Welcome to the Stamford Endowed Schools' Digital Archive

The Archive contains Books; Publications including 'The Stamfordian' and the 'SHS' Magazines and Photographs including access to The SES Foundation Photo Albums.

The Stamfordian and SHS School Magazines include news, games reports, features, prose and verse dating from 1880s to the present day. It is a valuable resource, providing fascinating information about pupils, staff and school life.

Each magazine has been digitally reproduced and each article 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. In addition, each article is categorised to enable quick-link searches to be placed over the system

The results are returned in a tabular format with the ability to select a title and view either the whole magazine or just the article as a pdf.

Access to this resource is limited and currently only available to staff and pupils of the Schools and to benefactors who have so generously donated to the Schools. We would please ask that you do not share your login details and please do not share any content without permission from the SES Foundation.

Alternatively, the user may view the magazines as a whole PDF and scroll through using the page navigation option or the embedded bookmarks. 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.
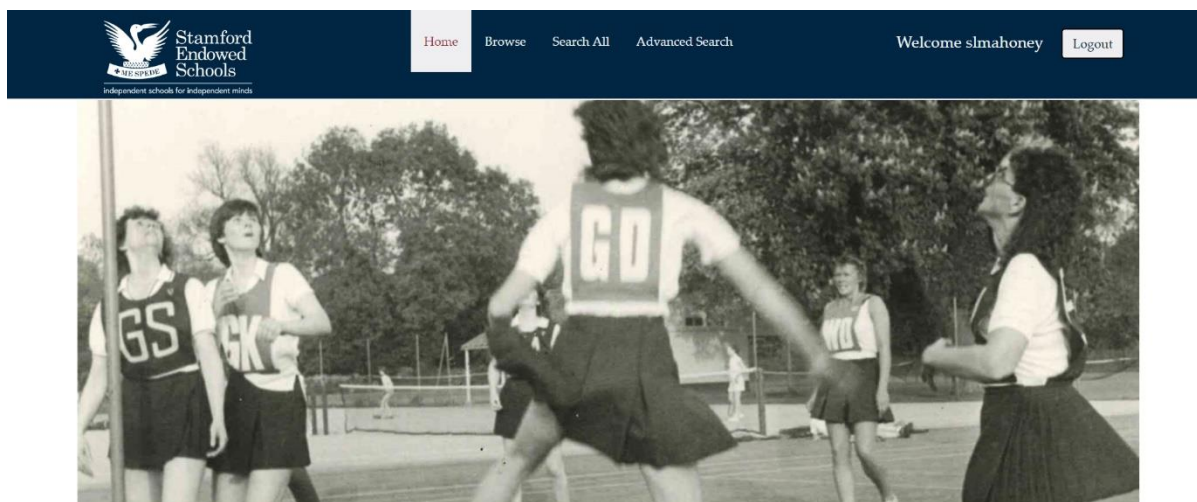
Contents

Welcome Screen

On entering the system, the 'Welcome Screen' will be displayed.

 This screen gives a brief description of the system and the ability to 'Log In' using the supplied Username and Password.

In addition this screen also gives access to the 'Copyright & Conditions of Use'; 'About Us'; 'Contact Details' and a link to the 'Main School Web Page'..

