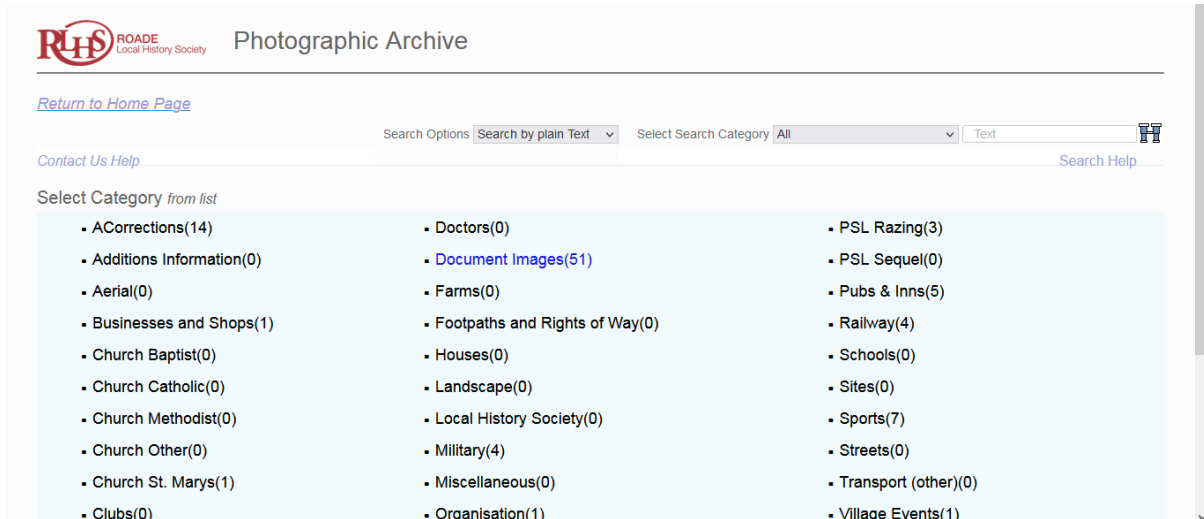


How to use the RLHS Photo Viewer V14.1

When you click to enter the Photo Viewer the following screen will be displayed showing the Categories that photographs are stored under, the number of photos in each Category is in brackets.

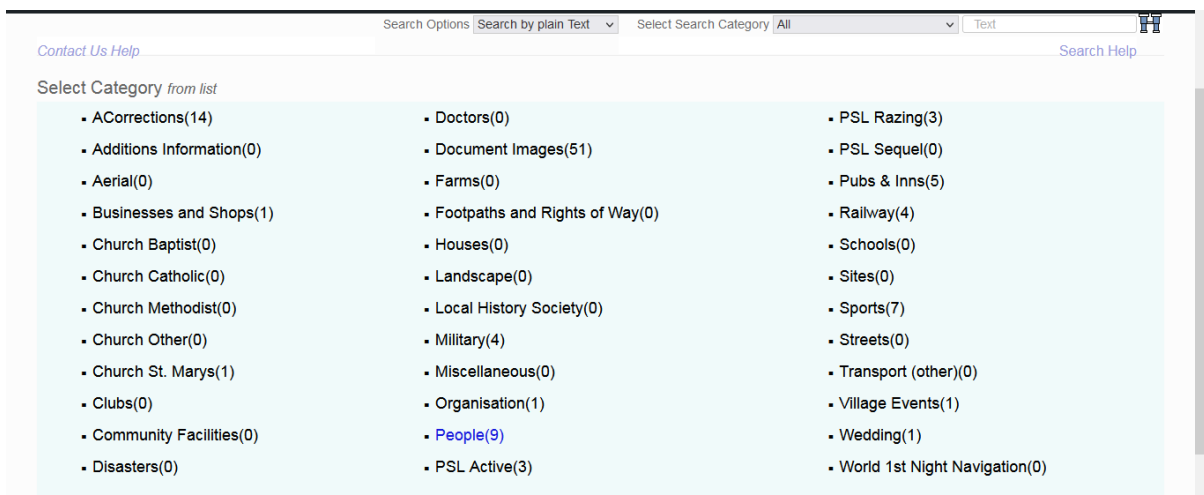
Note that all Categories will not be displayed on some devices, just use the right hand large scroll bar to drag the screen down a little.



