way to fill in time! *Tip: If you enter a number in the search field then select Browse All, browsing will start at that point in the total number of images.*

Help

The **Help** button displays a brief help screen explaining the search options. It is a concise version of these notes.

User Manual

This button displays this User Manual document, which you can read online or print out as desired.

Search Results

The results of your search are presented as a screen of thumbnail images with brief details or as a list if you check the **List** checkbox. The number of thumbnails presented will vary depending on screen size (and of course how many images match your search!). Clicking any thumbnail will take you to the large view of the image with full details (see below).

The navigation buttons allow you to select another page of results or step through multiple pages. The keys **Home**, **End**, **Page Up** and **Page Down** will also work as you'd expect.

The number of thumbnail images displayed will depend on your screen size.

Search Results for 'trains' in *Title, Category, Description, Location, Date* 16 image matches found. [SF]

Slide Show New Search



Valley Heights Loco Depot
Ref: 100027
2014 1 of 16.



XPT in Albury
Ref: 100001
Nov 2013 2 of 16.



Stevo at Valley Heights
Ref: 100002
July 2016 3 of 16.



100th Anniversary at Zig Zag
Ref: 100003
Oct 2011 4 of 16.



Off to Western Australia
Ref: 100018
2009 5 of 16.



Zig Zag Railway
Ref: 100006
2011 6 of 16.



The Garrett
Ref: 100015
Sep 2014 7 of 16.



On the Railway
Ref: 100031
2010 8 of 16.



Great Train Race
Ref: 100035
2015 9 of 16.



"The Ghan"
Ref: 100038
2013 10 of 16.

The results are also available as a list. Select the 'List' box in the Options area of the Search box..

Search Results for 'trains' in *Title, Category, Description, Location, Date* 16 image matches found. [SF]

Slide Show New Search

Count	Ref	Date	Title	Description
1 of 16.	100027	2014	Valley Heights Loco Depot	The Roundhouse and turntable at the Valley Heights Loco Depot, currently operated as a tourist site. The depot was established in 1914. It housed and serviced the bank engines which assisted trains up the steep gradient of the Blue Mountains to Katoomba in the west.
2 of 16.	100001	Nov 2013	XPT in Albury	NSW Countrylink XPT in Albury Station
3 of 16.	100002	July 2016	Stevo at Valley Heights	Stephenson Loco at Valley Heights Loco Depot
4 of 16.	100003	Oct 2011	100th Anniversary at Zig Zag	100th Anniversary of the closure of Zig Zag Railway in October, and it snowed!!!
5 of 16.	100006	2011	Zig Zag Railway	Passengers stretch their legs at Bottom Points station before Railmotor 2006 begins the climb back to Clarence.
6 of 16.	100015	Sep 2014	The Garrett	Having been restored, the Garrett 6029, is taken out on a trial run to Bungendore.
7 of 16.	100031	2010	On the Railway	David Griffiths, the driver and Jenny Griffiths, the guard, pose next to the Railmotor at Top Points on the Zig Zag Railway.
8 of 16.	100035	2015	Great Train Race	Locos 3016 and 6029 seem running parrallel at the "Great Train Race" at the Maitland Steam Festival.
9 of 16.	100038	2013	"The Ghan"	"The Ghan" at Darwin waiting to load passengers for the journey through Central Australia to Adelaide.
10 of 16.	100042	Unknown	Railmotor 2051	The Queensland Railmotor 2051 stands at Clarence Station, Zig Zag Railway.
11 of 16.	100045	Unknown	Diesel Loco 4001	In 1951, this engine was the first diesel to enter service on the NSW Railways. It hauled the Royal Train when the young Queen Elizabeth II toured Australia in 1954. In restoration it has been painted Royal Blue.

Clicking any bold Reference number in the list will take you to that image.


Single Image

Clicking on any of the results, or doing a search which results in only a single result, brings up a large version of the image with associated information.

If there were more than one image returned by your search, you can use the **Prev** and **Next** buttons to step through the images. The ← and → keys will do the same.

