



### **Welcome to the Stockport Grammar School Digital Archives.**

The Digital Archive contains numerous individual archives ranging from Journals and Magazines to Books and Photographs.

Each section contains historical documents and photographs, along with Publications including 'The Stockfordian' magazine.

It is a valuable resource, providing fascinating information about pupils, staff and school life.

Each magazine has been digitally reproduced and articles 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.

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

Alternatively, the user may view the magazines as a whole pdf, and scroll through using the page navigation option.

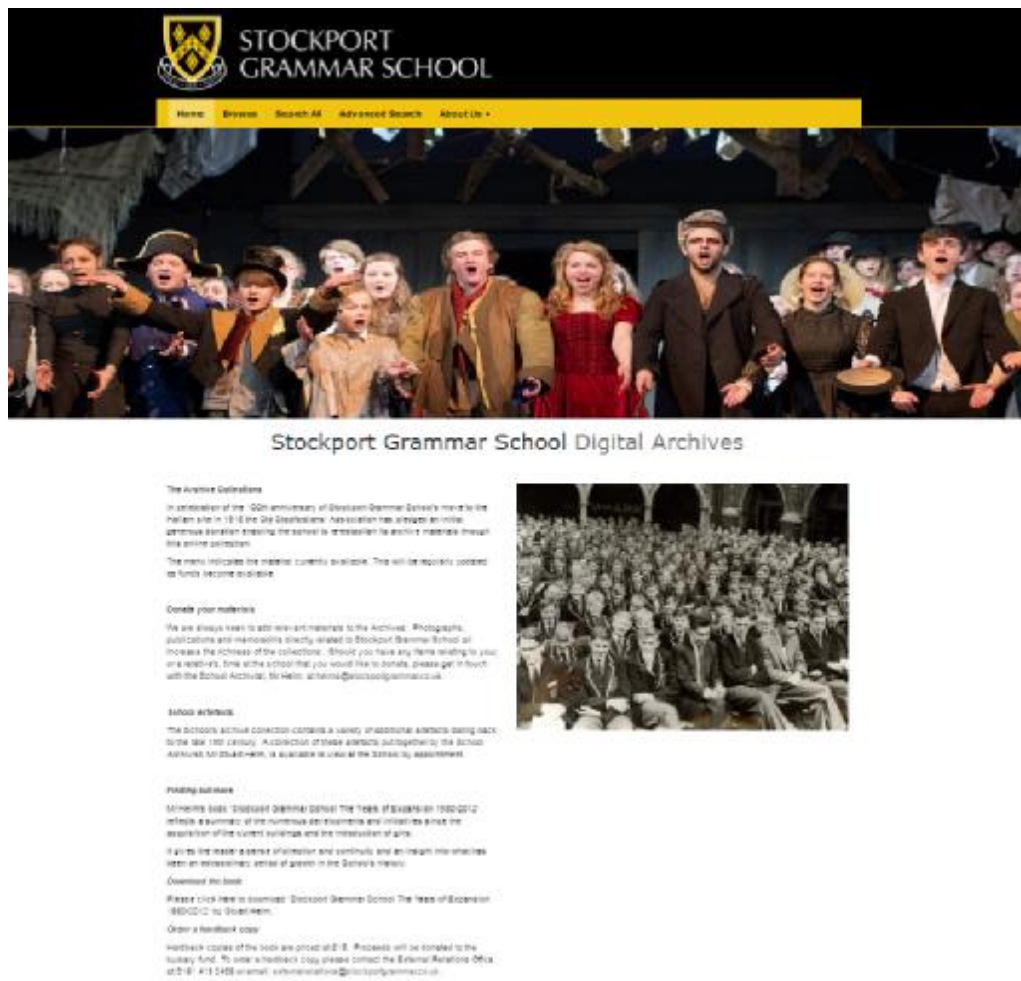
It is recommended that the system is viewed in Google Chrome or above, or the equivalent.

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](http://www.adobe.com).

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## Welcome Screen.

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



This screen gives access to the 'Copyright & Conditions of Use'; 'Privacy Statement'; 'Contact Details' and a link to the Stockport Grammar School Websites.

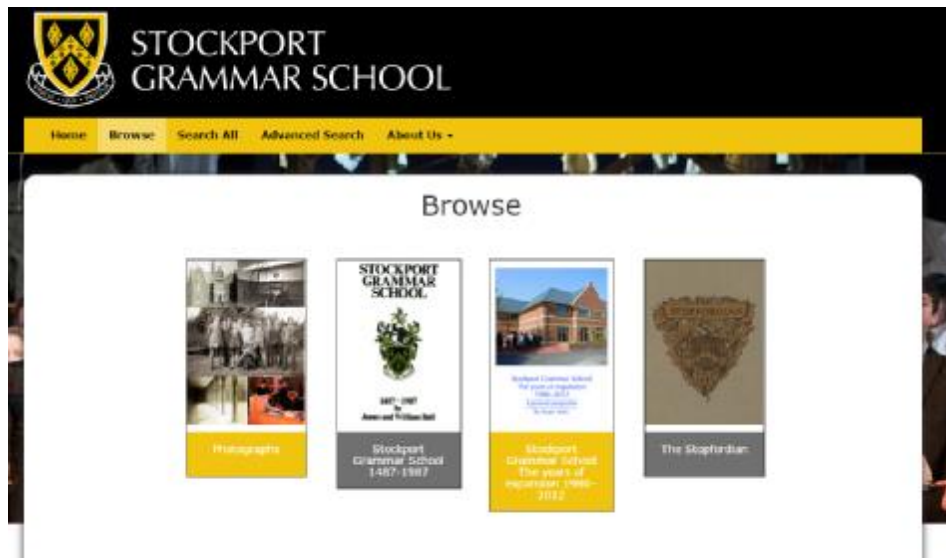
To access the archives, select the 'Browse' button on the top tool bar.

