

Welcome to the Hurstpierpoint Colleges' Digital Archives.

The Hurst Archives contain the Hurst Johnian Magazines from 1858.

The magazines are displayed individually in Decade and Year order.

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..

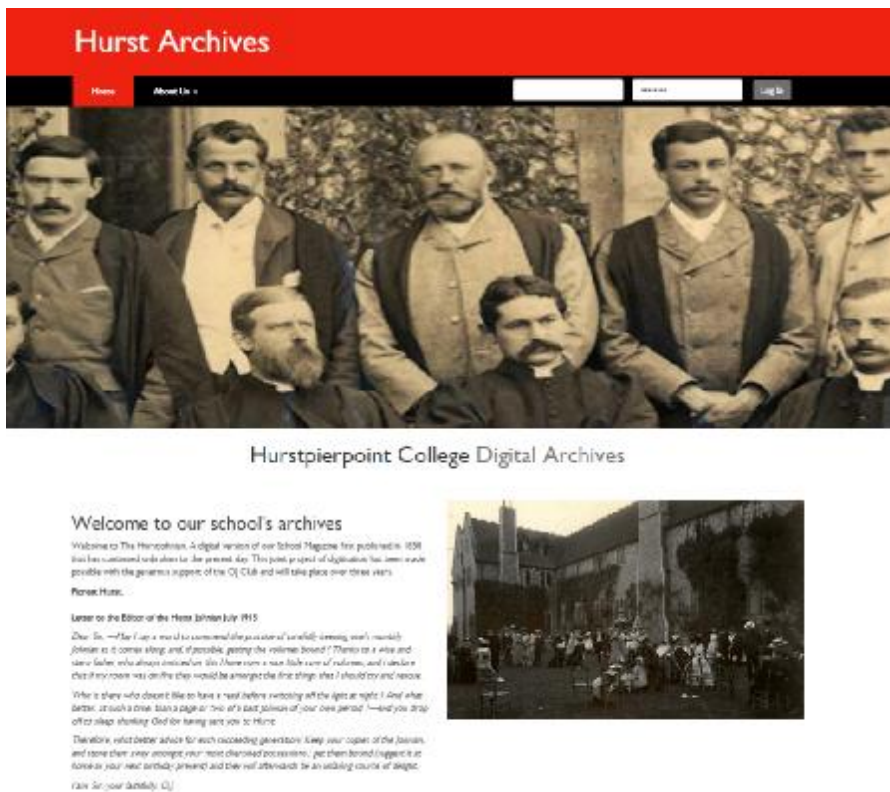
It is recommended that the system is viewed in Internet Explorer 9 or above, or the equivalent.

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.

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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 Hurstpierpoint College 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.

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 details for the college, which opens the default email programme complete with contact details.

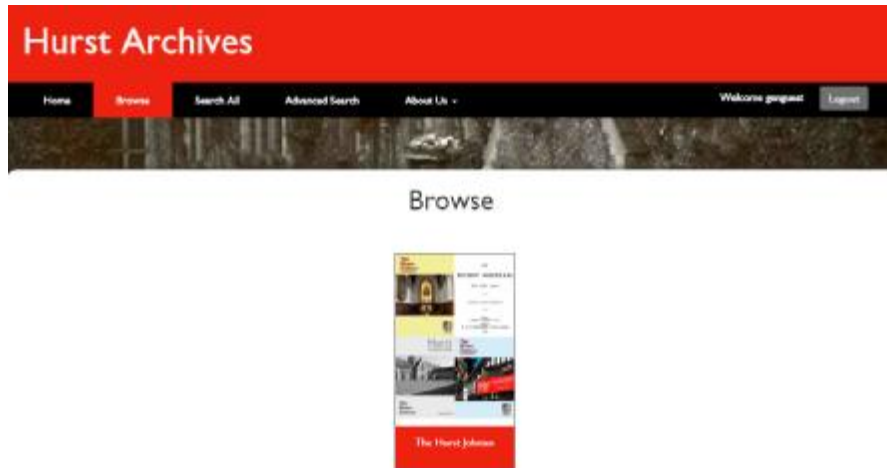
This screen can be opened from any point in the archives by selecting the 'Home' option.