The screenshot shows the RLHS ROADE Local History Society Photographic Archive website. At the top left is the RLHS logo. The page title is "Photographic Archive". Below the title is a navigation bar with a "Return to Home Page" link, search options (set to "Search by plain Text"), a search category dropdown (set to "All"), and a search input field. There is also a "Contact Us Help" link and a "Search Help" link. The main content area is titled "Select Category from list" and displays a grid of categories with their respective photo counts. The categories are:

- ACorrections(14)
- Additions Information(0)
- Aerial(0)
- Businesses and Shops(1)
- Church Baptist(0)
- Church Catholic(0)
- Church Methodist(0)
- Church Other(0)
- Church St. Marys(1)
- Clubs(0)
- Doctors(0)
- Document Images(51)
- Farms(0)
- Footpaths and Rights of Way(0)
- Houses(0)
- Landscape(0)
- Local History Society(0)
- Military(4)
- Miscellaneous(0)
- Organisation(1)
- PSL Razing(3)
- PSL Sequel(0)
- Pubs & Inns(5)
- Railway(4)
- Schools(0)
- Sites(0)
- Sports(7)
- Streets(0)
- Transport (other)(0)
- Village Events(1)

After dragging down the full list will be visible



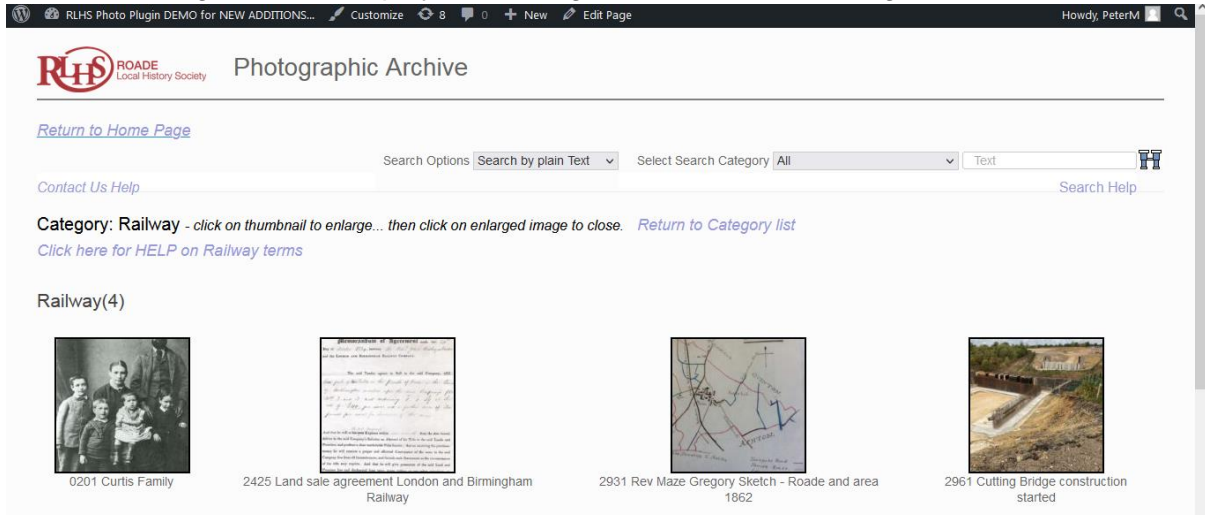
This screenshot shows the same website as the previous one, but with the category list scrolled down to reveal additional categories. The categories are:

- ACorrections(14)
- Additions Information(0)
- Aerial(0)
- Businesses and Shops(1)
- Church Baptist(0)
- Church Catholic(0)
- Church Methodist(0)
- Church Other(0)
- Church St. Marys(1)
- Clubs(0)
- Community Facilities(0)
- Disasters(0)
- Doctors(0)
- Document Images(51)
- Farms(0)
- Footpaths and Rights of Way(0)
- Houses(0)
- Landscape(0)
- Local History Society(0)
- Military(4)
- Miscellaneous(0)
- Organisation(1)
- People(9)
- PSL Active(3)
- PSL Razing(3)
- PSL Sequel(0)
- Pubs & Inns(5)
- Railway(4)
- Schools(0)
- Sites(0)
- Sports(7)
- Streets(0)
- Transport (other)(0)
- Village Events(1)
- Wedding(1)
- World 1st Night Navigation(0)

Click on a category, Railway has been used in the following examples.