At the foot of the screen are the contacts details for Archives, complete with links which will open the default email program.

Users can return to this screen from any point in the archives by selecting the 'Home' option.

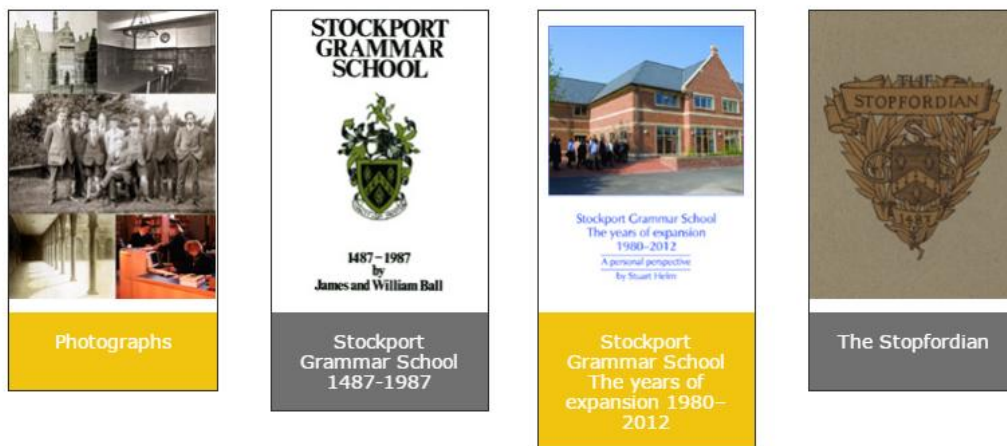
## Browse Screen.

Once 'Browse' has been selected the 'Welcome' screen changes to display the 'Browse' screen.



The 'Browse' screen provides the access to all of the available archives.

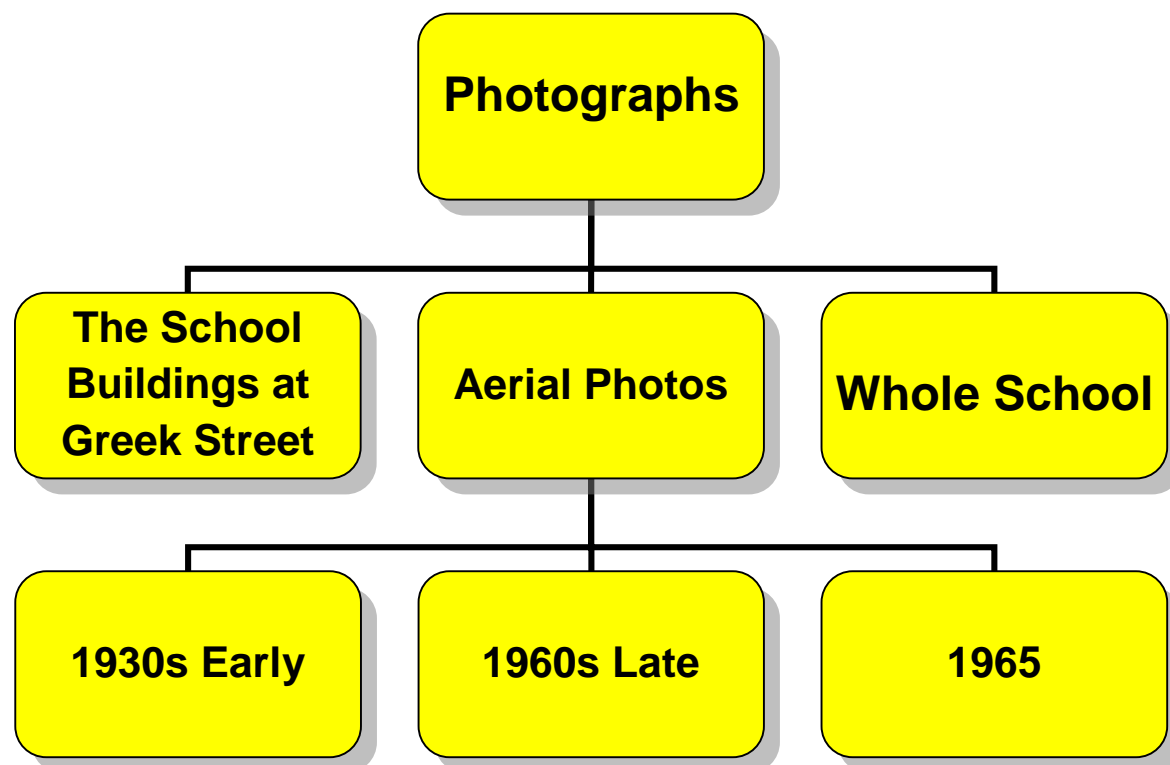
## Browse



To access a required archive, select the relevant icon.

