

DigiTool user guide

Introduction

This guide describes the DigiTool discovery functionalities available to a generic, non-staff user who wants to access the images available as **Historic Collections Online** content.

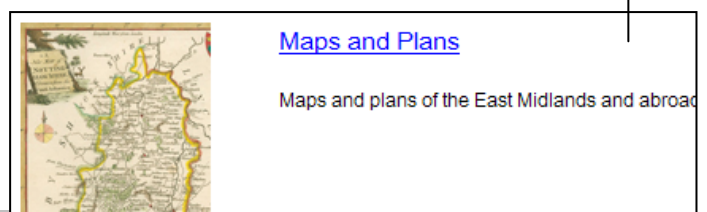
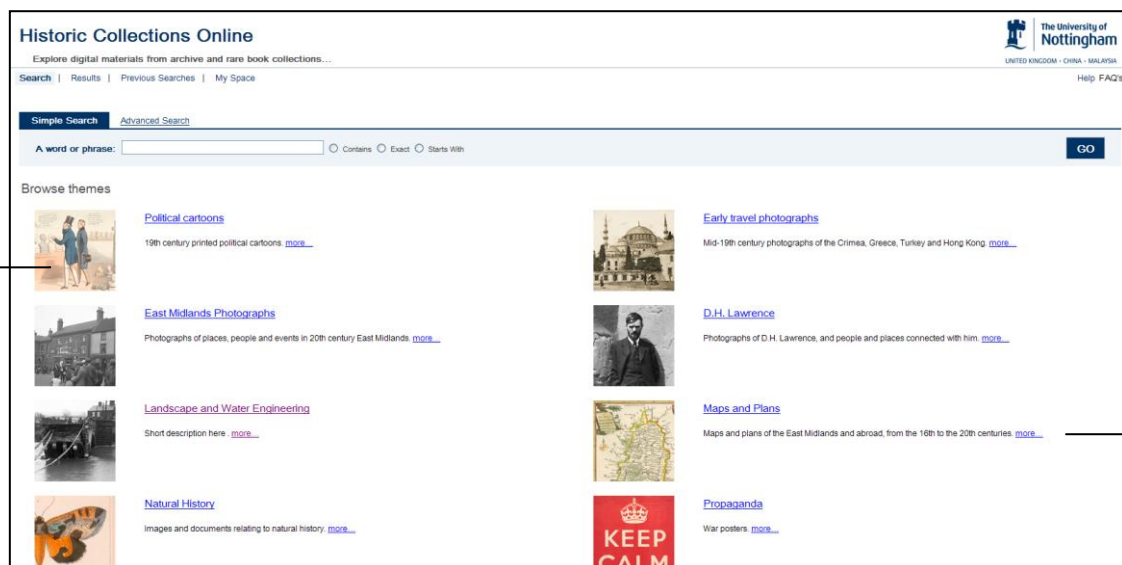
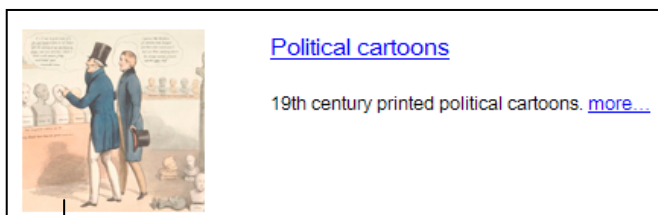
This guide will be extended and adapted as additional content is made available to the users.

The DigiTool interface can be accessed at
http://digitool.nottingham.ac.uk:8881/R/?local_base=GEN01-MSS.