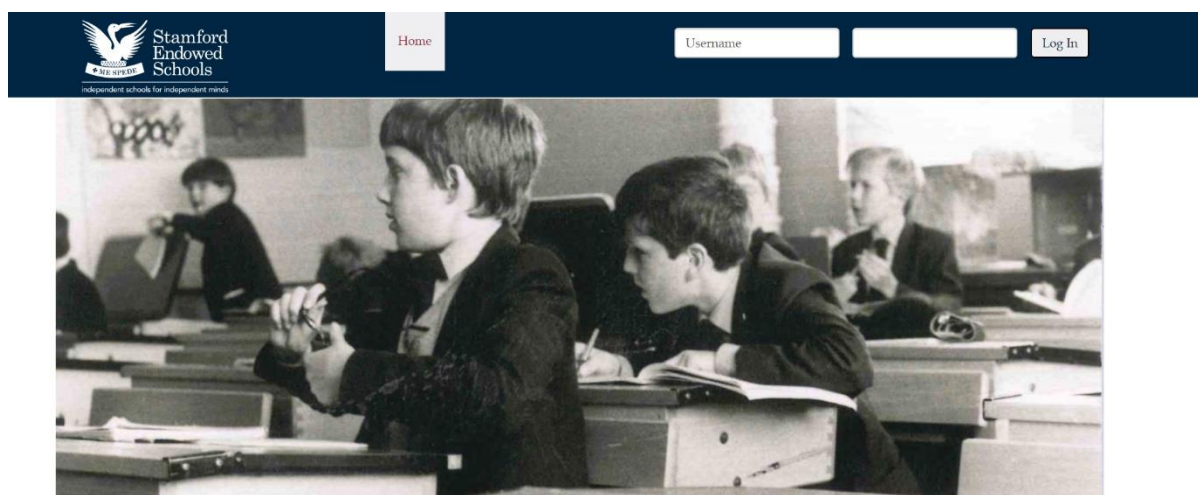On logging in, the screen will change to the Switchboard Screen.
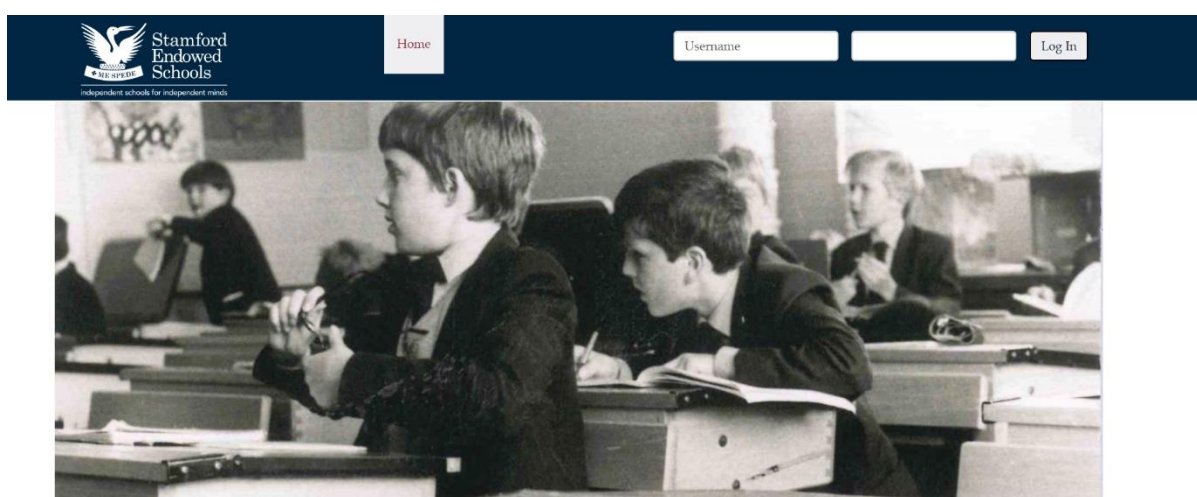
This screen is the main 'Hub' for navigation between the main archives, and can be accessed at any time from within any part of the archive.

Home Screen

After logging in, the screen will change to the Home Screen.

This screen is the main 'Hub' for navigation between the main archives, 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', 'Contact Us' and the 'External Links' options, these links are also available at the foot of each screen.
Browse	This section contains the menus for the main archives, and is the area which will be most used.
Search All	Displays the 'Search All' screen, which allows the user to place a search across the whole archive.
Advanced Search	This screen allows the user to place specific search across the different sections of the archive, and provides the ability to use pre-defined search criteria.

Browse Screen

To access the main archives select the 'Browse' tab at the top of the screen.