The **Results** button or ↑ key returns you to the results list (if any).

The **New Search** button returns to the search database screen.



The screenshot shows the 'Image Database' interface. At the top, there is a navigation bar with the IDA logo and menu items: Home, About Us, Archives, Activities, and Contact. Below this is a secondary navigation bar with buttons for Prev, Results, Slide Show, and New Search. The main content area features a large image of two people standing next to a silver railmotor. The railmotor has 'Terry Beardman' written on its side. To the right of the image is a metadata panel with the following details: Title: On the Railway; Ref: 100031; Location: Zig Zag, NSW; Date: 2010; Description: David Griffiths, the driver and Jenny Griffiths, the guard, pose next to the Railmotor at No1 Viaduct on the Zig Zag Railway; Categories: Trains; Contributor: G Townshend; Restrictions: This image cannot be copied without permission. Below the metadata are buttons for HL, Comment, Email, and Order. A copyright notice at the bottom reads: Copyright 2016 Digital Graphics Pty Ltd www.digitalgraphics.com.au Comments and problems to webmaster@digitalgraphics.com.au

The search terms that were matched will be highlighted in **green**. The **HL** button toggles the highlighting on and off.

Any associated images that are mentioned in the description will be highlighted in **blue** and you can click on any of these links to directly view the other image(s). If you do that, you will have moved away from your original search results, so a **Prev Search** button will be shown to allow you to return to the previous search results.

Any related documents can also be linked and will also appear with a **blue** link as above.

If the image shows people who have been entered into the People Archive, their name will also be shown highlighted in **blue**. Clicking the name will open the People Archive page for that person which gives their genealogical information.

The **Comment** button can be used to submit a comment about the image, eg reporting a display problem (such as rotated), or for correcting or adding to the information on the image.

The **Email** button allows the user to send an email to a friend containing a link to the image.

Some images may have an overlay provided which designates various things within the image. If there is an overlay available, the text 'Hover mouse over image for overlay.' will be shown below the image. Moving your mouse cursor over the image will display the overlay.

A person with appropriate credentials (ie the Digital Archivist) will also see an **Edit** button, which permits direct editing of the data in this screen.

Random Images

The Image Search screen is adorned with two random images (if your screen size permits). It is possible to click either of these images for a close up look if they catch your eye.

Slide Show

There is an option on an image results page or a single image to start a slide show. This was mainly intended to display a sequence of changing images at an event. The slide show uses all the images in the current search results and continuously cycles. The cycle rate is not changeable.

Resources/Document (Non-Image) Archive

The Resources Archive details all non-image resources. Some of these are documents that are available online, others may be documents or other resources held by the organisation.

Search the Resource & Document Archive

Search text:	<input type="button" value="Clear"/>	<input type="text" value="floods"/>	<input type="button" value="Simple Search"/>	
Fields to search	<input type="button" value="All On"/>	<input type="button" value="All Off"/>	<input type="button" value="Advanced Search"/>	
Title: <input checked="" type="checkbox"/>	Description: <input checked="" type="checkbox"/>	Date: <input checked="" type="checkbox"/>	Category: <input checked="" type="checkbox"/>	Location: <input checked="" type="checkbox"/>
Reference: <input type="checkbox"/>	Contributor: <input type="checkbox"/>	<input type="button" value="Date"/>	<input type="button" value="Category"/>	<input type="button" value="Location"/>
Resource Type	<input type="button" value="All On"/>	<input type="button" value="All Off"/>		
Document: <input checked="" type="checkbox"/>	Book: <input checked="" type="checkbox"/>	CD/DVD: <input checked="" type="checkbox"/>	Folder: <input checked="" type="checkbox"/>	Map: <input checked="" type="checkbox"/>
Options				
Whole words: <input checked="" type="checkbox"/>	All words: <input checked="" type="checkbox"/>	Phrase: <input type="checkbox"/>		Online: <input type="checkbox"/>

The search options are the same as the Image Search described above, with the addition of the Resource Type selections.