To enter the archive a Username and Password must be entered.

These may be obtained from the College.

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.

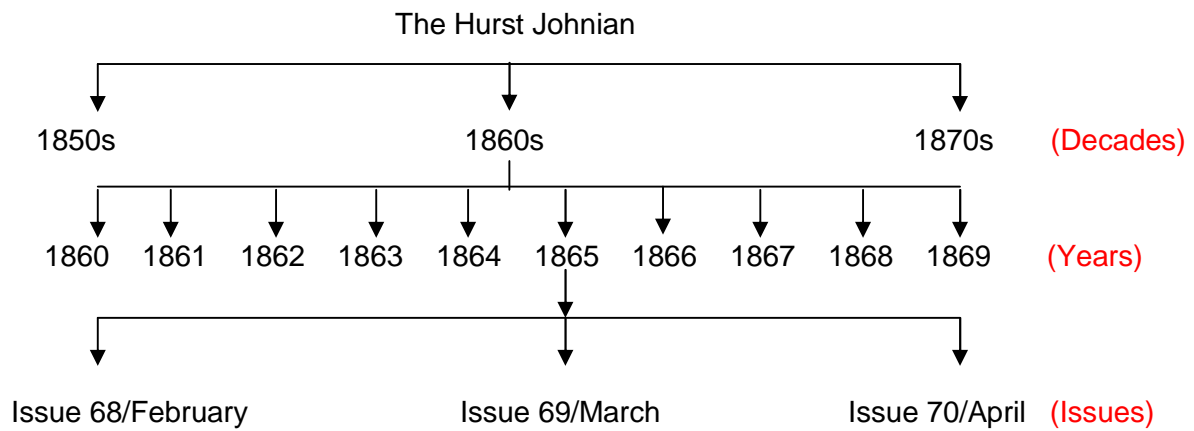
The 'Browse' screen provides the access to all of the available archives.



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 Hurst Johnian).



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.



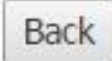
To open the Issue Pdf file select the required 'Issue',



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.

Searching

The system provides two ways of placing searches across the archive 'Search All' and 'Advanced Search'.

Both facilities allow a search across the whole system using keyword text entry, or selected criteria.

Search All

Select the 'Search All' option on the top toolbar.



This will open the 'Search' field.



This search works using criteria located in the main text of each article.

The entry options are:

<input type="text" value="Search"/>	<p>Enter the required search criteria text.</p>
<input checked="" type="radio"/> Exact Phrase	<p>Searches the archive for the 'Exact Phrase' as entered in the search criteria. IE 'Seb Smith' will search for 'Seb Smith'</p>
<input type="radio"/> All Words	<p>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.</p>
<input type="radio"/> Any Word	<p>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.</p>
<input type="button" value="Q"/>	<p>Select this to start the search.</p>

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

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








Search

Q

Exact Phrase

All Words

Any Word

Hurst Johnian	Obituary Thomas Fancourt	1919 VolumeNo: 62 IssueNo: 599	
Hurst Johnian	THOMAS HALHEAD DALWAY AGNEW	1865 VolumeNo: 7 IssueNo: 70	
Hurst Johnian	Obituary Thomas Herbert Sharp	1919 VolumeNo: 62 IssueNo: 596	
Hurst Johnian	Obituary W. P. O. Thomas	1917 VolumeNo: 60 IssueNo: 582	
Hurst Johnian	COLLEGE ANNALS	1872 VolumeNo: 15 IssueNo: 144	
Hurst Johnian	Cricket	1913 VolumeNo: 56 IssueNo: 547	
Hurst Johnian	COLLEGE ANNALS.	1872 VolumeNo: 15 IssueNo: 145	

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

In this example, 'thomas' was found in 'Hurst Johnian' section of the archives.