The 'Browse' screen will appear.
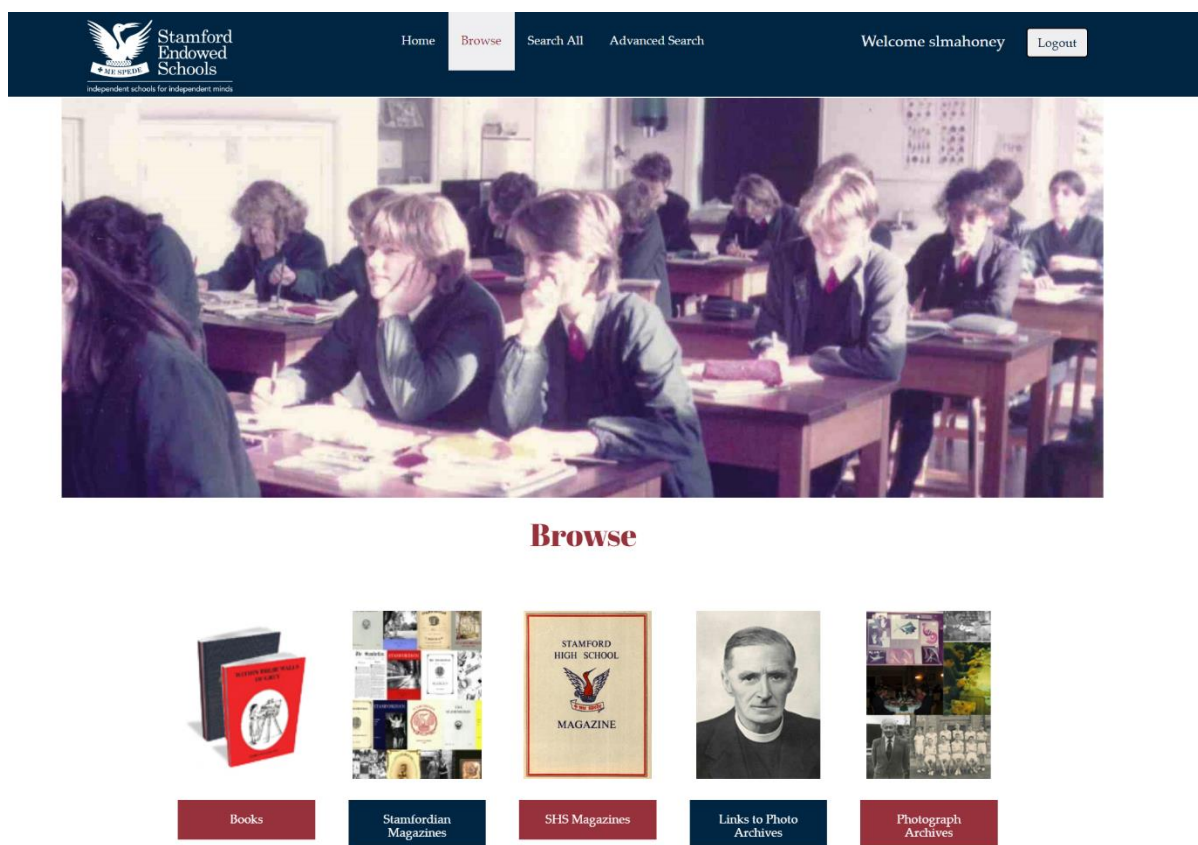
The 'Browse' screen provides the access to all of the different archives.

To enter a specific archive select the relevant 'Icon', this will then open that archive.

The user can return to the 'Browse' screen from any archive by using the 'Back' button located in all archives, or by selecting the 'Browse' tab at the top of the screen.

Subject to 'User Rights' privileges, access to some archives may not be available.

Using the Archive

The Archive has been allocated into different subjects for ease of use, and each separate archive works in the correct format for the content allotted.

Books are displayed as single pdf files.

Magazines/Journals are displayed both, as individual pdf Magazines, or as a tabular display with options to show specific magazine articles.

Photographs are shown as thumbnails which can be selected to open the full image and are stored in the system as Jpeg images.

Photograph links to 'Photo Albums' will be shown as thumbnails which once selected, will open the relevant 'Photo Albums' album.

The archive structure is based on icons which, when selected will display additional levels of options.

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.

Stamfordian Magazines

This will open the archive in 'Decade' view, each decade where Magazines are available will be displayed as 'Icons'.

