The Main Screen

Once you have logged on you will see the main database screen and any recent announcements or notices.



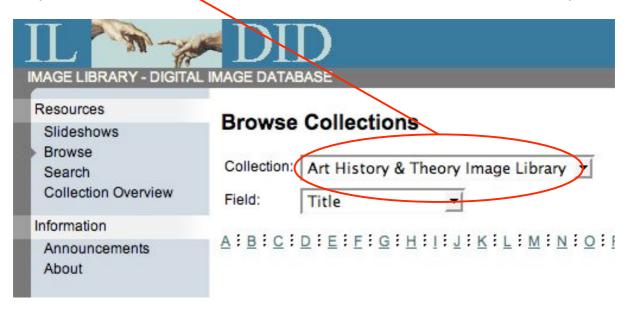
The menu on the left of the screen will always be present while you are logged in. Clicking on any of the links will take you to the appropriate section of the database.

Browsing

Click the **Browse** link on the menu



Click on the **Collection** selection box and select a collection. You will only be able to browse collections that have been made available to you.

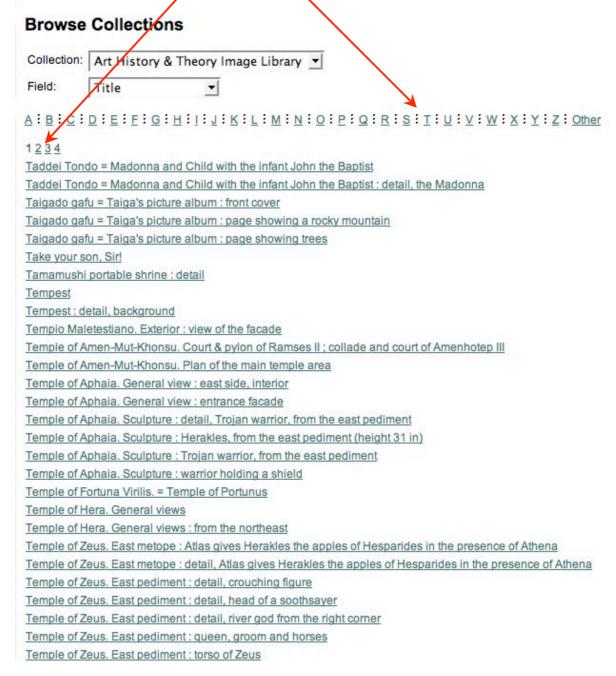


Click on the **Field** selection box and select the name of a Field to browse from the drop down list.

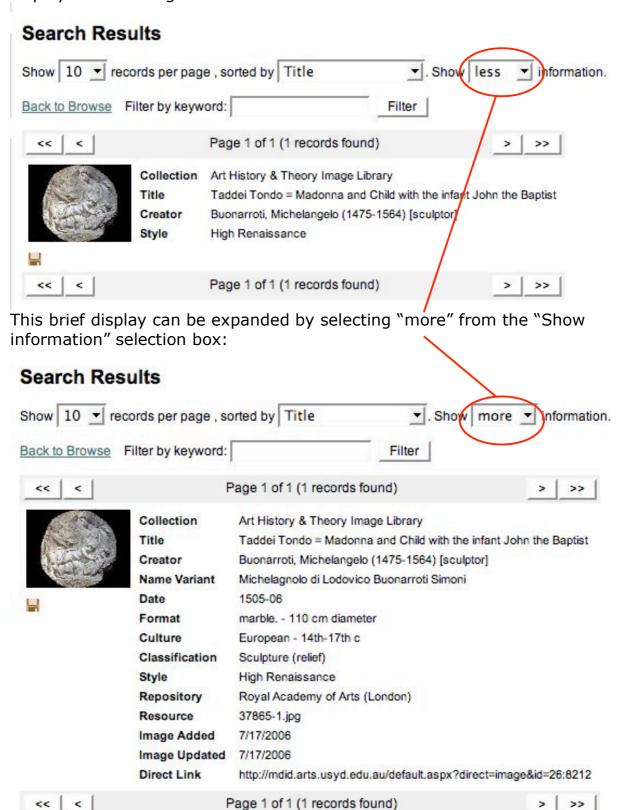


Click on one of the **alphabetical links** ("T" in this example") and the database will find all entries in the selected field starting with that letter.