Search interface

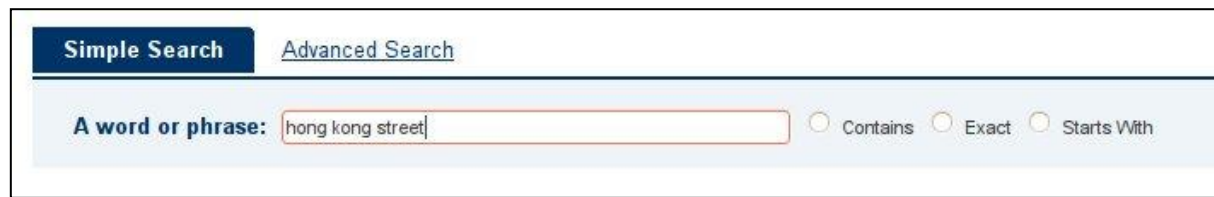
The first screen available to the user is the one that allows simple search and browsing of **Historic Collections Online** content.

The content, consisting entirely of digitised images, has been organised in themes, which provide grouping of images related to specific subjects (as "Political Cartoons" or "Maps and Plans").



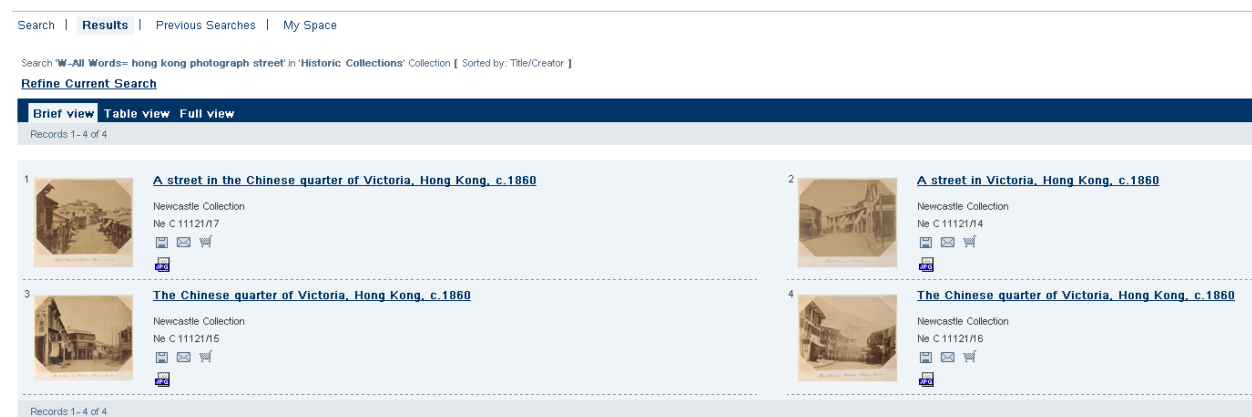
Simple search

The user can perform a simple search by entering a word or a phrase, specifying if the searched fields should provide an exact match or not, and pressing the **Go** button (see above).



The image shows a search interface with two tabs: "Simple Search" (active) and "Advanced Search". Below the tabs is a search bar with the text "A word or phrase:" followed by a text input field containing "hong kong street". To the right of the input field are three radio buttons labeled "Contains", "Exact", and "Starts With".

Search results will be displayed by default in a brief view, which can be changed to table or full view.



The image shows a search results page. At the top, there are navigation links: "Search", "Results" (active), "Previous Searches", and "My Space". Below this is a search bar with the text "Search 'W-All Words= hong kong photograph street' in 'Historic Collections' Collection [Sorted by: Title/Creator]". Below the search bar is a link "Refine Current Search". Below the link is a tabbed interface with three tabs: "Brief view" (active), "Table view", and "Full view". Below the tabs is a section "Records 1 - 4 of 4". The section contains four records, each with a thumbnail image, a title, and a description. The titles are "A street in the Chinese quarter of Victoria, Hong Kong, c.1860" and "The Chinese quarter of Victoria, Hong Kong, c.1860". The descriptions are "Newcastle Collection" and "No C 11121/17", "No C 11121/14", "No C 11121/15", and "No C 11121/16".

If the user clicks on an image thumbnail, the image, or a list of its manifestations, will be displayed.

Different manifestations are at the moment used to display some of the images at different resolutions, and/or in different formats.

If the user clicks on the image title, the full view of the image record will be displayed:

Historic Collections Online
Explore digital materials from archive and rare book collections...