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 specific/selected full magazine pdf.



Opens only the specific/selected article pdf.



Select this symbol to open the Text 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.

Page: 1 of 19

Number of pages of results

Display results per page

10

No of results displayed

← | →

Navigation Arrows Pages

Displaying files 1 to 10 of total: 186

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.

To place a search using the 'Search All' option.

Select 'Search All'

Once the 'Search' screen is open, enter the required search criteria into the box entitled 'Search'.

For this example we will use 'lane'.



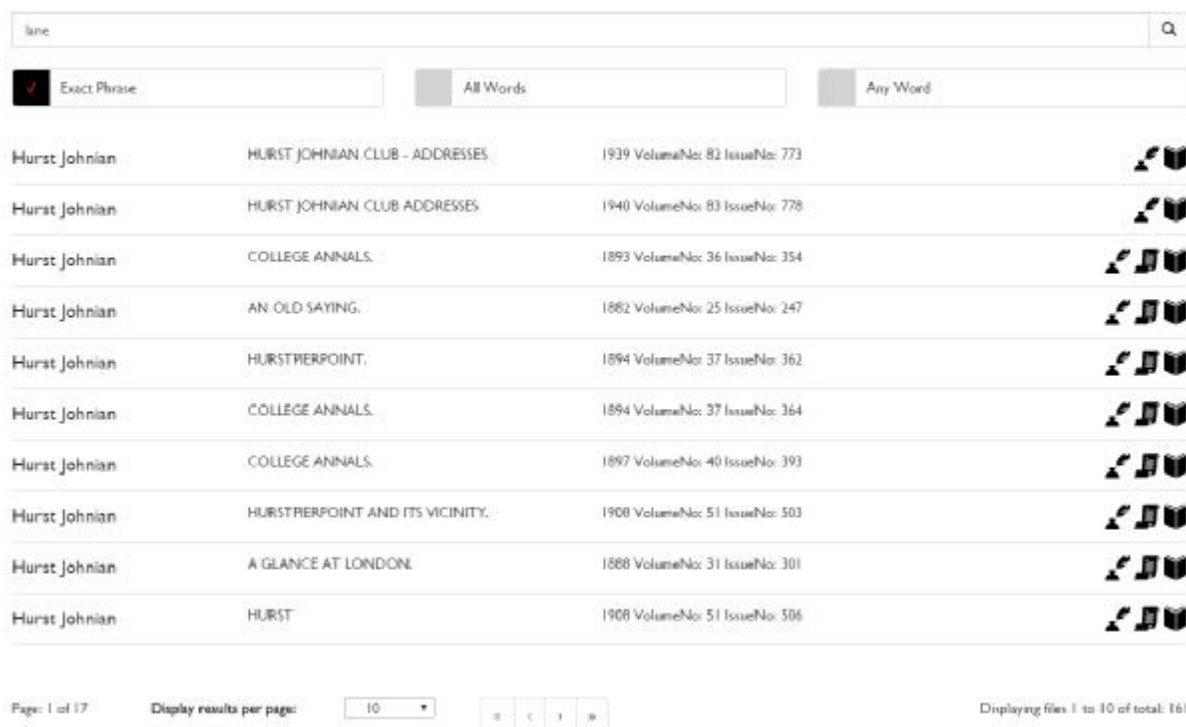
lane

Exact Phrase All Words Any Word

Select the required option field (Exact Phrase; All Words; Any Word), for this example we will leave it set to 'Exact Phrase' (the default setting).











Select the search icon  to commence the search.