Select Journal View: ☐ ☐

| 1880's | 1890's | 1900's | 1910's | 1920's | 1930's |

| 1940's | 1950's | 1960's | 1970's | 1980's | 1990's |

| 2000's |
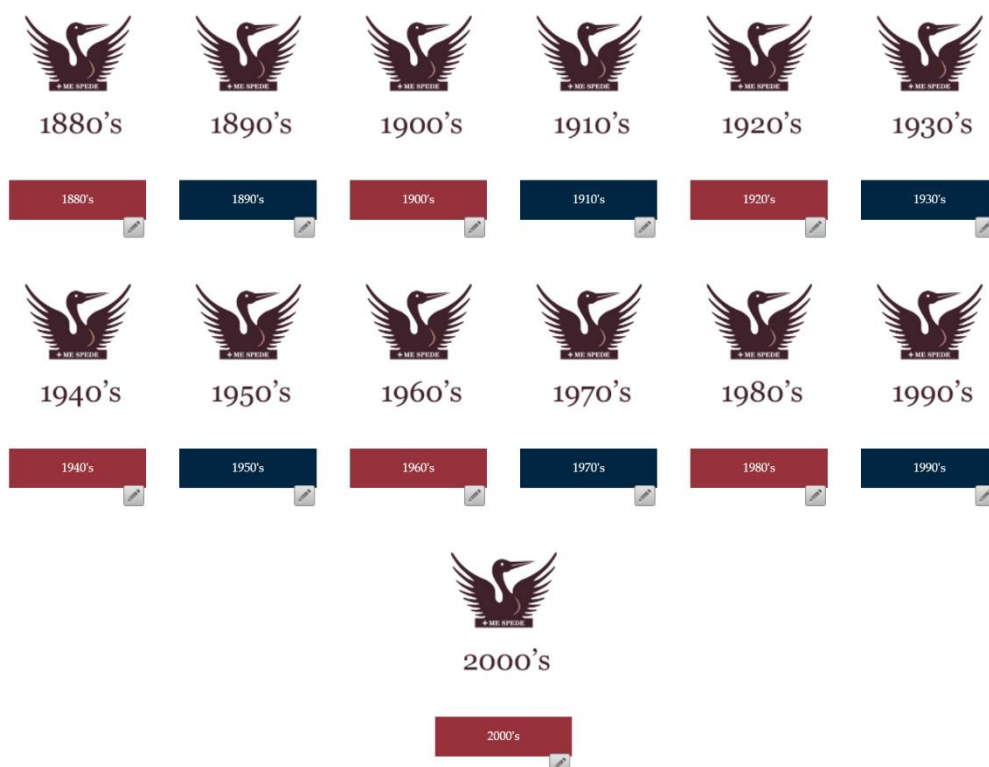
On Selecting a 'Decade', the individual 'Years' will be displayed.

1900's

Back

Select Journal View: ☐ ☐

| 1900 | 1901 | 1902 | 1903 | 1904 | 1905 |

1906

Once a specific 'Year' has been chosen, the screen will display all available issues from that year.

1901

Back

Select Journal View: ☐ ☐

| Issue: 5 / Easter | Issue: 6 / Midsummer | Issue: 7 / Christmas |

To open the Issue Pdf file select the required 'Issue' and the Required PDF file will open in a separate window.
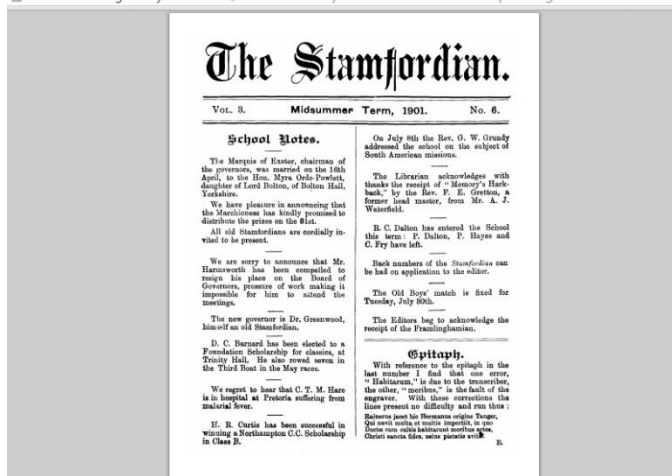
Note: The PDF view returned is dependent on the local machines setup for handling PDF files.

Alternatively, the user may select the 'Display' option at the top of the page 'Select Journal View'.

Alternate View

This will change the way the Magazines/Journals are displayed, from the 'Decades', 'Years' and 'Issues' view, to a 'Tabular' results view.

In the 'Tabular' results view, the 'Default' setting is to display all records.

By using the 'Options' fields provided, the user can select different results:

Month	Allows a specific Month or Issue Period to be displayed
Year From	Allows the user to select a pre-defined 'Year' or start of a range of years.
Year To	Allows the user to select a pre-defined 'Year' or end of a range of years.
Category	Allows the user to select a particular pre-defined 'Category' to display, i.e. Sport.