The system works on a 'Tree' style method, each section, once opened, will provide additional levels down to the actual image/document which will be displayed either as a pdf file, jpg file, Audio or Video file format.

A good example of the 'Tree' style method can be seen in the 'Photograph' section as detailed below:



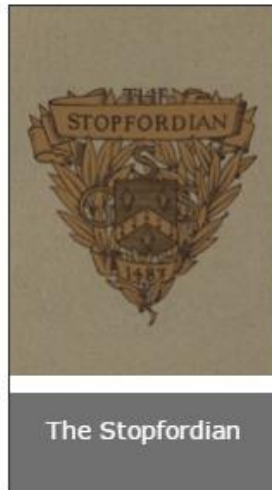
The user can return to the archive 'Browse' screen from any archive by using the 'Back' button located in all archives, or by selecting the relevant 'Browse' tab at the top of the screen.

The 'Back' button returns the user to the previous level in the archive.

**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 (The Stopfordian).

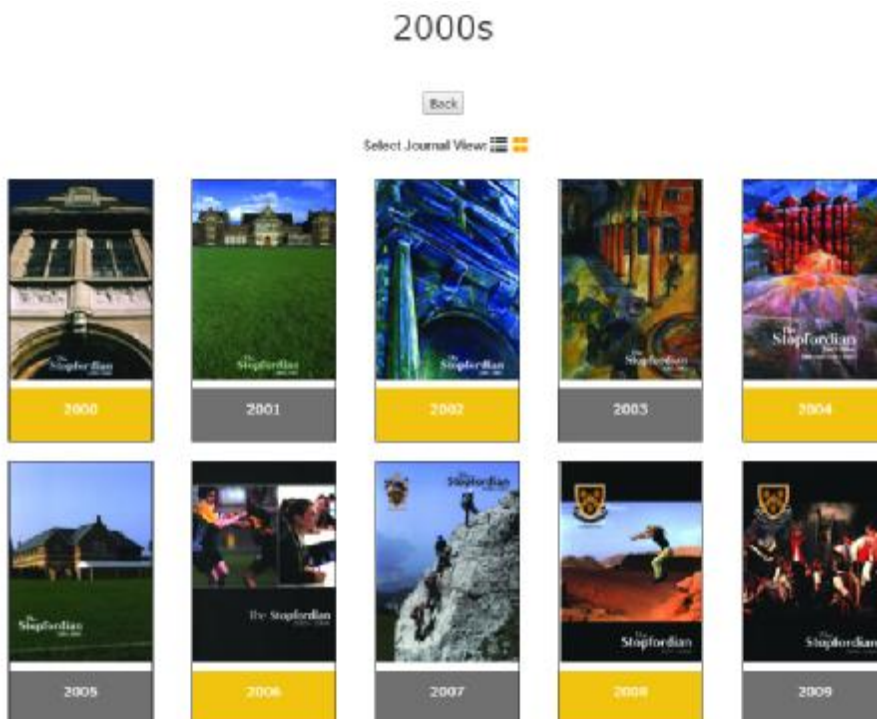


Additional options can appear subject to the Magazines/Journals available.

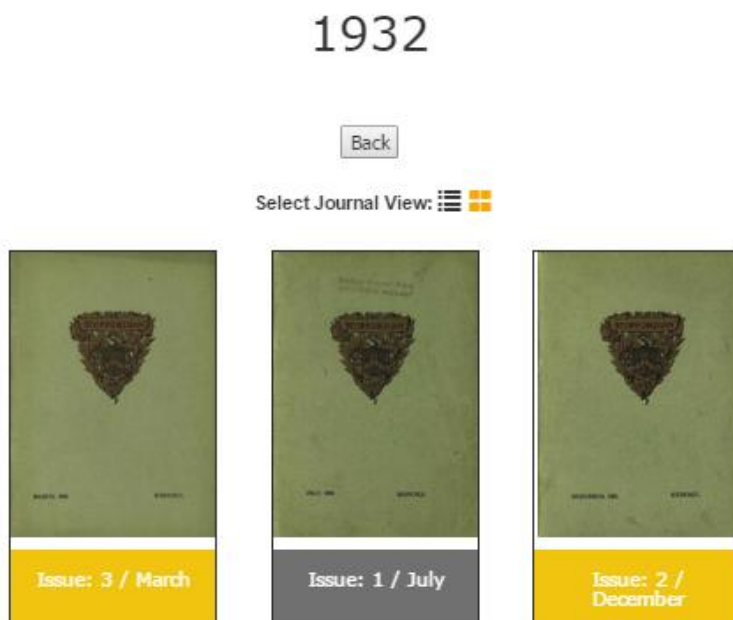
This will open the archive in 'Decade' view, each decade where Magazines are available will be displayed as 'Icons'.