Search



lane

Exact Phrase All Words Any Word

Hurst Johnian	HURST JOHNIAN CLUB - ADDRESSES	1939 VolumeNo: 82 IssueNo: 773	
Hurst Johnian	HURST JOHNIAN CLUB ADDRESSES	1940 VolumeNo: 83 IssueNo: 778	
Hurst Johnian	COLLEGE ANNALS	1893 VolumeNo: 36 IssueNo: 354	
Hurst Johnian	AN OLD SAYING	1862 VolumeNo: 25 IssueNo: 247	
Hurst Johnian	HURSTERPOINT	1894 VolumeNo: 37 IssueNo: 362	
Hurst Johnian	COLLEGE ANNALS	1894 VolumeNo: 37 IssueNo: 364	
Hurst Johnian	COLLEGE ANNALS	1897 VolumeNo: 40 IssueNo: 393	
Hurst Johnian	HURSTERPOINT AND ITS VICINITY	1908 VolumeNo: 51 IssueNo: 503	
Hurst Johnian	A GLANCE AT LONDON	1888 VolumeNo: 31 IssueNo: 301	
Hurst Johnian	HURST	1908 VolumeNo: 51 IssueNo: 506	

Page: 1 of 17 Display results per page: 10 Displaying files 1 to 10 of total: 161

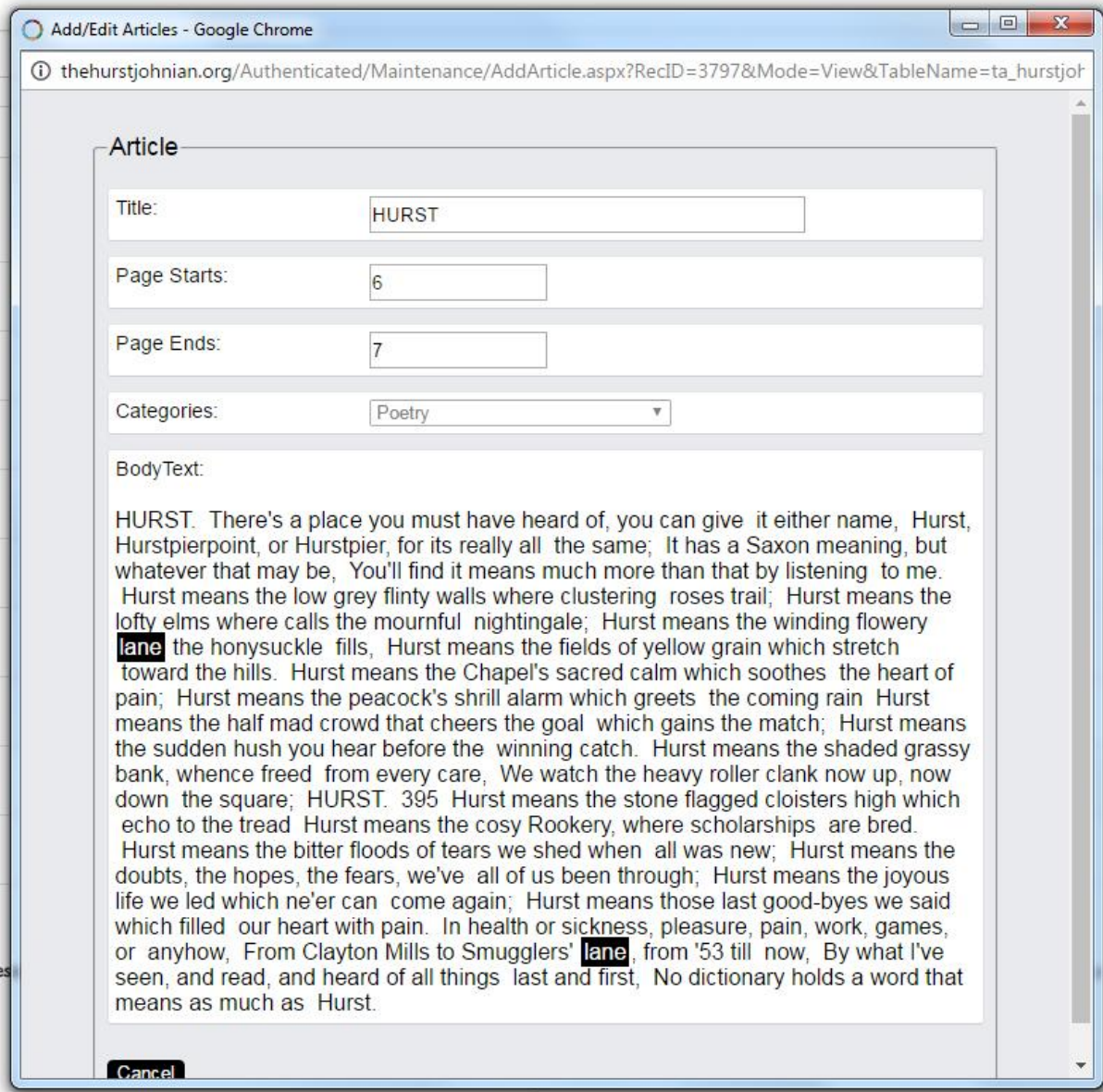
In this search we have 161 results.