Search | **Results** | Previous Searches | My Space


Search 'W-Ali Worden- hong kong street' in 'Historic Collections' Collection [Sorted by: Title/Creator]

Refine Current Search

Brief view Table view Full view Sort by: Title

Record 1 of 4 1 2 3



Object  A street in the Chinese quarter of Victo... - JPEG Image (102 K)

Title A street in the Chinese quarter of Victoria, **Hong Kong**, c.1860

Rights Copyright in this digital image belongs to the University of Nottingham

Source collection Newcastle Collection

Source ref Ne C 11121/17

Description Photograph of a street in the Chinese quarter of Victoria, **Hong Kong**, around 1860. The photograph is unsigned but believed to be by Felice Beato. Photograph number 17 from a photograph album entitled 'Views in Hong Kong'.

Theme [Early travel](#)

Keywords [British Empire](#)
[Photographs](#)
[Colonial countries](#)
[Streets](#)
[Beato, Felice \(Felici\) \(1832-1909\)](#)
[Hong Kong](#)

Record number 000003267

Related collections [Historic Collections Online](#) > [Early Travel Photographs](#)

[Copyright](#) | Manuscripts and Special Collections, the University of Nottingham | Email: mas-library@nottingham.ac.uk



Object  A street in the Chinese quarter of Victo... - JPEG Image (102 K)

Title A street in the Chinese quarter of Victoria, **Hong Kong**, c.1860

Rights Copyright in this digital image belongs to the University of Nottingham

Source collection Newcastle Collection

Source ref Ne C 11121/17

Description Photograph of a street in the Chinese quarter of Victoria, **Hong Kong**, around

Theme [Early travel](#)

Keywords [British Empire](#)

Advanced search

By clicking on the **Advanced Search** tab, the user has the possibility of performing a search using logical operators, and filtering by media type and file format.

Browse interface

Historic Collections Online
Explore digital materials from archive and rare book collections...

Search | Results | Previous Searches | My Space

Simple Search **Advanced Search**

Select the appropriate radio button below to search in fields or in XML:

☐ Search in fields: And And

☐ Contains ☐ Exact ☐ Starts With

Media type: ALL Text Image Audio Video

File format: PDF DOC RTP TXT







[Copyright](#) | Manuscripts and Special Collections, the University of Nottingham | Email: mas-library@nottingham.ac.uk

On the first screen the user also has the possibility, by clicking on the theme titles, to see the whole content of the theme, using the three standard views (**Brief**,

Table, and **Full**). By clicking on **More**, the user has access to a more detailed description of the theme.

Previous Searches


By clicking on **Previous Searches**, the user can see the previous searches that have been performed:

Historic Collections Online			
Explore digital materials from archive and rare book collections...			
Search Results Previous Searches My Space			
The University of Nottingham UNITED KINGDOM - CHINA - MALAYSIA Help FAQs			
Collection	Search Request	No. of Records	Actions
Historic Collections	W-Title= political OR W-Subject= hong kong	21	 
Historic Collections	W-All Words= maps	60	 
Historic Collections	W-All Words= cartoons	110	 

[Copyright](#) | Manuscripts and Special Collections, the University of Nottingham | Email: msc.library@nottingham.ac.uk

Save record, mail, E-shelf




1




A street in the Chinese quarter of Victoria, Hong Kong, c.1860

Newcastle Collection


Ne C 11121/17


Save record

By clicking on the **disk icon**  located (together with the **E-shelf** and **Mail** icons) under the reference number, the image record can be saved. The file format is **.sav**, which is however plain text and can be seen with Notepad or Word.

Mail

By clicking on the **mail icon**  located (together with the **Save record** and **E-shelf** icons) under the reference number, image records can be sent to an email address. The image record will contain links to the image as visible on the DigiTool interface.

E-shelf

By clicking on the **trolley icon**  located (together with the **Save record** and **Mail** icons) under the reference number, an image can be saved to the user's e-shelf. This allows the user to create a set of images to be used for specific purposes.