How to use the RLHS Photo Viewer V14.1

The following screen is displayed showing Thumbnails of the images with a Photo Title.



Click on a Thumbnail to enlarge it, the 1st photo has been clicked. The image is displayed as below with the Photo Title in Yellow and a descriptive Caption underneath. **The caption may be too large to display fully on the screen, simply use the Scroll Bar on the right to scroll though the caption fully**

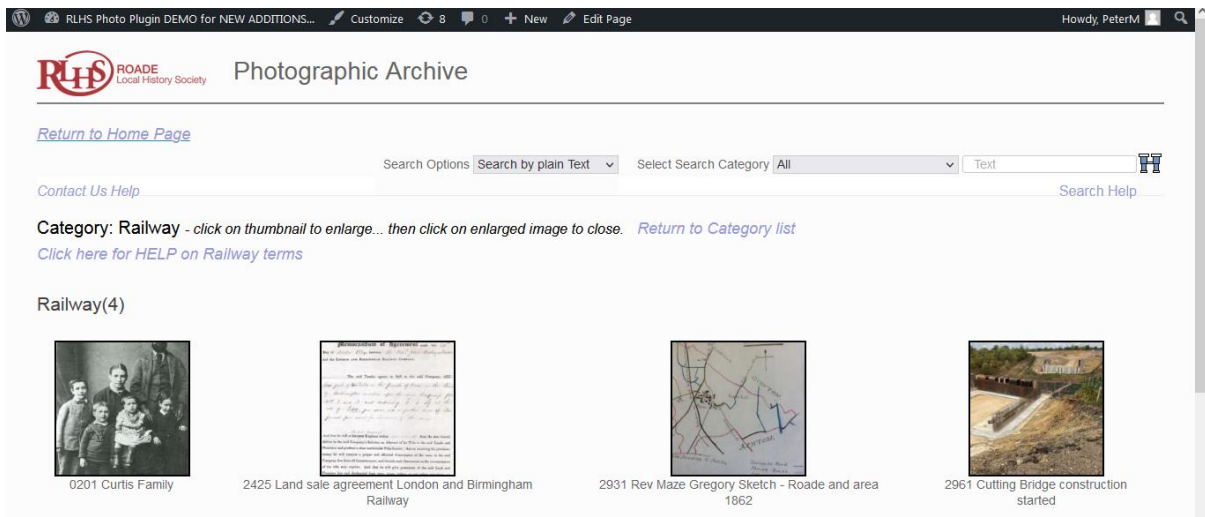


scrolled fully below

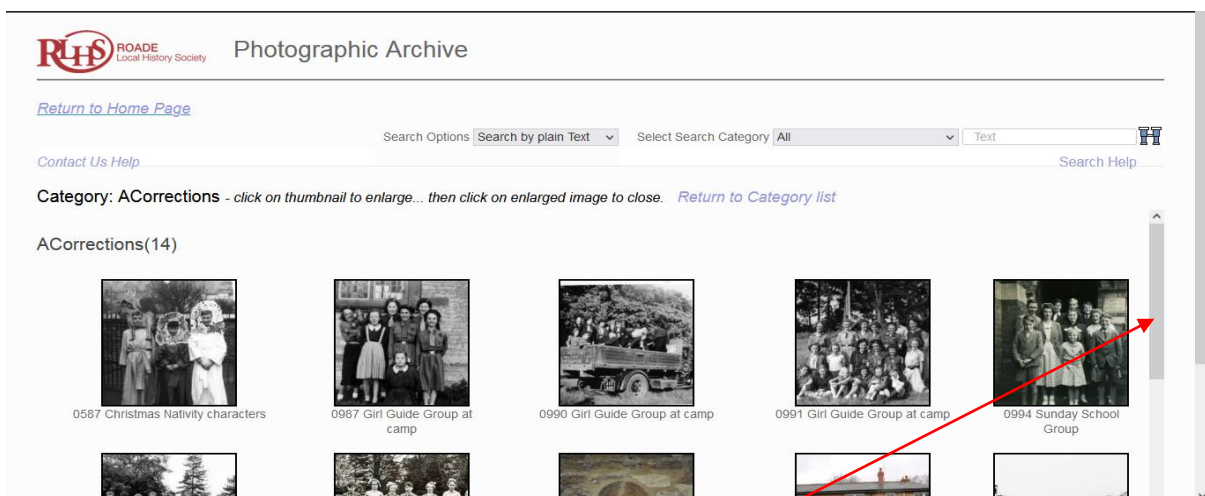
How to use the RLHS Photo Viewer V14.1



To close the image simply click on the displayed image to return to the display of all images in the Category. Continue to enlarge images that interest you.