Use the options at the bottom of the search results to navigate through to find the required entry.

To verify the correct article, select the Inkwell and Quill icon





This will open the 'text' view.



The search criteria used 'lane' will be highlighted; this allows the article to be verified without leaving the search screen.

If this is not the correct article, select 'Cancel' at the bottom of the window to return to the results screen.

If this is the correct article select either the  logo to open the full pdf, or select the  symbol to open just the article pdf.

To place another search simply add the text criteria into the top box and start again.

To define the search even further, add additional criteria to the search field.

By changing this search example to 'Mark Lane' we can reduce the number of results down to just 3.

Search

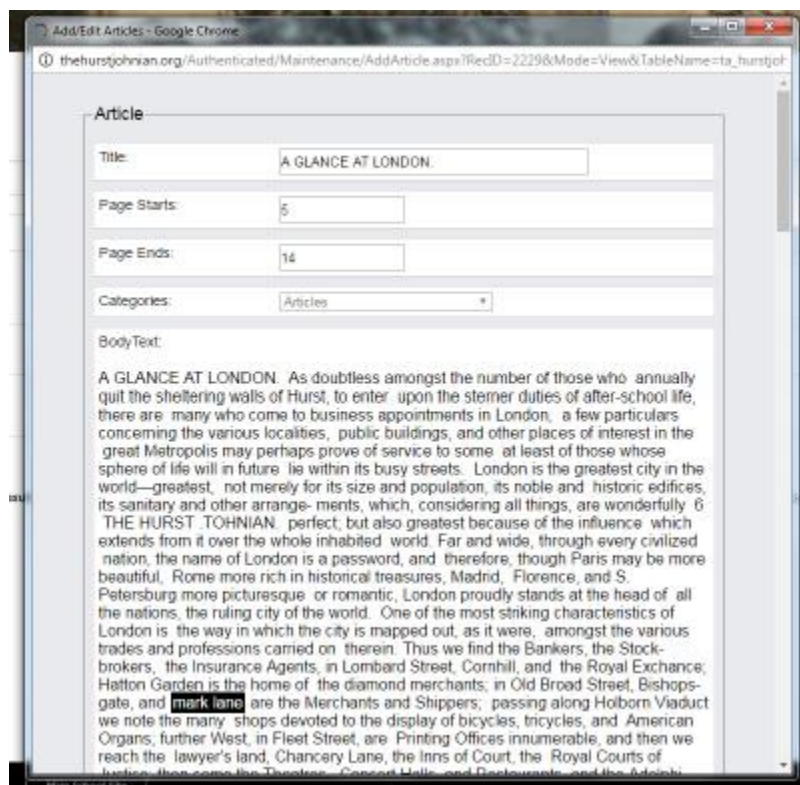
mark lane

Exact Phrase All Words Any Word

Hurst Johnian	Balance Sheet of the S. Nicolas College Benefit	1868 VolumeNo: 10 IssueNo: 96	
Hurst Johnian	A GLANCE AT LONDON.	1868 VolumeNo: 31 IssueNo: 301	
Hurst Johnian	MARCH, S. DAVID, ARCHBISHOP OF MENEVA AND PATRON OF WALES.	1865 VolumeNo: 7 IssueNo: 69	

Page 1 of 1 Display results per page: 10 Displaying files 1 to 3 of total: 3

In this instance all the 'Search Criteria' will be highlighted in the 'Text' display.