Resource Type	<input type="button" value="All On"/>	<input type="button" value="All Off"/>			
Document: <input checked="" type="checkbox"/>	Book: <input checked="" type="checkbox"/>	CD/DVD: <input checked="" type="checkbox"/>	Folder: <input checked="" type="checkbox"/>	Map: <input checked="" type="checkbox"/>	

The **Resource Type** area allows you to select which types of resources will be returned in the search. Book will return Books and Booklets, CD will return CDs and DVDs.

People Database

The integrated Image and Resource/Document Archive also incorporates a People Database where people who appear in the image archive can have their brief biographical details included. This also shows links to their relatives to make it easier to understand family connections when viewing the images.

The People Database is accessed through the Archives/People menu.

IDA IMAGE & DOCUMENT ARCHIVE People Database David

Home About Us Archives Activities Contact

Add Person

Note: This database shows 25 people in 5 families. Help us to expand it!

The people are directly linked to our image database, so if a person appears in an image there will be a highlighted link to jump directly to the genealogical information on that person (if we have it!). Similarly, in this People Database any associated images will be shown against each person and of course you can click the image to see a large version.

If you can contribute information about any of the people who appear in our image database (or who should), please contact the [digital archivist](#).

Search the People Database

First name (opt) Family name ID Number

Buttons are shown below for families with more than one person.

Cox 11 Morris 3 Smith 4 Smyth 4 Williams 3

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From the front page of the People Database you can search for a particular person or display a family. Any family with two or more members will be shown on a pink button. Anyone with Admin rights can also add new people from this screen.

You can also search for a particular ID Number.

When a person is mentioned in the description of an image, their name will be shown in blue and clicking the name will bring you to their page in the People Database.

IDA IMAGE & DOCUMENT ARCHIVE People Database David

Home About Us Archives Activities Contact

Add Child Add Person Cox Tree New Search

ID: 5 1 M **Arthur William COX**

Arthur William George Cox was born in Northampton, England

Date of Birth: 30/1/1920
Married: 11/8/1945
Deceased: 10/7/1998 78 yrs

Father: 3 Arthur Vernon **Cox** 1892-1975
Mother: 6 Charlotte Elizabeth (Lottie) **Cox** Née Phipps 1884-1956
Spouse: 8 Olive Mary (Margaret) **Cox** Née Morris 1920-2009

Edit

Children:
None on file.


2 Associated Images

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A family is shown as below. Clicking the blue surname of any person takes you to the individual's page. The reference numbers shown for the relatives are also links.

There is provision for up to two spouses per person.

Note: pressing **Shift F11** hides the menu at the top of the screen to facilitate printing the page. The method for printing a page depends on your browser, but is often File/Print menu or Control P.


IMAGE & DOCUMENT ARCHIVE
People Database
David

Home About Us Archives Activities Contact

Add Person New Search

Cox Family Branch Filter

Click on headings to sort

ID	Br	First Name	Middle Name	Usual Name	Surname	G	Maiden	DoB	DoD	DoM	Age	Spouse	Sps 2	Father	Mother
11	1	Samuel	George	(Sam)	Cox	M		1824	1876	1856	52	10			
10	1	Elizabeth	Dorothy	(Bessie)	Cox	F	Burnell	1832	1892	1856	60	11			
2	1	Arthur	Edwin		Cox	M		1864	1918	1890	54	7		11	10
9	0	Samuel	Vaughton		Cox	M		1867	1932	1889	65				10
7	1	Ethel	Louisa		Cox	F	Mendez	1872	1955	1890	83	2			
6	1	Charlotte	Elizabeth	(Lottie)	Cox	F	Phipps	1884	1956	1919	72	3			
3	1	Arthur	Vernon		Cox	M		1892	1975	1919	83	6		2	7
4	1	George	Samuel		Cox	M		1895	1915		20			2	7
22	2	Frederick		(Freddy)	Cox	M		1911	1944		33				
5	1	Arthur	William		Cox	M		1920	1998	1945	78	8		3	6
8	1	Olive	Mary	(Margaret)	Cox	F	Morris	1920	2009	1945	89	5		14	

11 entries

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For large families that may have unrelated branches, there is a **Branch** column shown. This indicates portions of the list that have no apparent interconnection. You can also enter a branch number in the box at the top to filter for only a particular branch. The branching is recalculated by the database administrator using **Scan People** as required.