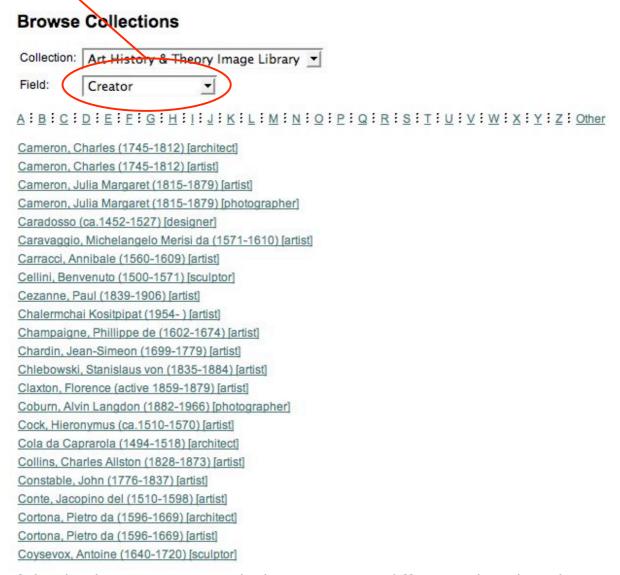
If there are more entries than can be displayed on one screen then a series of numbered page links will also appear.



Click on any of the entry links and the database will find the image with that title. If there is more than one image with that exact title than all matching images will be shown. Clicking on the first link on the example screen "Taddai Tondo ..." will display the following result:



Returning to the **Browse Collections** main screen again, by selecting the "Creator" filed to browse, and then clicking on the letter "C", a list of all creators of artistic works whose name begin with C will be displayed.

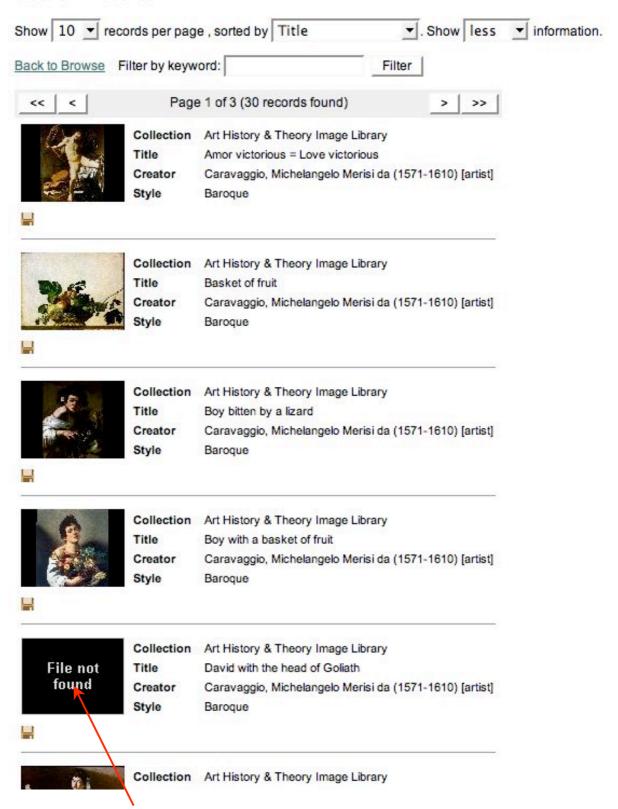


If the database contains works by a creator in different roles, then there will be an entry for each role. For example, Charles Cameron appears as both an architect, and also as an artist

Selecting a name from the list will display all the images in the database associated with that creator.

For example, clicking the link for "Caravaggio" will display the following results:

Search Results



Note the "File not found" thumbnail – this indicates that an image is being catalogued and will be available soon.