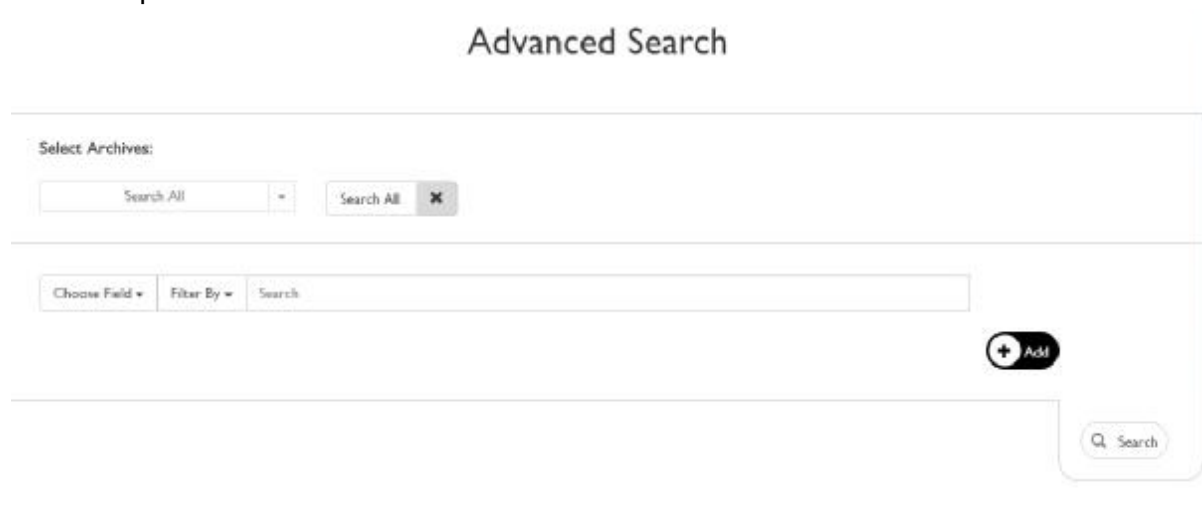
By experimenting with the search options and criteria, the user will soon establish the best way to place a search.

Advanced Search

Select the 'Advanced Search' option on the top toolbar.



This will open the 'Search' field.

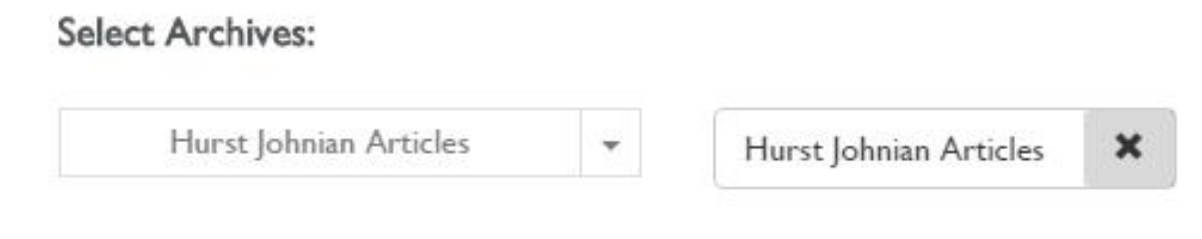


This search works in a different way to the 'Search All' option. In this search, pre-set search criteria must be selected.