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



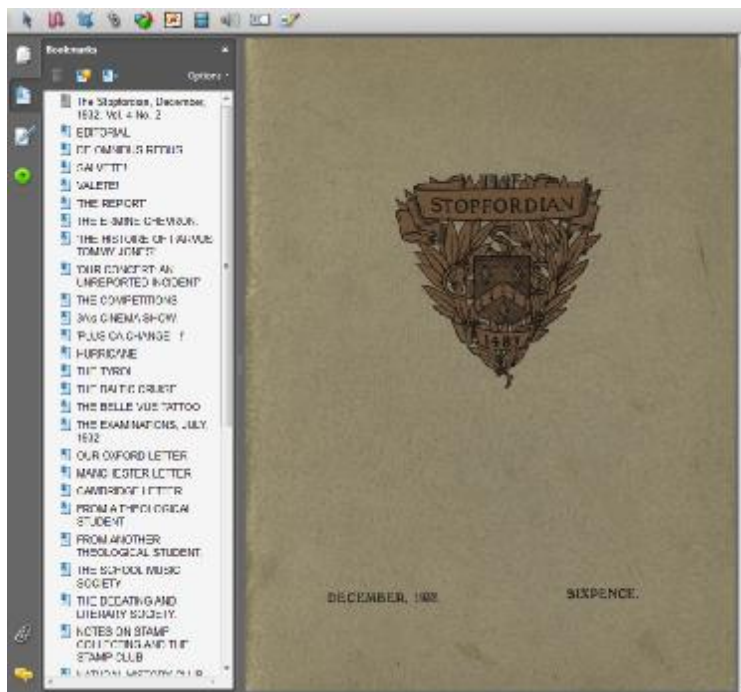
Once a specific 'Year' has been chosen, the screen will display all available issues for that year,



or will open the pdf for that year.



To open the Issue Pdf file select the required 'Issue'-



- and the PDF file will open in a separate window.

**Note:** The PDF view returned is dependent on the local machines setup for handling PDF files.

At any time the 'Back' button

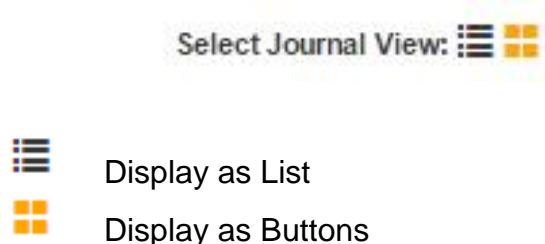
[Back](#)

may be used to return to the previous level of the archive.




## Alternative Magazine/Journal Views.

The archive user has the option to view the Magazine/Journal Archives in two views by selecting the option at the top of the screen.



By Default the system will always open in  button view.



*Display as List* 

When this option is selected, the screen will change view to a Tabular format view.

Please note that the Search results will change as search criteria options are selected.

The Stopfordian

Back

Select Journal View:  











Months:  Search Reset

Year From:

Year To:

Category:

Page: 1 of 1120 Display Results per Page: 10 Displaying files 1 to 10 of total: 11156

	Month	Year	Title	Category
	July	1898	Stockport Grammar School Magazine, July, 1898 Vol. 1 No. 3	Magazine
	July	1898	Editorial Notices	Editorial
	July	1898	CONTENTS	Contents
	July	1898	EDITORIAL	Editorial
	July	1898	CARLYLE AS A HISTORIAN (Continued)	Articles
	July	1898	THOMAS ASHE	Articles
	July	1898	OLD BOYS' CHRONICLE	Old Stopfordians
	July	1898	SCHOOL NEWS	School Notes
	July	1898	CRICKET	Cricket
	July	1898	THE GYMNASIUM	Gymnaestica

To view specific articles, enter some criteria into the 'Search' options, and select 'Search'.

Search Criteria options are: -

- Month The month of the Magazine
- Year From Selects the year to start a period search
- Year To Selects the year to end a period search
- Category provides the option to select specific article categories to place the search over
- Search Enter any specific keyword text search criteria

For the purpose of this example, 'Chapel' has been selected in the 'Category' option.

Month:  Search Reset

Year From:

Year To:

Category:

Page: 1 of 1 Display Results per Page: 10 << < > >> Displaying files 1 to 5 of total: 5

	Month	Year ↑ ↓	Title ↑ ↓	Category ↑ ↓
		2003	Confirmation 2002	Chapel
		2010	Chaplain's News	Chapel
		2012	Chaplain's News	Chapel
		2013	Chaplaincy News	Chapel
		2014	Chaplaincy News	Chapel

This search returns 5 results, by adding a 'Year From' and 'Year To' option '2010 – 2013'.

Month:  Search Reset

Year From:

Year To:

Category:

Page: 1 of 1 Display Results per Page: 10 << < > >> Displaying files 1 to 3 of total: 3

	Month	Year ↑ ↓	Title ↑ ↓	Category ↑ ↓
		2010	Chaplain's News	Chapel
		2012	Chaplain's News	Chapel
		2013	Chaplaincy News	Chapel

To define the results more, enter keyword text into the 'Search' field, eg 'Dalai' select 'Search' and the results are reduced to just 1.