Subcategory   Allows the user to select a particular pre-
                       defined 'Category' to display, i.e. Cricket.

Text   Enter any required text into the 'Search' box, all results containing the
                       criteria will be returned.

Please Note: When entering any changes to the 'Default' settings, the system will automatically change the results; there is no requirement to select the 'Search' button.

The 'Search' button only needs to be used when the 'Text' criteria option has been used.

Select to display the Magazines/Journals as 'Tabular' results.

Select to display the Magazines/Journals as 'Thumbnails'.

Toolbars

At the top of the 'Tabular' results, are the navigation options.

Display Results per Page: 10 ▾   << < > >> Displaying files 1 to 10 of total: 3743

Month	Year ↑↓	Title ↑↓	Category ↑↓	Subcategory

The Toolbar displays the Page and Page Number, along with the ability to change the number of results displayed on the screen, default is set to 10, but alternative quantities are available, the horizontal arrows navigate between the 'First Page', 'Previous Page', 'Next Page, and 'Last Page', in addition the 'Total' number of article results is displayed.

The 'Up' and 'Down' arrows, allow the user to sort the selected column in Numerical/Alpha ascending and descending order.

Beside each entry in the 'Tabular' results screen are the display options:

This option opens the 'Text' file for the particular article.

By selecting the 'CTRL' and 'F' keys, a search box will open that allows the user to search the article text for specific items.

 selecting this option will open just the selected 'Article' as a pdf, this option will not display the whole Magazine/Journal.

 this option will display the whole Magazine/Journal, but will open the Pdf at the page where the selected article begins.

Book Archive

The 'Book' archive contains books as single PDF files. To view 'Books', select the relevant 'Icon'. This will open the 'Books' archive.

Books

Back

Select Journal View: ☐ ☐
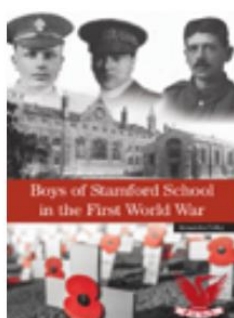
Boys of Stamford School in the First World War
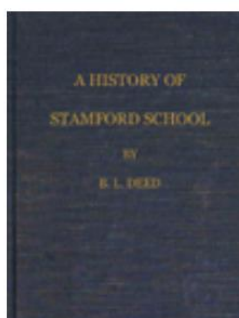
History of Stamford School
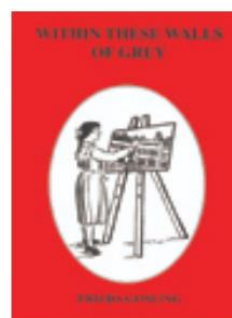
Within These Walls of Grey

Select the required book, and the PDF file for the selection will be displayed as a new window.

Alternatively, the user may view the books in the 'Tabular' results view, this works on the same principle as the 'Journal/Magazine' archive. (see section entitled 'Alternate View' in the previous section)

Photographic Archives

The archives in the system use the SES Foundation's Photographic Albums to display the photographs available.

To enter the archive, select the relevant 'Icon'. Currently there are two archives available.

Links to Photo Archives: This will display a pdf complete with the links to all 'Photo Albums' currently available.

Other Photographs: Contain the 'Photo Albums' that have been grouped by category.

Links to Photo Archives

Photograph Archives

 The main system works on a 'Browse' structure, with different levels of categories.

E.g.

Staff Photographs

End of Summer Term   Headmasters Headmistresses   Stamford High
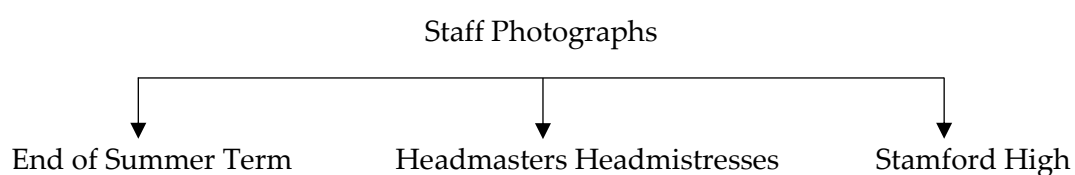
Staff Party 1984   of Stamford High School
                                 School Staff

Select the 'Icon' for the archive required.