There are just 4 images in this Category, hence no scroll bar..



To scroll the images within a large Category use the SMALL scroll bar.

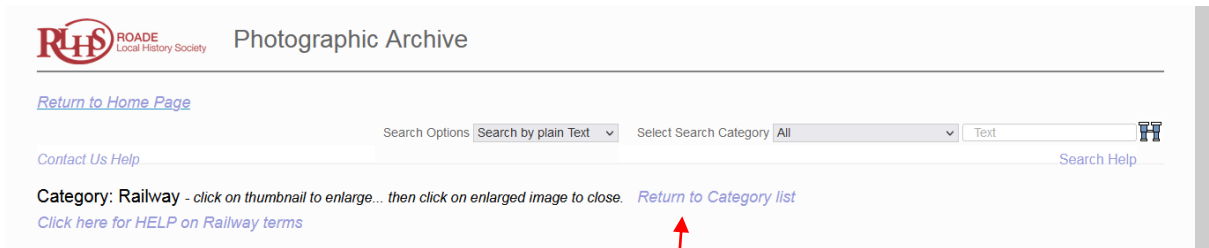
How to use the RLHS Photo Viewer V14.1

When at the end of all the images in a Category, the screen will display as below



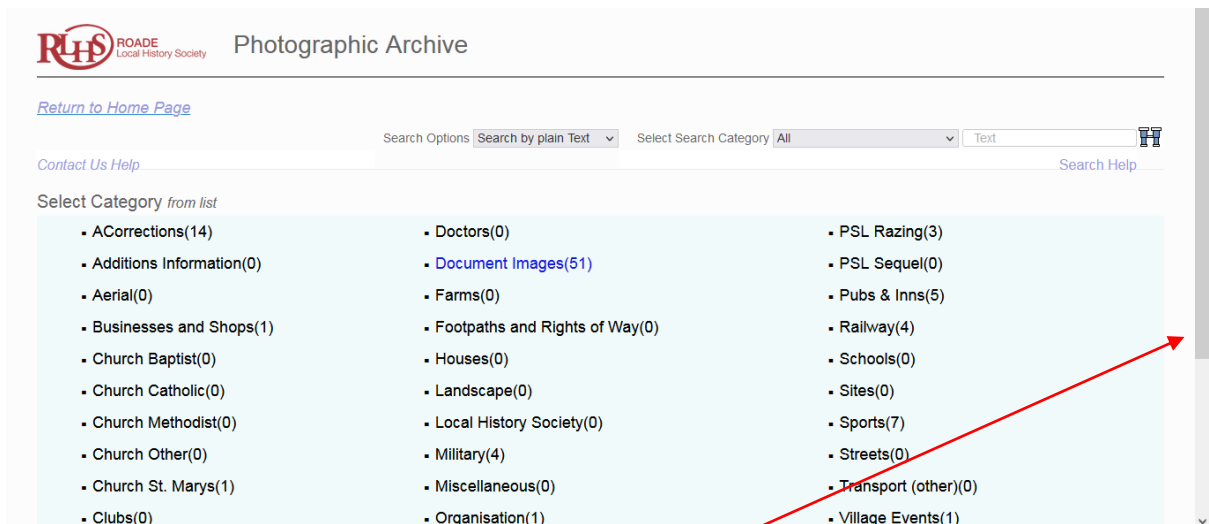
you can return the top of the Category by clicking **Go to top of page**

Once at the top of the page you can exit the Category as below.



Click on **Return to Category list**.

This returns you to the screen below .



Note that this screen may not show all the Categories available.