Month:  Search Reset

Year From: 2010

Year To: 2013

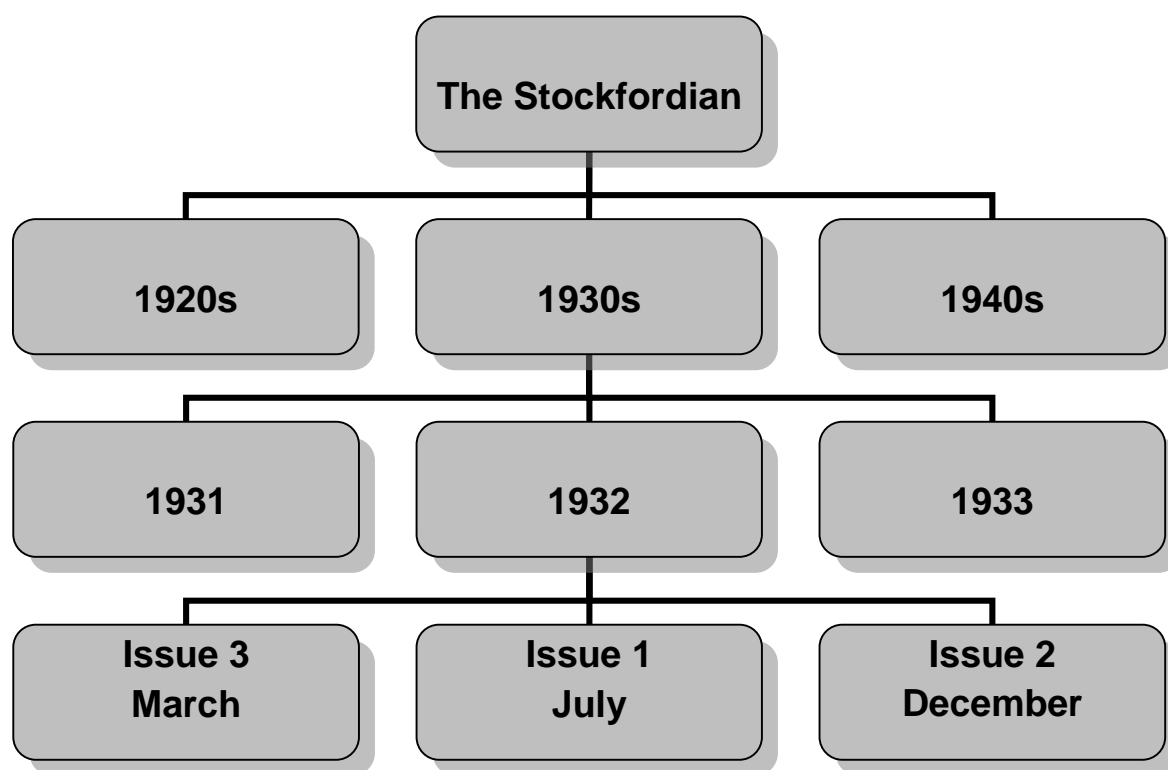
Category: Chapel

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

Month	Year ↑ ↓	Title ↑ ↓	Category ↑ ↓
	2012	Chaplain's News	Chapel

Display by Button

Set to 'Display by Button' by default, this option provides the 'Tree' structure view as below



## Icons used in Journal System



Opens the relevant Journal full pdf from the archives.



Select this symbol to open the Text file for the Article/document directly from the search screen.



Select this symbol to open just the Pdf article pages file for the Article directly from the search screen.

Page: 1 of 1120    Display Results per Page:     << < > >>    Displaying files 1 to 10 of total: 11198

Month	Year ↑↓	Title ↑↓	Category ↑↓
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The Year, Title and Category Columns can be sorted using the arrows at the top of the relevant column.

Navigation through the results using the > >> < << option buttons.

The 'Display Results per Page' can be changed by selecting the arrow next to the 10 displayed in the box. The number of results displayed can be changed to 10; 20; 50; 100; 200.

*Please Note;* Changing the 'Display Results per Page' option will take a few minutes to reload the results.

**Viewing the Photographic Archives**

Similar to the Journal archives, the 'Photographic' Archives uses the 'Tree' method for displaying the images.

Select the 'Photographs' section.



The 'Photograph' browse screen will be displayed.

## Photographs

Back



Select the required 'Photographic' archive. i.e. 'Whole School'.



This will open the 'Thumbnail' page for all photographs allotted to this category.



To view the required 'Photograph', select the relevant 'Thumbnail' of the image.



2007

Back

Previous

Zoom On

Next



Once the image is open, additional controls become available:

- |          |  |
|----------|--|
| Previous | Displays the previous photograph image in this category.   |
| Zoom On  | Select this to apply a 'Zoom' function over the image.<br>Note: The zoom function will only work on the individually selected image. |
| Next     | Displays the next photograph image in this category.   |
| Zoom Off | Select this to stop 'Zoom' function.   |

At any time the 'Back' button

Back

may be used to return to the previous level of the archive.

Please Note: Additional category levels may appear below the icons to help identify sections within an archive.

## Zoom Function

Selecting the 'Zoom On' option enables the 'Zoom' circle to appear, and the 'Zoom On' button changes to 'Zoom Off'.



This can be used to enlarge a specific area of a photograph.

To cancel this function select 'Zoom Off' button, selecting 'Previous' or 'Next' will also disable the 'Zoom' function.



**Book Archive**

The 'Book' archive contains books as single PDF files.

To view 'Books', select the relevant 'Icon'.