This will either provide an additional level of options or will open the relevant Photograph Album.
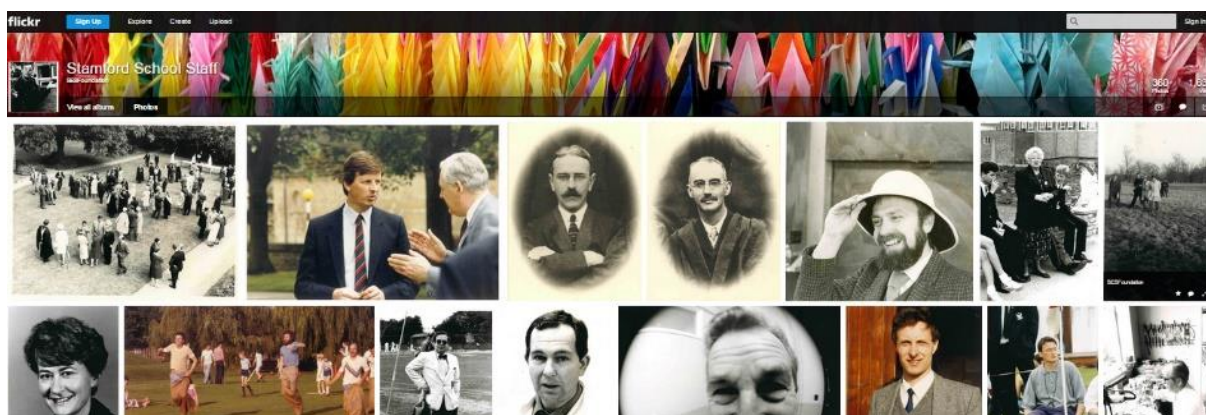
Please Note: Once the Photograph Album has been opened, the SES Foundation Photograph Album controls over-ride the Digital Archive system controls. Please refer to the Photograph Albums help files if problems are experienced in this section.

Links to Photo Archives

This option opens a pdf file with the access links embedded.

With the pdf open

Select the required link. This will then open the relevant Photograph Album.

Please note: All links in the pdf are assembled by Stamford and changes may be made without warning.

The 'Photograph' archive is not available from within the Digital Archive search options as they are in Photograph Album format.

The 'Links to Photo Archives' section of the archive may be removed and no longer be available once all sections are added to the 'Other Photographs' archive, this archive may be re-named without notice.
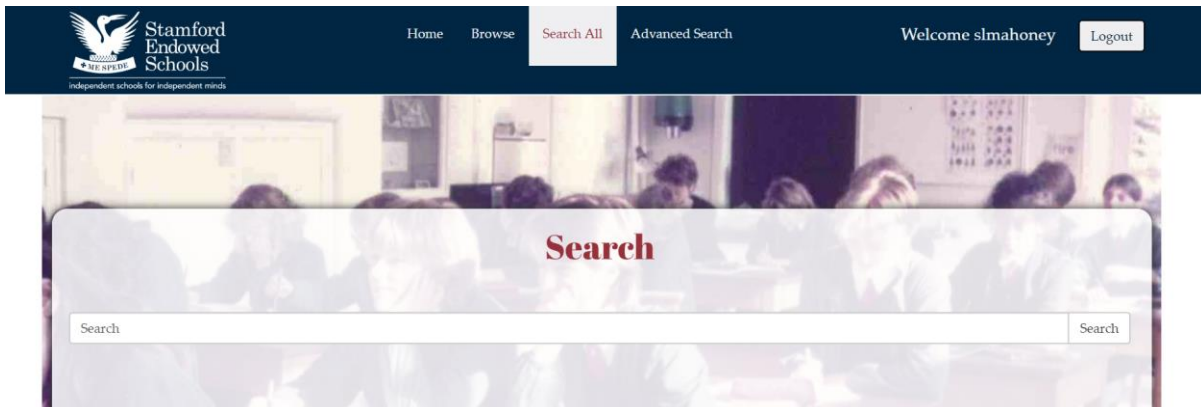
Searching

The Digital Archive system provides 2 ways of placing a search within the system.

Search All   Provides a search across the whole system using keyword text entry.

Advanced Search   Allows the user to select which archive, and which pre-defined search criteria can be used to define a more specific search.

Search All

The 'Search All' option provides the user with a 'Text' field search option.