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



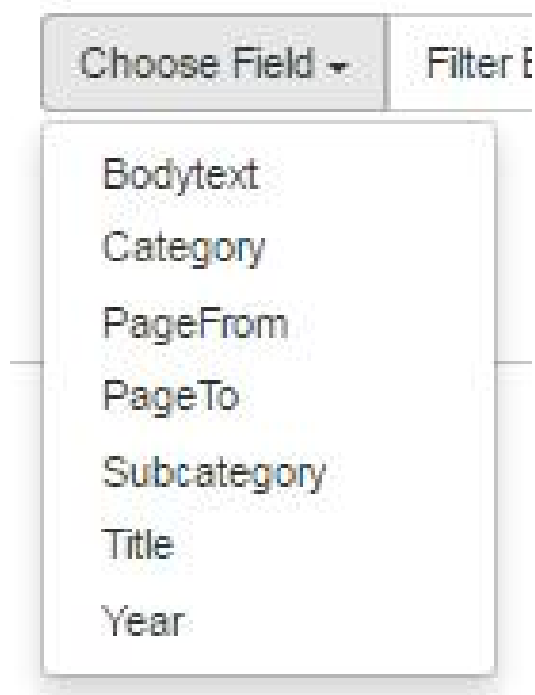
For this example select 'Hurst Johnian Articles', the screen will change from displaying 'Search All' to 'Hurst Johnian Articles'.



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

Choose Field

Select this to choose the main search criteria



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.

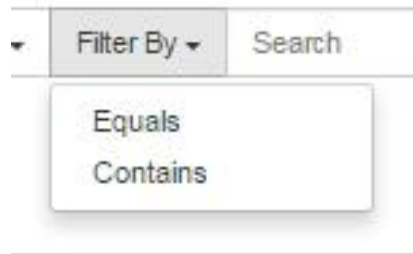
Year

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 'Concerts' then select the 'Search' button.

Hurst Johnian	A COUNTRY WALK TO A VILLAGE CONCERT.	1886 VolumeNo: 27 IssueNo: 280	
Hurst Johnian	THE CHAPEL TOWER BUILDING FUND ANNUAL CONCERT.	1901 VolumeNo: 44 IssueNo: 437	
Hurst Johnian	Concert	1913 VolumeNo: 56 IssueNo: 545	
Hurst Johnian	Concert	1913 VolumeNo: 56 IssueNo: 550	
Hurst Johnian	CONCERT	1939 VolumeNo: 82 IssueNo: 774	
Hurst Johnian	SUMMER CONCERT.	1939 VolumeNo: 82 IssueNo: 776	

Page: 1 of 1 Display results per page: 10 Displaying files 1 to 6 of total: 6



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




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

To add additional 'Search Criteria', select the  button.

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

Year ▾ Greater Than ▾ 1911

Year ▾ Less Than ▾ 1913  

Hurst Johnian	No. 534, FEBRUARY, 1912.	1912 VolumeNo: 55 IssueNo: 534	
Hurst Johnian	EDITORIAL	1912 VolumeNo: 55 IssueNo: 534	
Hurst Johnian	A FOREWORD TO KING HENRY V.	1912 VolumeNo: 55 IssueNo: 534	

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 relevant fields no longer required in the search criteria

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

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In this example, 'thomas' was found in 'Hurst Johnian' section of the archives.

As with the 'Search All' function, by selecting one of the icons on the right side of the results panel, the user may open the pdf file.



Opens the specific/selected full magazine pdf.



Opens only the specific/selected article pdf.