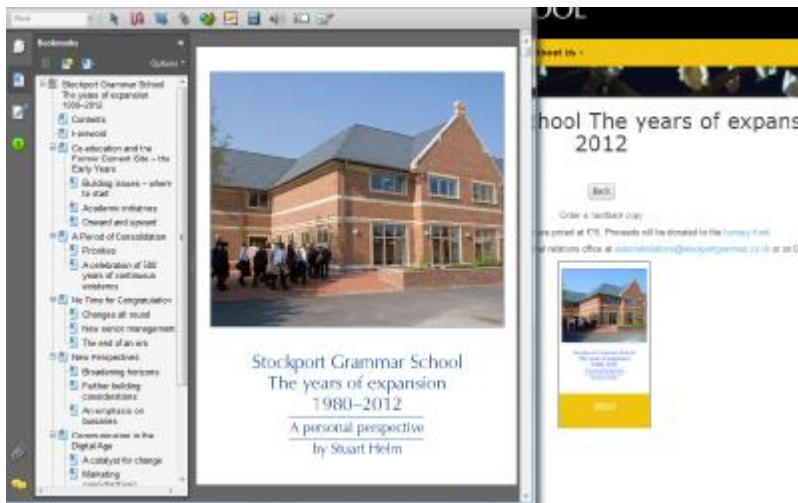


Subject to the archive this may open additional book icons or open the pdf file directly.

Stockport Grammar School The years of expansion 1980-2012



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



## Searching

The System contains two options for placing a Search across the main Archives.

‘Search All’ and ‘Advanced Search’.

### *Search All*

The ‘Search All’ facility allows a search across the whole system using keyword text entry. This Search runs across Titles and all extracted text.

Search

Exact Phrase

All Words

Any Word

The entry options are:

Enter the required search criteria text.

Exact Phrase

Searches for the way words appear i.e. ‘Steve Smith’ will only look for results that contain ‘Steve Smith’ as written

All Words

Searches for all archives in which both of the words appear in the Title/Bodytext i.e. ‘Steve Smith’ will look for results that contain both ‘Steve’ and ‘Smith’ this could return results for example like ‘Steve Thomas’ and ‘Brian Smith’ if they appear in the same Title/Bodytext

Any Word

Searches for all archives in which any of the words appear in the Title/Bodytext i.e. ‘Steve Smith’ will look for results that contain either ‘Steve’ or ‘Smith’ this could return anyone named ‘Steve’ or anyone named ‘Smith’































Select this to start the search or press return.

The ‘Exact Phase’ option is pre-set as ‘Default’.

Once the search has been placed, the results are displayed in a 'Tabular' format.

### Search

Exact Phrase All Words Any Word

The Stopfordian	SMITH	1901 VolumeNo: 1 IssueNo: 10	  
The Stopfordian	H. D. SMITH	1963 IssueNo: 96	  
The Stopfordian	ARTWORK - LUCY MAYNARD-SMITH 4S	1989	  
The Stopfordian	"The Plough and the Stars", Claire Stock and Laura Smith	1991	  
The Stopfordian	Stephanie Smith abseiling	1993	  
The Stopfordian	Mr Bird is pictured with pupils Robert Piceastly, Emma Smith and Laura Dixon	1996	  
The Stopfordian	MR. A. P. SMITH, 1950-1987	1987	  
The Stopfordian	COUNCILLOR LEONARD SMITH	1977 IssueNo: 121	  
The Stopfordian	A. P. Smith, B.A.	1981 VolumeNo: 0	  
The Stopfordian	MR. H. D. SMITH	1996	  

Page: 1 of 149Display results per page: Displaying files 1 to 10 of total: 1489

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

The results show entries in 'The Stopfordian' and 'Photographs' sections of the archives.

Items that are located in 'Image' archives i.e. 'Photographs' also display a thumbnail image in the results panel.

By selecting one of the icons on the right side of the results panel, the user may open either the 'Photograph' the 'Text' file or the pdf file.



Opens the relevant Photograph from the archives.



Opens the relevant Journal or Document from the archives.



Select this symbol to open the Text file for the Article/document/photograph directly from the search screen.



Select this symbol to open just the Pdf article pages file for the Article directly from the search screen.

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

Page: 1 of 3      Display results per page: 10      « ‹ › »      Displaying files 1 to 10 of total: 27

Number of pages of results	No of results displayed	Navigation Arrows Pages	Which results are being displayed
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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' facility allows for searches to be placed on a specific archive or across multiple archives, using additional search criteria options, these options are specific to different areas of the archive. Not all archives contain all the options available and experimenting with the options may help to understand how different results can be achieved.

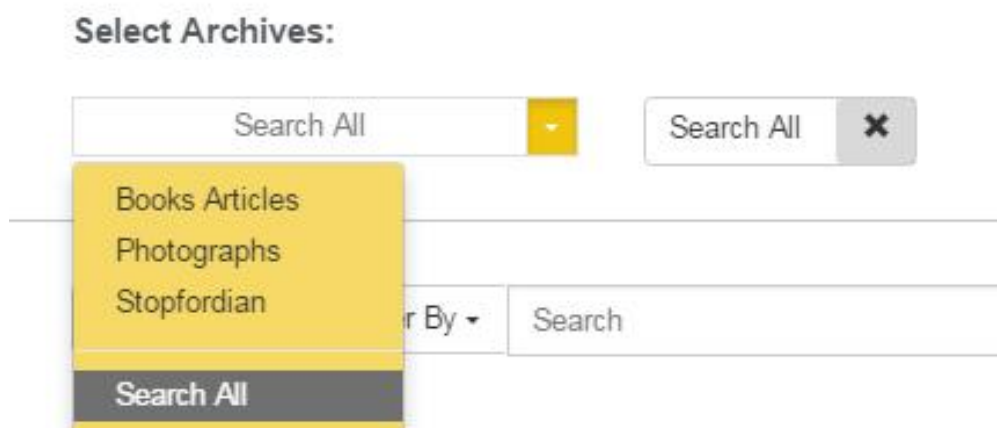
For the purpose of this help file, only a guide to how the system works is provided not necessarily all the options available.

