

User Manual

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User Manual

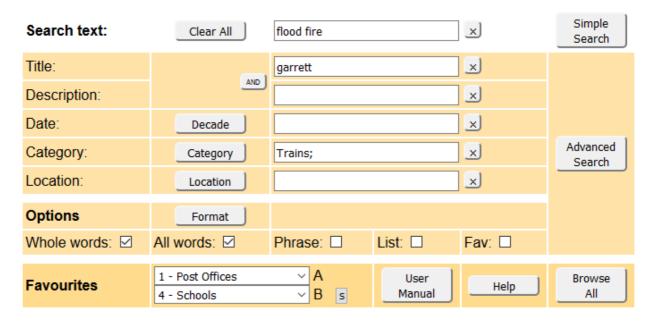
IDA is an online archive for Images and Documents. There is an Image Archive for photographs and a Resource/Document Archive for non-image items in the collection, such as documents and books etc.

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



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



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.

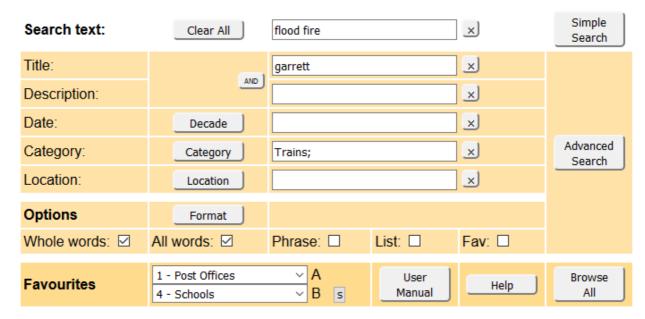
Advanced Search

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 <u>narrowing</u> 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



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 Simple Search text: × Clear Search Fields to search All On All Off Title: Description: Date: Category: Location: Advanced Reference: Contributor: Decade Category Location Search Options Format Whole words: ✓ All words: ✓ Phrase: List: L

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.



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: <a> All words : <a> 	Phrase: List: List	

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 'hol**ida**y' amongst the results. You can use a little trick of appending the '*' wildcard character to force a whole word search. eg 'ida*'



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 though 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 XPT in Albury 100th Anniversary at Zig Zag Off to Western Australia Stevo at Valley Heights Ref: 100027 Ref: 100001 Ref: 100002 Ref: 100003 Ref: 100018 2014 1 of 16. Nov 2013 2 of 16. July 2016 3 of 16. Oct 2011 4 of 16. 2009 5 of 16 Zig Zag Railway **Great Train Race** "The Ghan' The Garrett Ref: 100006 Ref: 100015 Ref: 100031 Ref: 100038 Ref: 100035 2011 6 of 16. Sep 2014 7 of 16. 2010 8 of 16. 2015 9 of 16. 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

	Side Silow New Sealon			
Count	Ref	Date	Title	Description
1 of 16.	10002	7 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.	10000	1 Nov 2013	XPT in Albury	NSW Countrylink XPT in Albury Station
3 of 16.	10000	2 July 2016	Stevo at Valley Heights	Stephenson Loco at Valley Heights Loco Depot
4 of 16.	10000	3 Oct 2011	100th Anniversary at Zig Zag	100th Anniversary of the closure of Zig Zag Railway in October, and it snowed!!!
5 of 16.	10000	6 2011	Zig Zag Railway	Passengers stretch their legs at Bottom Points station before Railmotor 2006 begins the climb back to Clarence.
6 of 16.	10001	5 Sep 2014	The Garrett	Having been restored, the Garrett 6029, is taken out on a trial run to Bungendore.
7 of 16.	10003	1 2010	On the Raiilway	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.	10003	5 2015	Great Train Race	Locos 3016 and 6029 seem running parralell at the "Great Train Race' at the Maitland Steam Festival.
9 of 16.	10003	8 2013	"The Ghan"	"The Ghan" at Darwin waiting to load passengers for the journey through Central Australia to Adelaide.
10 of 16.	10004	2 Unknown	Railmotor 2051	The Queensland Railmotor 2051 stands at Clarence Station, Zig Zag Railway.
11 of 16.	10004	5 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 \leftarrow and \rightarrow 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 search terms that were matched will by 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 there 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.