The information displayed can again be expanded to show "more", if required. Search Results ▼ . Show less Show 10 ▼ records per page, sorted by Title ▼ information. Back to Browse Filter by keyword: Filter The Search Results screen can be further customised to show 10, 25 or 50 thumbnail images per page. Search Results Show 10 ▼ records per page, sorted by Title ▼ . Show less ▼ information. Back to Browse Filter by keyword: Filter A large list of retrieved records can be sorted in several ways Search Results ▼ . Show less ▼ information. Show 10 ▼ records per page, sorted by Title Back to Browse Filter by keyword: Filter And the list can be reduced by searching for a particular keyword. Search Results

For example, the list of Caravaggio images retrieved (30 in total) could be filtered with the word "Saint" to find just those images with that word in the related information.

▼ . Show less

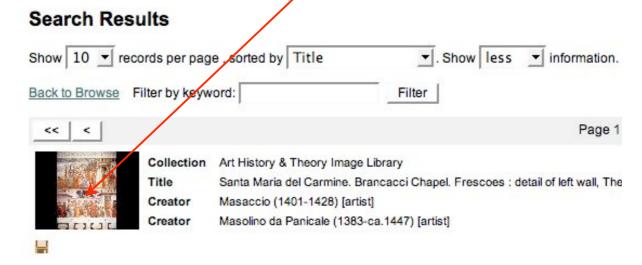
Filter

▼ information.

Show 10 ▼ records per page, sorted by Title

Back to Browse Filter by keyword:

Once you have a browse result you can view the image online using the slide viewer by clicking on the image thumbnail (for more instructions see the Slideshow Viewer help file).



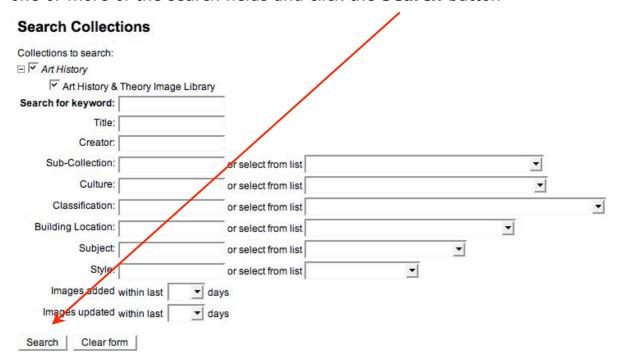
You can also download a copy of the image to your computer by clicking on the small diskette icon below the thumbnail.

Searching

Click the **Search** link on the menu



This will open the search screen. To perform a search, enter a word in one or more of the search fields and click the **Search** button



Do not use too many search terms – it is better to search broadly and refine the search later. Making the search too specific may result in unsuccessful searches.

PLEASE NOTE CAREFULLY

At this time the search system cannot search on parts of words or words less than 4 letters in length.

Eg "Picasso" will work, "Picc" or "Picas" will not

KEYWORD SEARCHING

You may enter as many words as you like in the keyword field in any order and the database will find all images that match <u>ALL</u> the words you have used. These matches may be anywhere in the image information.

FIELD SEARCHING

The database will search only the specified field (Title, Creator, etc) for the search word.

Field searches are on complete strings of letters, not words, so you cannot use more than one search word in field searches. Eg If you entered "Picasso, Pablo" in the Creator field it would retrieve all the works by Picasso, because "Picasso, Pablo" is the exact form of the index entry. However if you used "Pablo Picasso" the search would fail.

Similarly, if you searched for "Portrait of a man" in the Title field the database will find all images with that title. However if you searched for "Portrait man" the search would fail.

LIST TERMS

Instead of entering a word for a search you can select a term from one of the drop-down lists next to the search fields. This will automatically enter the correct index term into the search field.

You can search for terms in more than one field at once, however the database will always only find records that match ALL the search words, so do not make searches too complex.

Once the search result page appears, the available actions are the same as for browse results.