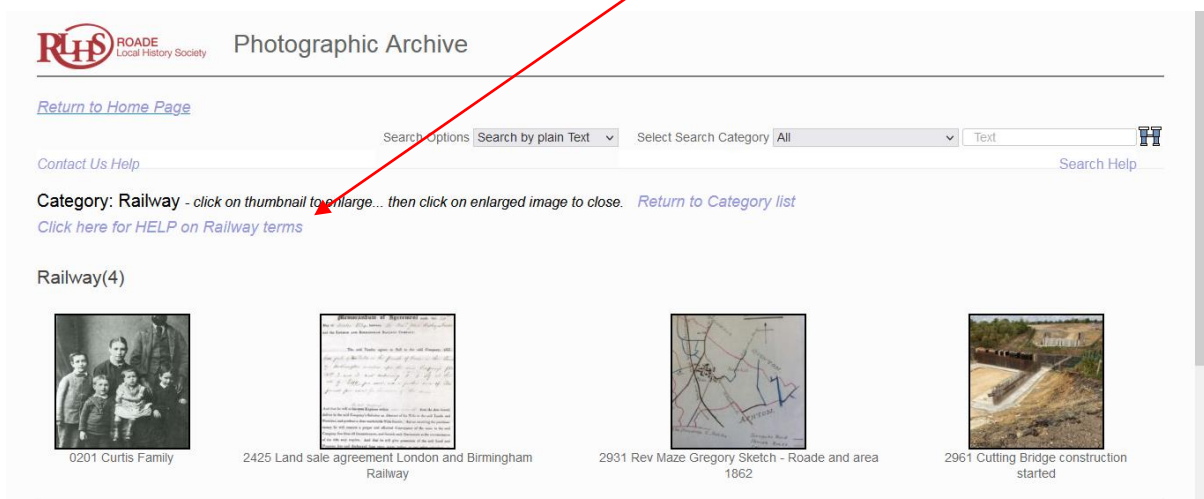
Use the right hand scroll bar to drag the screen down to the bottom

How to use the RLHS Photo Viewer V14.1

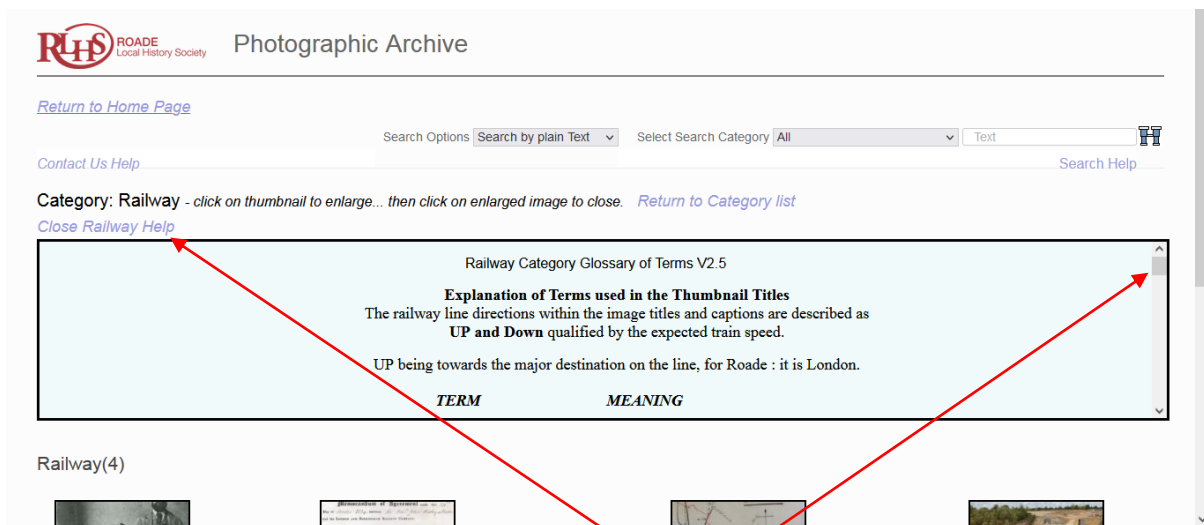
CATEGORY HELP

Some Categories have a Help pop-up screen, if needed, to help you understand the Captions of that specific Category.