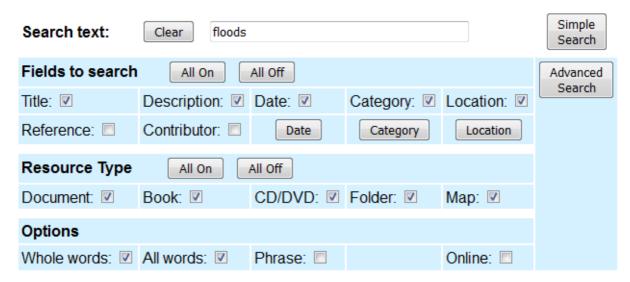
Slide Show

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



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



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.



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.

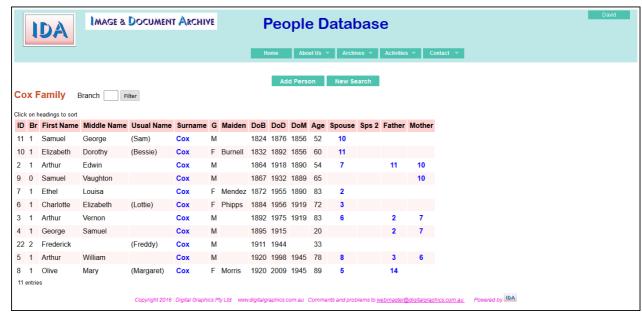
When a person is mentioned in the description of an image, their name will be shown in blue and clicking the name will bring you to their page in the People Database.



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.

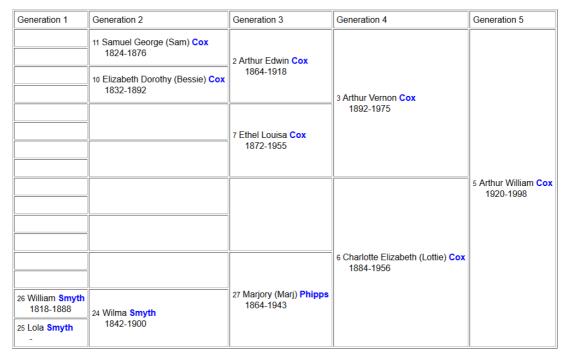


For large families that may have unrelated branches, there is a **Br**anch column shown. This indicates portions of the list that have no apparent interconnection. You can also enter a branch number in the box at the top to filter for only a particular branch. The branching is recalculated by the database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



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.



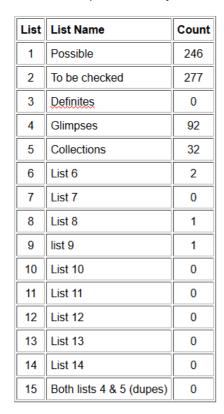
Favourites Lists

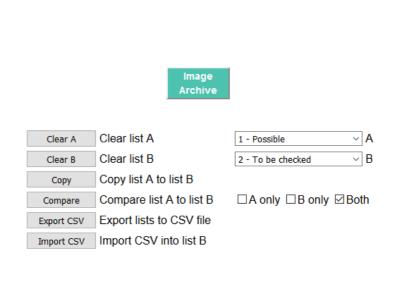
Favourites Lists are an advanced feature which can be useful for grouping images for a research project, such as publishing a book, and for creating customised slide shows. There are 15 lists for each user, that can be used for selecting any arbitrary selection of images. Any image can be in any list 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).





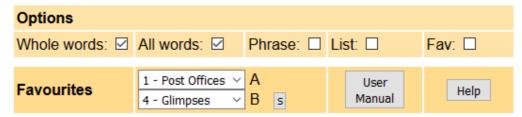
The table on the left shows the names of the lists and the number of images in each list. The functions to the right of the table are advanced functions that are described later.

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.



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 Fa	v Date	Title	Description
1 of 246.	010101 1 2	circa 1920	'Luckenough' Cottage	This is at the child his parents. Mollie bathroom with a co
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 ra
4 of 246.	010203 1 2	circa 1920s	'Mountain View' Guest House	A postcard of 'Mou was then run by th
5 of 246.	010604 1 2	circa 1928	Post Office in Kurrajong	Mr Alfred Hodgkisi 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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