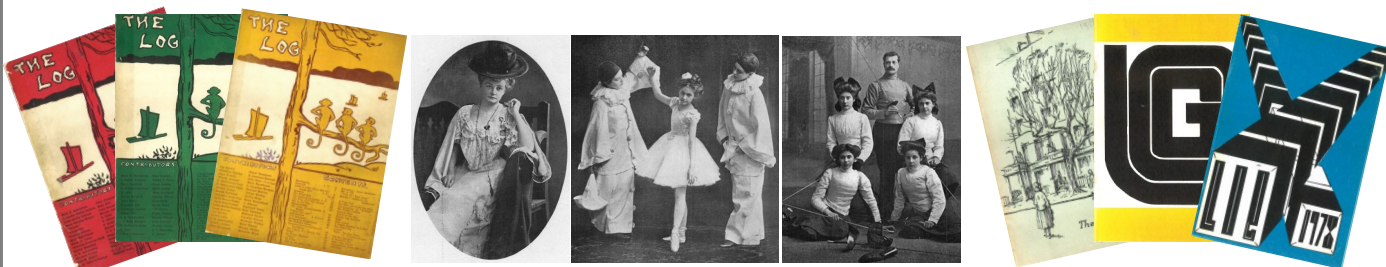# A Brief Guide to the Queen's Gate Digital Archives Website

Welcome!

We are very pleased to announce that a large proportion of the Queen's Gate Archives is now available online through the Digital Archives website. Each magazine (The Log) and photograph have been digitally reproduced to provide a comprehensive search facility that enables users to search within a specific collection or across the whole archive.

Access to the Digital Archives is free of charge for all members of the Queen's Gate Old Girls, current pupils and parents, as well as members of staff. Please follow the instructions below to register, login and navigate through the Digital Archives pages.

How to Register and Obtain Personal Login Details

The website is password protected and requires registration. Please follow the link below and complete a registration form. All the information that we collect will be stored securely and used only for the purpose stated. The Archivist will allocate personal login details. Please allow some time for your request to be processed.

To register type the following URL in the address bar. Alternatively, scan the QR code below.

http://queensgatearchive.org.uk/register.php

To login type the following URL in the address bar. Alternatively, scan the QR code below.

http://queensgatearchive.org.uk/login.php

We do hope that you will enjoy browsing the Digital Archives and you find a wealth of information looking back through the history of the School. The Digital Archives pages are constantly evolving. Please check back for updates.

Should you have any queries, please contact the School's Archivist, Cristina Podavitte, on cpodavitte@queensgate.org.uk

The Digital Archives

Browsing the Collections

Users can browse copies of The Log and the Photographic Archive (Image Collection) by selecting the Digital Collections tab from the top menu.

From the Digital Collections page users should click on Browse the Collections and select from the options below.

Browse Image Collection

Photographs have been allocated a category (e.g. sport) and subcategory (e.g. fencing, lacrosse).

Users can select the number of images to be displayed on each page by choosing an option from the drop down menu at the bottom left corner of the screen.

If more than one page of records is returned, users can navigate using the page numbers at the bottom of the screen.

By placing the cursor on an image, the title for each photograph will be displayed. Users can also click the icons to enlarge the image and obtain more information.

Browse The Log Archive

Copies of The Log have been sorted by decade, then year sequence.

Users can select the number of icons to be displayed on each page by choosing an option from the drop down menu at the bottom left corner of the screen.

If more than one page of records is returned, users can navigate using the page numbers at the bottom of the screen.

By placing the cursor on an icon, the title of each magazine will be displayed. Users can also click the icons to enlarge, obtain more information and read The Log in flip book format (see page 4 for further instructions).

Image Collection
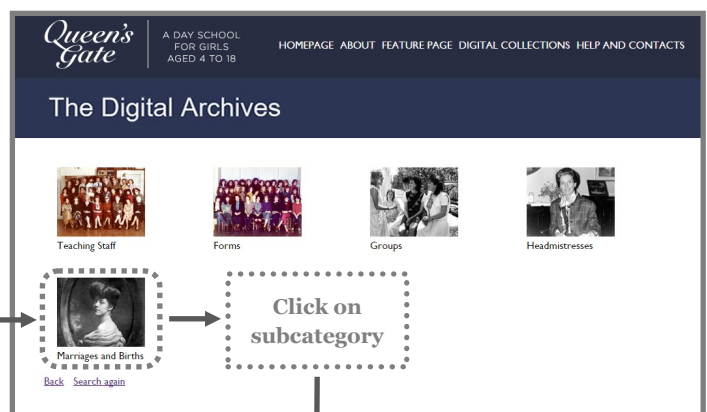
How to Search for Records

Users can search across The Log and the Photographic (Image Collection) Archives by selecting the Digital Collections tab from the top menu.

From the Digital Collections page users have two search options:

1. entering a term or a combination of search terms in the main search box to bring up results from both The Log and Image Collection
2. browsing the Image Collection/The Log Archive to search each individual collection (see page 2).

Search the complete archive

Users should enter a search term or a combination of search terms in the keywords box and click on Search.

The results will be presented as a series of thumbnails of both photographs and front pages of The Log. Users can view the title of a record by moving the cursor over the thumbnail.

Users can also enlarge the images and obtain more information by clicking on the thumbnails. Photographs will be displayed along with their description. The Log's front page will be displayed along with the option to view the magazine (see page 4 for further instructions).

The Log is displayed in a flip book format and has its own search feature to display each page containing the chosen search term. Alternatively, users can browse the magazines as a whole, and scroll through using the page navigation options.

Results page

Record page

Additional information → Image/Magazine information

Adding information

Users can post comments and tag photographs with names, dates, places and events by using the **Add information** option adjacent to each image. The information provided is sent to the School Archivist who can then add it to the database.

Select number of images per page

Pages and number of records found

Navigation tools

Click one of these options to go back to previous image, results page or open the magazine as a flip book

Viewing The Log as a flip book

To view an issue of The Log users should click on the thumbnail and select the option <u>Click to load magazine</u> which appears at the bottom of the screen.

The Log will be displayed in flip book format. Users can scroll through the pages of the magazine by dragging the corner of each page or by using the arrows at either side of the screen.

Users can also search for a specific term or phrase within the magazine by typing a keyword or a combination of search terms in the search box . The results are displayed down the left hand side of the screen. Users can click on one of the results to open the relevant page.

Below is the key to some of the buttons at the bottom left corner of the screen:

Bookmarks—users can bookmark pages of the magazine and colour code them

Thumbnail—users can view the pages of the magazine as thumbnails

Zoom in and Zoom out—users can enlarge/shrink the pages

Search—users can open the search panel by clicking this button

Full screen—users can read the magazine in full screen mode

Drag the corner to flip through the pages

Navigation tools: click arrows to go to first/last page and find a specific page

SEARCH TEXTBOX

Navigation arrows