The Railway Category has such a HELP screen because the Photo Captions contain Railway Terminology as well as acronyms for Railway Company names that need some explanation. To see this Help information click **Click here for HELP on Railway terms** .



The following pop-up screen will be displayed as below.



You can Scroll this pop up screen using the provided Scroll Bar.

When ready to continue displaying the photos just click **Close Railway Help** on the left of the screen.

How to use the RLHS Photo Viewer V14.1

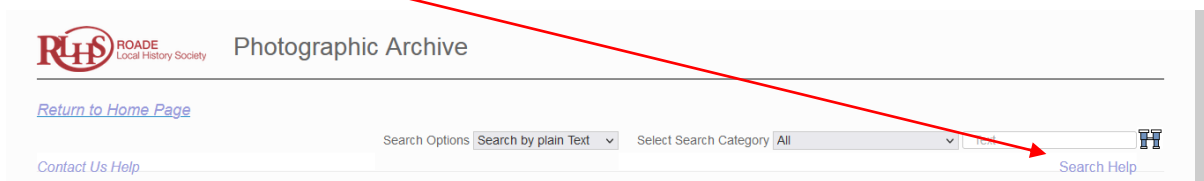
HOW TO SEARCH

There are 2 options for searching; either Search for the required criteria in Captions, Photo Title or Year Taken or just search for an Index Number to determine its Category.

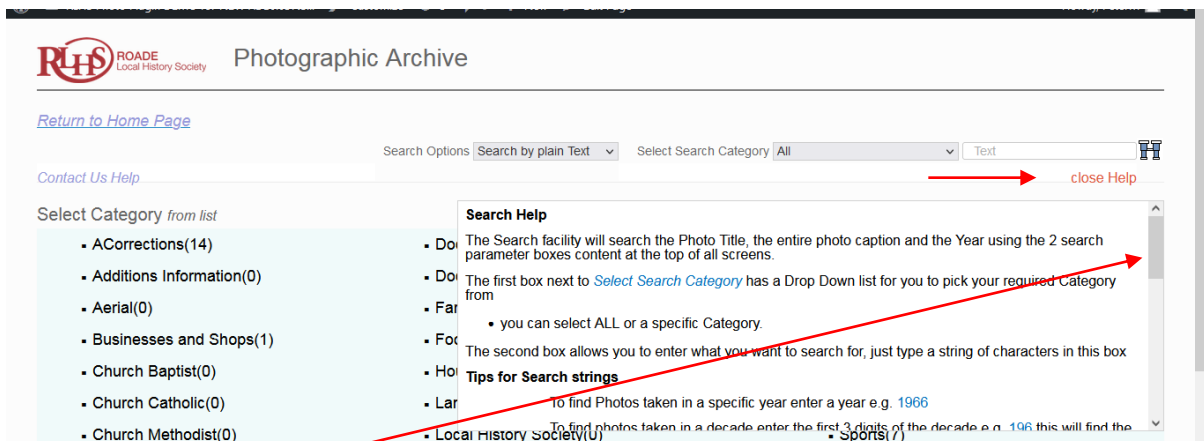
While you were displaying the photos you may have come across topics that you want to research further. Make a note of the character strings that interest you [family names, significant words, years etc.] in the captions and then complete the SEARCH.

Please be aware using the Search facility will NOT return you to where you were in the system.

Before searching please familiarise yourself with the Search Help which is available on all screens, click **Search Help** under the binoculars at the top right of the screen below.



The following screen is displayed.



The Scroll bar allows you to scroll up and down to read ALL the Help before actually searching.