There is a **Tree Down** button shown when an individual is displayed which lets you view a basic family tree starting from that individual and descending down - ie displaying all their descendants.

Add Person Cox Person New Search

Generation 1	Generation 2	Generation 3	Generation 4	Generation 5
11 Samuel George (Sam) Cox 1824-1876	2 Arthur Edwin Cox 1864-1918	3 Arthur Vernon Cox 1892-1975	5 Arthur William Cox 1920-1998	
10 Elizabeth Dorothy (Bessie) Cox 1832-1892	7 Ethel Louisa Cox 1872-1955	6 Charlotte Elizabeth (Lottie) Cox 1884-1956	8 Olive Mary (Margaret) Cox 1920-2009	
		4 George Samuel Cox 1895-1915		

There is also a **Tree Up** button which displays a family tree starting with the selected individual and going up the family tree - ie following the parents of each generation.

Generation 1	Generation 2	Generation 3	Generation 4	Generation 5
	11 Samuel George (Sam) Cox 1824-1876	2 Arthur Edwin Cox 1864-1918		
	10 Elizabeth Dorothy (Bessie) Cox 1832-1892	7 Ethel Louisa Cox 1872-1955	3 Arthur Vernon Cox 1892-1975	
				5 Arthur William Cox 1920-1998
			6 Charlotte Elizabeth (Lottie) Cox 1884-1956	
26 William Smyth 1818-1888	24 Wilma Smyth 1842-1900	27 Marjory (Marij) Phipps 1864-1943		
25 Lola Smyth				

Favourites Lists

Favourites Lists are an advanced feature which can be useful for grouping images for a research project, such as publishing a book, and for creating customised slide shows. There are 15 lists for each user, that can be used for selecting any arbitrary selection of images. Any image can be in any list or multiple lists. Putting an image into a favourites list does not change the normal viewing of the image.

Favourites Lists are only available to registered users with a User ID to login. (Speak to your system admin person about becoming a registered user)

Favourite Lists Screen

The Favourites Lists are managed through the Favourites List screen which is accessed via the **User Menu** (hover over your username at the top right of screen).

List	List Name	Count
1	Possible	246
2	To be checked	277
3	<u>Definites</u>	0
4	Glimpses	92
5	Collections	32
6	List 6	2
7	List 7	0
8	List 8	1
9	list 9	1
10	List 10	0
11	List 11	0
12	List 12	0
13	List 13	0
14	List 14	0
15	Both lists 4 & 5 (dupes)	0

Image Archive

Clear list A A
 Clear list B B
 Copy list A to list B
 Compare list A to list B A only B only Both
 Export lists to CSV file
 Import CSV into list B

The table on the left shows the names of the lists and the number of images in each list. The functions to the right of the table are advanced functions that are described later.

Naming a Favourites List

To change the name of a list, click on the list's name then enter the desired new name .

How to use Favourites Lists

When a registered user is logged on, they will see some extra options in the search area.

Options

Whole words: All words: Phrase: List: Fav:

Favourites

A B

The two drop down boxes allow the selection of any two lists to be the active lists, designated as list A and list B. The reason for having two active lists is to permit an image to be moved from one list to another. Tip: clicking the **S** button to the right of the dropdown lists will swap the lists.

The **Fav** checkbox (above the help button) is used to restrict any advanced search or browsing to only images in list A. So if you have selected a number of images into list A and you want to see what they are, you simply check the **Fav** checkbox and click the **Browse** button, which now says Browse List A.

Adding an image to a Favourites List - single image view

When viewing a single image, a registered user will see a row of numbered buttons. Any list in which this image is included will be shown with a darker colour (eg 2 & 4 in the example). As you move your mouse over any of the buttons you will be shown of the name of that list. (List 3 in the example)



Clicking any of the buttons will add the image to corresponding list. Clicking it again will remove the image from the list. This is called a toggle action.