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

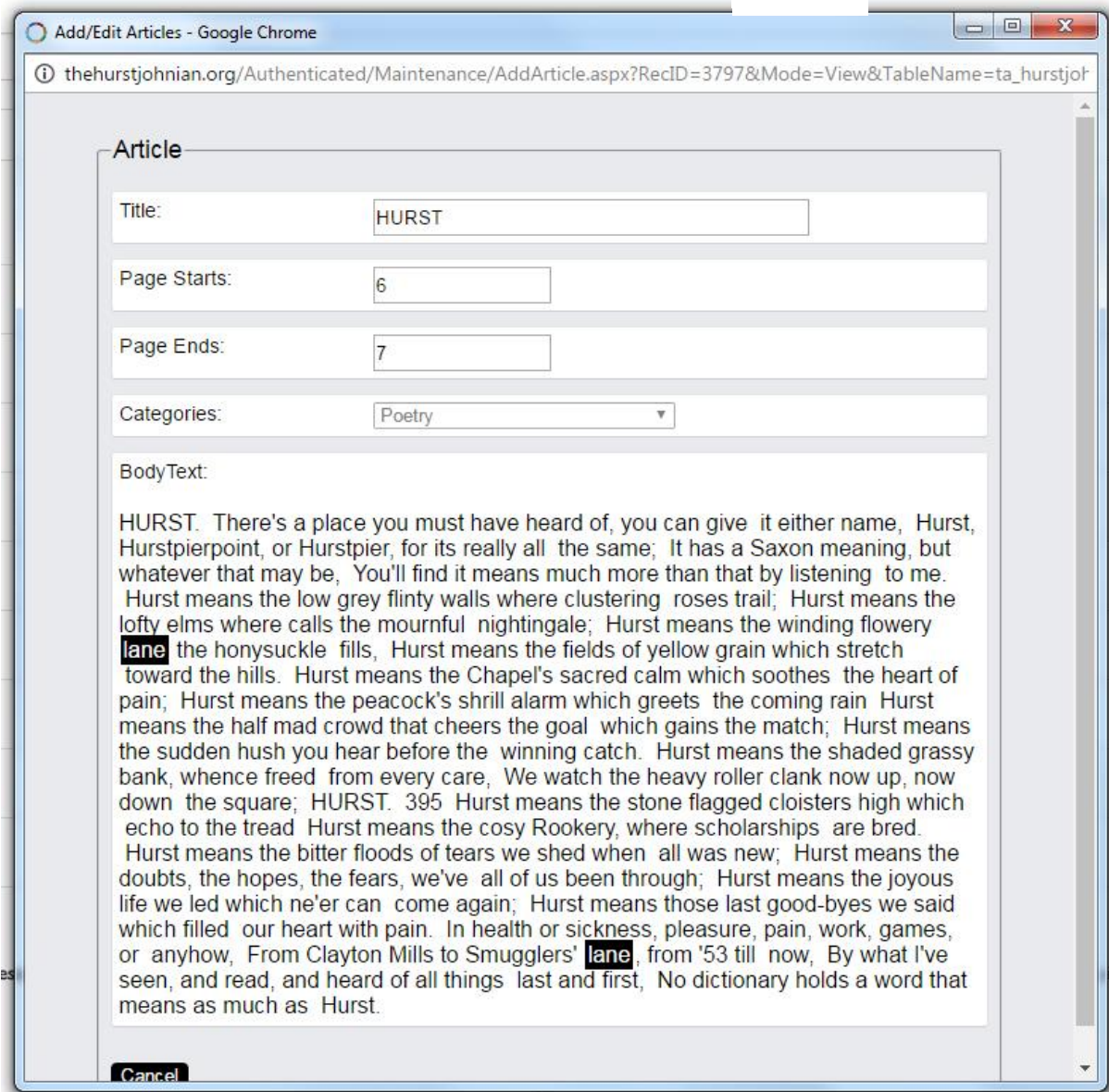
The results panel can be navigated by use of the arrows at the bottom of the results section.



Number of pages of results being displayed No of results displayed Navigation Arrows Pages

To verify the correct article, select the Inkwell and Quill icon


This will open the 'text' view.



The search criteria used 'lane' will be highlighted; this allows the article to be verified without leaving the search screen.

If this is not the correct article, select 'Cancel' at the bottom of the window to return to the results screen.

If this is the correct article select either the  logo to open the full pdf, or select the

 symbol to open just the article pdf.

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Technical Support



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