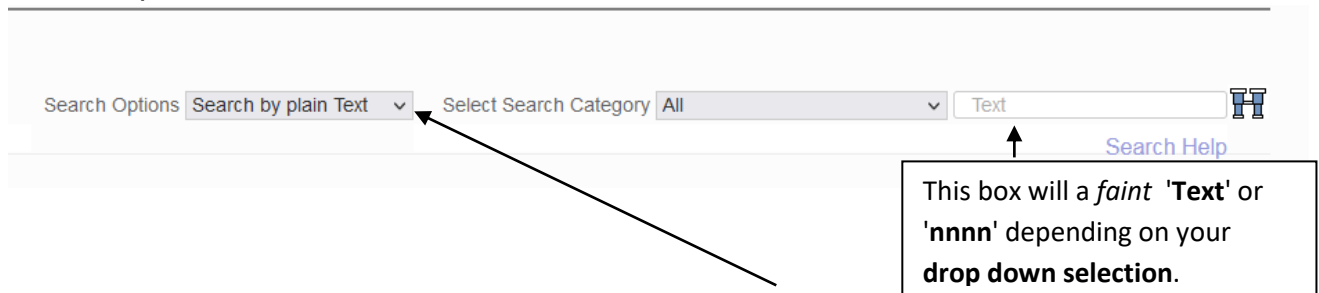
When ready to Search close the Search help screen by clicking **close Help** under the Binoculars in the screen **above**.

Determine the string you want to search for (e.g. family name, date, feature etc..etc ..) and decide if you want to search the whole set of photos or just photos within a selected Category .

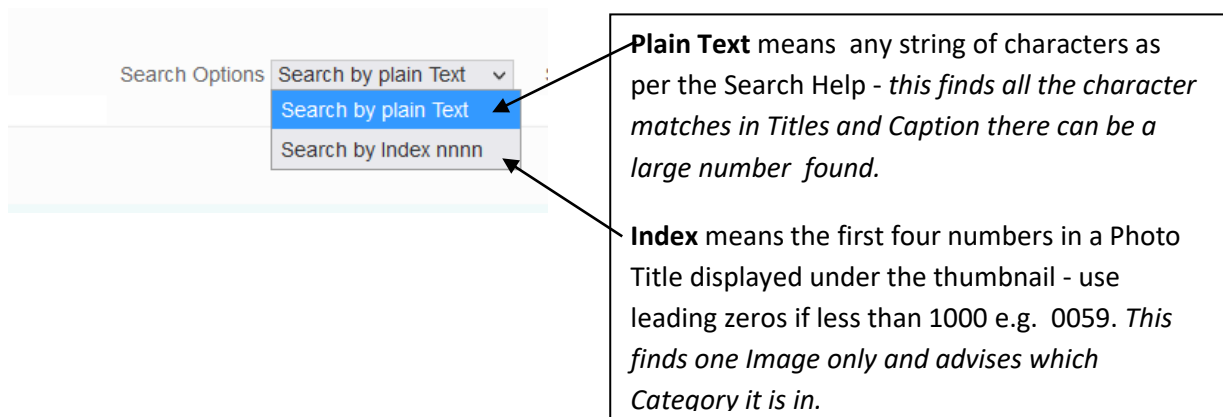
How to use the RLHS Photo Viewer V14.1

Depending on the set up of your device the **search options** may display on multiple lines, be assured they will all be visible to you.

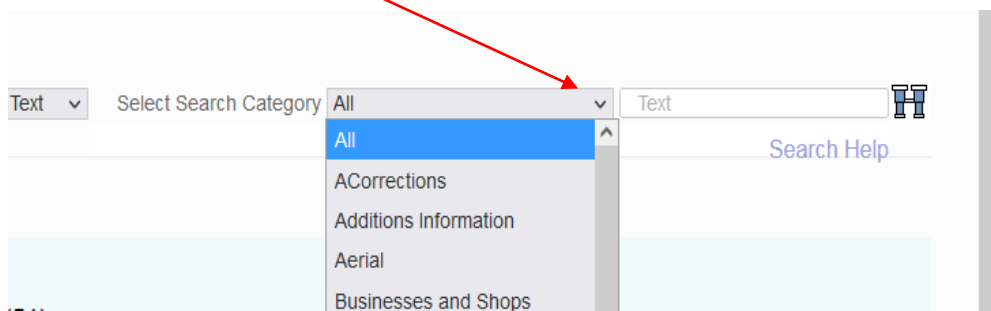
Search Options



Search Options can be changed using this Drop down Arrow



Select Search Category will limit the **TEXT** search to the Drop Down **selected Category**, using this selection may miss some matches in other Categories it Defaults to **ALL**, (this is not used for an Index searches).



Search Criteria Box initially contains faint characters

- 'text' for general Photo content searches
- 'nnnn' for Index number searches

you overtype these faint characters with your required criteria which is either

the string of Text you are searching for

or

the Index Number you want to find.