Enter the required 'text' criteria into the 'Search' text field. For this example we have used 'harrison'. Select the 'Search' button, and the results will be displayed in a tabular results screen.

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

In this example, 'harrison' was found in 'The Stamfordian', the 'SHS School Magazine' archive, and in one of the 'Book' archive.

By selecting one of the icons on the right side of the results panel, the user may open the 'Text' file, the 'Article' pdf file (if available) or the full 'Pdf' file.

(Please refer to the 'Alternate View' section of the 'Magazine/Journal' section of this help file, for explanations of the symbols).

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

To place a new search, simply enter the new 'Text' criteria into the 'Search' text field, and select the 'Search' button.

Advanced Search

The 'Advanced Search' option provides for a defined search to be placed over a specific archive within the system.

Once the 'Advanced Search' tab has been selected, the search criteria screen will appear.

The user can select which specific archive they wish to place a search across.

Select the 'Drop Down' option.

All available archives will be displayed.

Select the relevant archive (e.g. Books Articles):
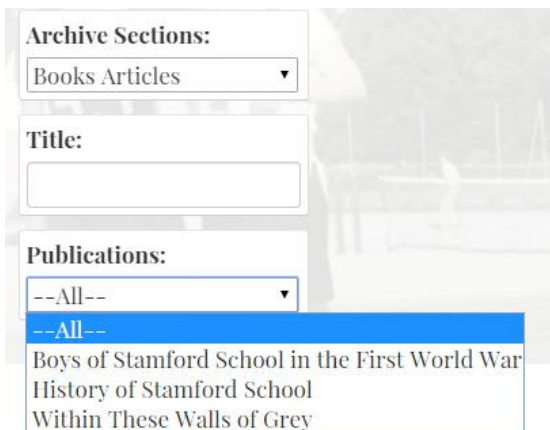
The system will automatically display any other search criteria options that are available for the archive.

Select any other criteria required.

Then select the 'search' button, the system will then return all results applicable to the applied search criteria.

In addition to the search criteria, the user may add specific 'Text' into the 'Text' field, then select 'Search' button and all results with the original search criteria which contains the 'Text' entered will be returned.

To view the required result, select from one of the symbols on the right, this opens the file as previously described.

When searching the Journals/magazines archive, additional search options are displayed to help more define the search criteria.

This 'Search' screen options allows the user to select pre-defined search criteria.

Publications	e.g. 'The Stamfordian' or 'SHS' etc..
Category	each article is allocated a specific category
Subcategory	some articles are allocated a subcategory
Year From/To	Allows the user to select a pre-defined 'Year' range of years

Any combination of the pre-defined criteria may be used to locate required articles.

Experimenting with the Search options will help establish the best way for you to obtain specific results.

PLEASE NOTE: An archive section must be chosen before the 'Advanced Search' function will work. Placing 'Text' into the 'Text' field without selecting an archive section will return a warning message.

Also note that 'Photographs' are not available in the search function.

Search Example

Using the 'Advanced Search' option the following example will show how the results can be defined to help reduce the amount of results in any search criteria.

The search criterion is 'Cooper'.

By selecting the 'Stamfordian Articles' and entering 'Cooper' in the 'Text' field option, the system returns 120 results.

However, we know that he was at school between 1920 and 1930, so by adding the range of years to the 'Year From/To' option and selecting 'search' the results has been reduced to 60.

By adding 'Sport' to the 'Categories' option, the results are reduced to 24.

We can further reduce the results by adding 'Hockey' to the 'Subcategories' option, this will now reduce the results to just four.

User Rights and Permissions

All contents of the Stamford Endowed Schools Digital Archive are owned by Stamford Endowed Schools and as such no part of the Digital Archive may be viewed or copied without the permission of Stamford Endowed Schools' Foundation.

This permission may be obtained from the School.

Access to the system is via username and passwords which can be obtained from Stamford Endowed Schools' Foundation. The ability to access certain functions is based on the access rights allocated when usernames and passwords are issued.

Email: foundation@ses.lincs.sch.uk

Telephone: 01780 750032

Some functions may not be available to all users.

Technical Support

For general help and support please contact the Stamford Endowed Schools' Foundation.

For Technical Support please contact: SDS Specialist Solutions

Email: support@sds-group.co.uk

Telephone: 01425 621262