Adding an image to a Favourites List - thumbnail view

When viewing the results of a search or when browsing, when you see the page of thumbnail images, normal operation is clicking on a thumbnail to view the single larger image.

If you press the **Shift** key and then click on the thumbnail you will add the image to list A. Note that this Shift key action is only available if you are NOT viewing list A. If you want to remove an image from list A, you must do it in the single image view.

If you press **Ctrl** (the Control key) and click on the thumbnail you will add the image to list B. These actions are a toggle, which means if the image is already in the selected list, clicking again will remove it. Note: Control key may not work on Apple devices.

Pressing the **Alt** key and clicking the thumbnail will move the image from list A to list B, or vice versa.

Adding an image to a Favourites List - list view

When viewing the results of a search or when browsing with the List checkbox checked, when you see the list of results, normal operation is clicking on the reference number to view the single larger image. The favourites list membership is shown to the right of the reference number.

The special actions described above with the Shift, Ctrl and Alt keys can also be applied when viewing a list.

Searching within a Favourites List

Having the **Fav** checkbox checked when doing an Advanced Search will restrict the results to only images that are already in list A. Note the **Fav** checkbox does not affect a Simple Search.

Printing a Favourites List

If you check the **Fav** checkbox and the **List** checkbox and then do a **Browse List A**, you will see a list of all the images in list A. You can then use your browsers print function to print the screen. (File/Print or Ctrl P on most browsers). You may also want to investigate the Export function described below. Tip: pressing Shift F11 will remove all the headings.

Printing Thumbnails

You can of course also bring up the thumbnails of a Favourites List as described above without the **List** checkbox checked and then print these. Tip: pressing Shift F11 will remove all the headings.

Count	Ref	Fav	Date	Title	Description
1 of 246.	010101	1 2	circa 1920	'Luckenough' Cottage	This is at the child his parents. Mollie bathroom with a ci
2 of 246.	010169	1	circa 1930s	Kurrajong Heights Hotel	Kurrajong Heights
3 of 246.	010202	1 2	Circa 1920s	'Mountain View' Guest House	'Mountain View' G are mowing and r
4 of 246.	010203	1 2	circa 1920s	'Mountain View' Guest House	A postcard of 'Moi was then run by th Mr Alfred Hodgkis
5 of 246.	010604	1 2	circa 1928	Post Office in Kurrajong	Post Office, knowr "Sterculia" post of

Advance functions - deleting, copying, comparing and exporting lists

The buttons on the right allow more advanced functions, such as clearing the contents of any list (note this is not deleting the actual images!). Note the list A and list B drop down boxes only apply to this screen.

The **Clear A** and **Clear B** buttons will clear the contents of list A and list B respectively.

The **Copy** button allows the contents of one list to be copied to another. Note this copy appends the entries from the source list A to the destination list B ie it does not clear any existing entries from the destination list. If you want them cleared - clear them yourself before doing the copy!

The **Compare** button allows the contents of any two lists to be compared. Three different results can be selected with the checkboxes to the right of the **Compare** button.

The **A only** checkbox compares for images that are uniquely (only) in list A. The results will go into List 13.

The **B only** checkbox compares for images that are uniquely (only) in list B. The results will go into List 14.

The **Both** checkbox compares for images that are both lists - ie duplicates. The results will go into List 15.

Lists 13, 14 & 15 will be renamed to indicate what result they are showing.

The **Export CSV** button downloads a Comma Separated Value (CSV) file to your PC containing all your list information, which you can then open in your spreadsheet program (eg MS Excel or Open Office Calc). You can also send this file to a friend to look at or import into their favourites.

Import CSV allows you to import a CSV file that has been created externally or by using the **Export CSV** function. The file must be in the same format as the exported version. Note importing is the same as copying in that it appends records to any existing entries.

The system administrator can copy a list from one user to another if desired.

If this all seems complicated, don't worry, most users will only need to name the lists they want to use.

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