The **BINOCULARS** start any type of Search, it only takes seconds to display the results.

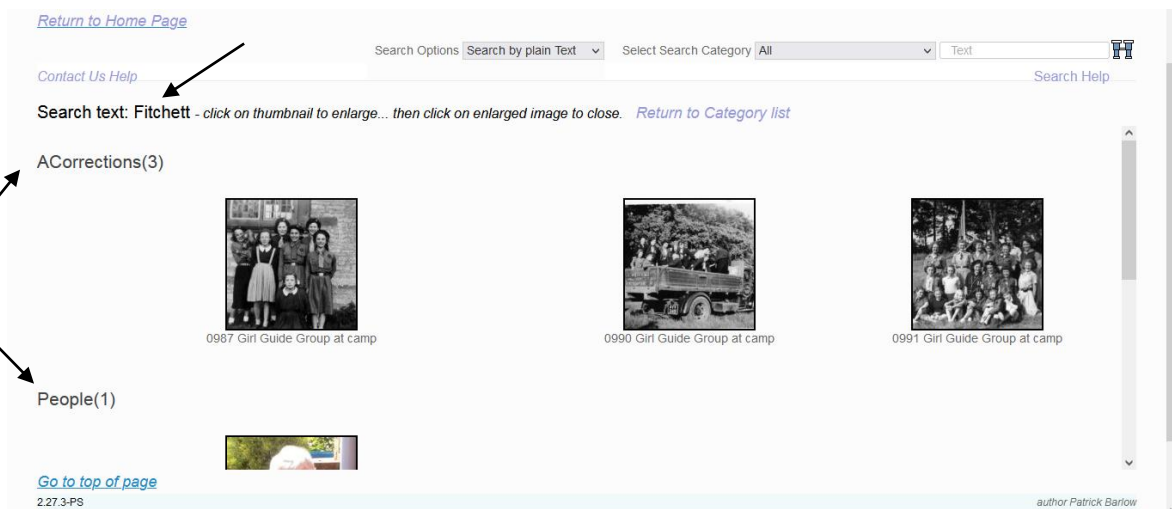
The Search will find

all the nominated Categories photos where data items i.e. Year Taken, Photo Title and Caption have a match with the criteria requested.

or

the single Index number found

The results will be returned as below, indicating the Category where a match was found and the number of times the Search Text has been found, as well as displaying all the Photos found. **This Search was for Fitchett.**



Use the small scroll bar to see the full search results.

Keep scrolling until you come to the bottom of the results to see all that were found.

At this point you have 2 options for your next action

1. You can return to the Category List at any time by clicking on ***Return to Category list*** , which is towards the top of the screen.
2. You can instigate a different Search by adjusting the Search Criteria boxes in the screen header area and then Click the Binoculars.

Contact US improvements

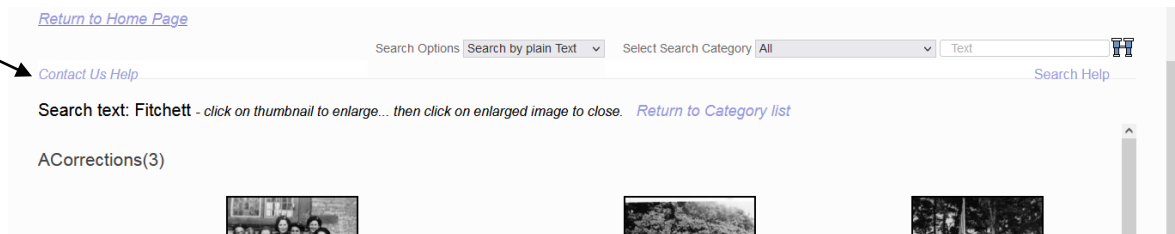
When you open the Photo Viewer the system creates a new Window for you to use

This opens the Photo viewer for you, if you need to report any issues you can keep this current Window Open, switch to the original Window where you can create the Contact US form advising why you are contacting us.

At any time the User can switch Windows to refresh their memory of what you were looking at, then return to the Contact US Form to complete it and send it to us.

Contact US HELP

Extra Help at the top of the screen to guide the user how to advise issues of missing information and error reporting.



End of Document