To place a search using 'Advanced Search' select the option on the top tool bar.

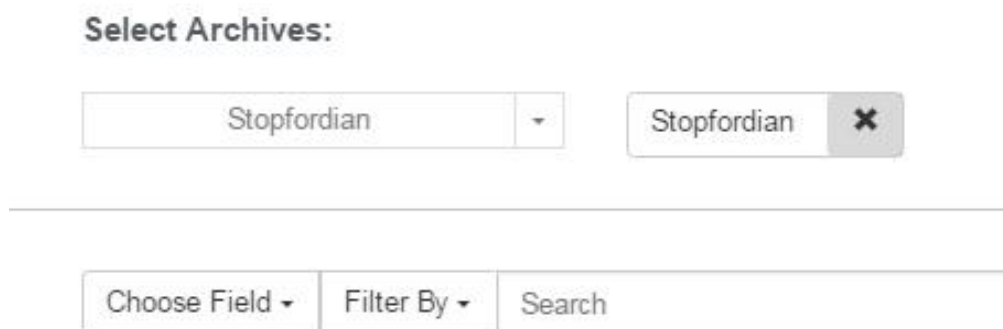
## Advanced Search

The screen will display the default option.

From the 'Search All' option, select the archive to place the search criteria over.



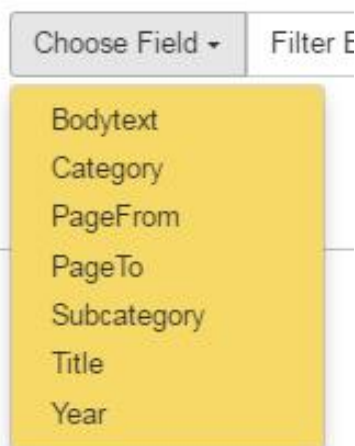
For this example select 'Stopfordian', the screen will change from displaying 'Search All' to 'Stopfordian'.



Once an Archive has been selected the Search Criteria options will be displayed:

Choose Field

Select this to choose the main search criteria



Bodytext	Will include all the bodytext within the search
Category	If Available, will allow for the search to only include specific categories to be included, ie sport, contents, poems etc.
Page From Page To	If Known, only specific pages will be included in the search function.
Subcategory	If Available, will allow for the use of additional sub category search criteria to be included in the search.
Title	If the 'Title' of an article, poem or photograph is known, this will only allow the search to look for this title.
Year	Allows a specific year or the start/end of a period of years to be included in the search.

For this example, please select 'Title'.

Filter By                      Select this once a 'Choose Field' has been selected.



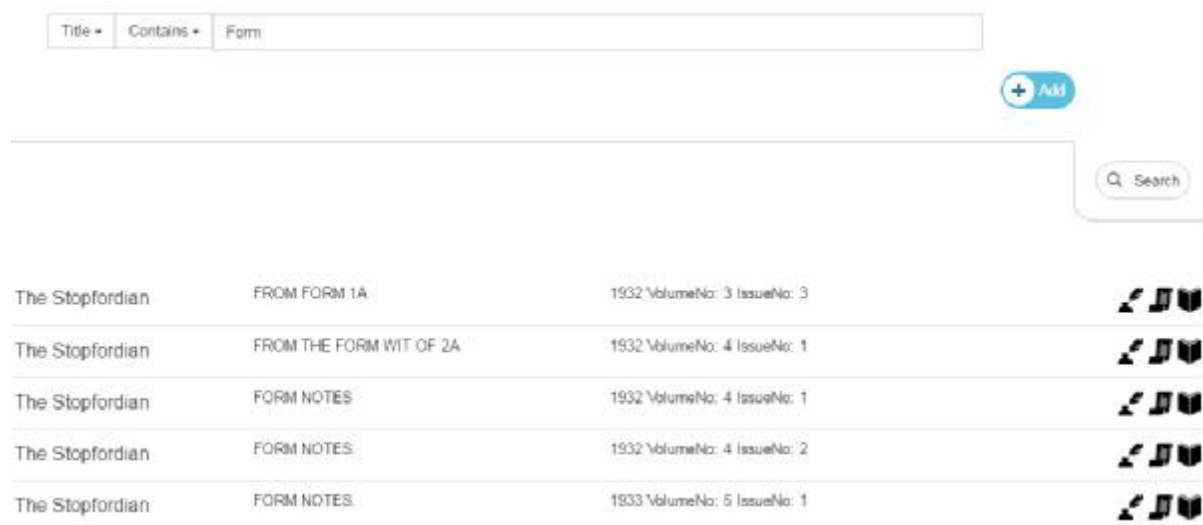
Subject to the option selected from the 'Choose Field' criteria, the 'Filter By' option will display how the search will use the criteria to search the selected archive.

Equals	Will look only for the 'Title' in the way it has been entered.
Contains	Will look for any 'Title' that contains the words entered in the criteria
















Additional 'Filter By' options will appear subject to which archive option is selected.

For this example, please select 'Contains'.

In the 'Search' field, enter 'Form' then select the 'Search' button.

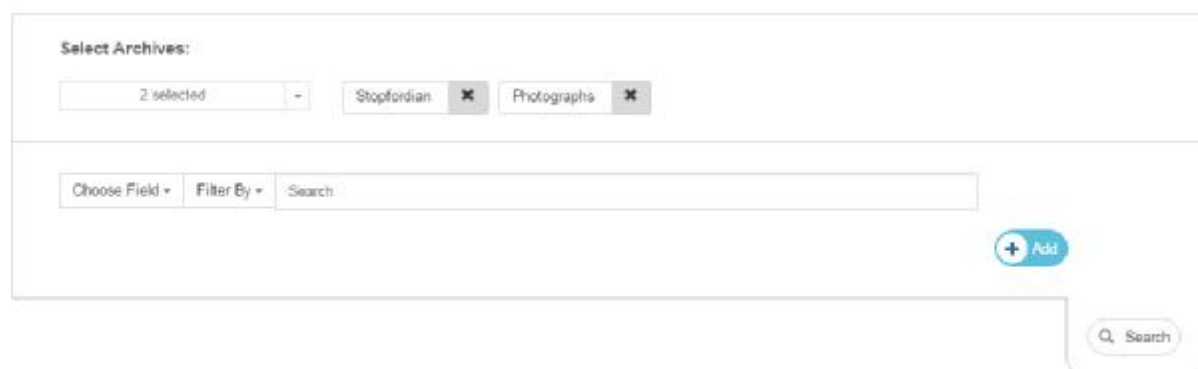


The screenshot shows a search interface. At the top, there is a search bar with the text 'Title = Contains = Form'. To the right of the search bar is a blue '+ Add' button. Below the search bar is a search button with a magnifying glass icon and the text 'Search'. The search results are displayed in a table with the following data:

The Stopfordian	FROM FORM 1A	1932 \VolumeNo: 3 IssueNo: 3	  
The Stopfordian	FROM THE FORM WIT OF 2A	1932 \VolumeNo: 4 IssueNo: 1	  
The Stopfordian	FORM NOTES	1932 \VolumeNo: 4 IssueNo: 1	  
The Stopfordian	FORM NOTES	1932 \VolumeNo: 4 IssueNo: 2	  
The Stopfordian	FORM NOTES	1933 \VolumeNo: 5 IssueNo: 1	  

As in the 'Search All' function, all results are displayed in Tabular format, with the same navigation options.

To add an additional Archive to the search criteria, select the 'Select Archives' option again and select the additional archive.



The screenshot shows the 'Select Archives' interface. At the top, there is a section titled 'Select Archives:' with a dropdown menu showing '2 selected' and a minus sign. Below this, there are two selected archives: 'Stopfordian' and 'Photographs', each with a close button (X). Below the selected archives is a search bar with the text 'Choose Field = Filter By = Search'. To the right of the search bar is a blue '+ Add' button. At the bottom right of the interface is a search button with a magnifying glass icon and the text 'Search'.

Select the relevant option in 'Choose Field' option.

Select the required 'Filter By' option.

For this example, 'Bodytext' in 'Choose Field', and 'Contains' from the 'Filter By' option.

Enter 'Governors' in the 'Search' field, and select 'Search' button.

Select Archives:
















2 selected + Photographs ✕ Stopfordian ✕


---

Bodytext + Contains + Governors

+ Add

Search

Photographs		1916c The Governors Room	Buildings	
The Stopfordian	GOVERNORS	1974 IssueNo: 118		  
The Stopfordian	WING COMMANDER J. M. GILCHRIST, M.B.E.	1977 IssueNo: 122		  
The Stopfordian	A proud moment for the Headmaster and Chairman of 1995 Governors - Quincentenary Year			  
The Stopfordian	W. A. Kershaw, Esq. Chairman of Governors 1996	1996		  
The Stopfordian	Mr. C. E. Speight, Chairman of Governors	1999		  

To add additional 'Search Criteria', select  the button.

For this example, a 'Year From' and 'Year To' criteria has been added.

Bodytext + Contains + Governors

Year + Greater Than + 1996 

Year + Less Than + 2011 

+ Add

Search

The number of additional 'Choose Field' options can be limitless, but usually 2-3 criteria fields normally suffice.



To remove any of the additional 'Choose Field' options, select the button from the relevant fields no longer required in the search criteria

Experimenting with the 'Advanced Search' function, will establish the best way for results to be found.

PLEASE NOTE These search functions are in addition to the 'List View' search function located in the Magazine/Journal archive.



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### *Privacy Policy*

This policy may be amended from time to time. Any changes which affect the way that we use your personal information will be notified by posting a message on this site.



**Stuart Helm, School Archivist**

If you would like to view any of the School artefacts or donate your materials please contact Mr Helm on the details below:

Tel: 0161 419 2408

Email: [helms@stockportgrammar.co.uk](mailto:helms@stockportgrammar.co.uk)

**Rebecca Shawcross, Alumni & External Relations Officer**

If you would like assistance in contacting your contemporaries please do not hesitate to contact Rebecca in the School External Relations Office on:

Tel: 0161 419 2408

Email: [shawcrossr@stockportgrammar.co.uk](mailto:shawcrossr@stockportgrammar.co.uk)