Office of the Secretary of State

Washington State Digital Archives

Institution Record Series

User Manual

Institution Record Series

User Manual

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Version

Version	Change	Date	Changed By
1.0	Original information gathering and document creation	6/25/2009	Tara Henneberg
1.1	• “Wordsmithing" • Expansion of Definitions • Reorganizing • Reformatting	7/16/2009	Randy Worrell
2.0	• Updated images and descriptions • Added General Site Information	7/24/2009	Randy Worrell
2.5	• Added “Tool Bar” section • Added Record Series definition • Tightened text in variousareas	7/29/2009	Randy Worrell

Definitions

Definitions are primarily to assist the user in understanding Digital Archive-specific terminology. One example is the definition of “DJVU.” For many, “Deja Vu” is that weird feeling one gets when something seems familiar when it shouldn’t. But in the Digital Archives world, it specifies a browser used by Digital Archives to view certain types of image files. A more comprehensive glossary of Digital Archivist terms can be found at http://www.archivists.org/glossary/index.asp.

WADA	Washington State Digital Archives
Field	A space allocated for a specific item of information (also called a cell). Fields have certain types of characteristics associated with them, such as the type of information it contains. This information can be numbers, text, currency, images, etc.
Record	A collection of fields, containing elements of related information. For example, a record of a person’s information can contain their first name, last name, title, etc.
Metadata	Simply means information about data. Each field within a record has a name, which describes that field. A field called “FirstName” would (hopefully!) contain the first name of a person. The data type (number, text, etc.) is also information about that field.
JPEG	An acronym for “Joint Photographic Experts Group.” JPEG is the most common image format used by digital cameras and other photographic image capture devices and is the most common format for storing and transmitting photographic images on the World Wide Web. It is also abbreviated as JPG.
TIFF	An acronym for "Tagged Image File Format." TIFF is another file format for storing images, including photographs and line art. The TIFF format is widely supported by image-manipulation applications, by publishing and page layout applications, by scanning, faxing, word processing and optical character recognition.
DJVU	A digital document format with advanced compression technology and high performance value, used by the Digital Archives for presentation of images. DJVU allows for the distribution on the Internet and on DVD of very high resolution images of scanned documents, digital documents, and photographs. DJVU viewers are available for the web browser, the desktop, and PDA devices.
Record Series	A specific collection of related documents. For example, all marriage records, regardless of county or year, are grouped together as a set. Searches can be done to find specific counties, years and names. The same would apply to birth records, death records, etc. Military records would be grouped regardless of year, branch of service or county.

	However, once again, refined searches can be performed to find specific individuals.
Title	A sub-grouping of information within a record series; such as Birth Records (series), Spokane County 1900-1910 (Title).
Index Fields	Specific fields that are entered into the database to identify the record information. For example, from an image of a birth certificate, information is manually entered into the database; possibly consisting of date of birth, county, city, mother, father, etc. Some information is not consistent from county to county, or even from birth certificate to birth certificate. Staff does their best to decipher and enter as much information as possible from each document.
Partner	An entity external to the Office of the Secretary of State. Usually another governmental entity, such as a municipality or a county. Private entities are also accepted on a case-by-case basis. An example of a private entity is the geneology data sent from the Church of Jesus Christ, Latter Day Saints.
User	Anyone who uses the Digital Archives web sites and applications for searching the digital archives.
People Search	A People Search allows the user to search all records in our collection having index fields that are name-based. The user can also select a particular record series from a drop-down list to narrow the search to one type of record (marriage, census, etc).
Keyword Search	A Keyword Search allows the user to search on all other records in our collection that are NOT name-based. The keyword field allows the user to enter one or more terms to locate records which contain these words. The user can also select a particular record series from a drop-down list to narrow the search to one type of record (marriage, census, etc).
Detailed Search	A Detailed Search allows the user to select one record series and search on additional fields that are pertinent only to that record series. The user can also select a particular record series from a drop-down list to narrow the search to one type of record (marriage, census, etc).

Institution Record Series

Definition

What is the **Institution Record Series** and what can you find in it?

A collection of prisoner records from various institutions across Washington State.

Purpose

The purpose of this manual is to provide users with specific instructions in order to successfully search and obtain records from within the Institution Record Series.

Dependencies

One of the following browsers must be installed and configured properly in order to access the Institution Record Series from the Digital Archives website:

- Internet Explorer 6.0 or 7.0
- Firefox 2.0 or 3.0
- Safari 3.2
- Opera 9.27

In addition to the above browsers, Lizardtech DJVU is an optional browser that may be installed to view images within a record of the Institution Record Series. Users will be unable to view any images unless the DJVU browser is installed. DJVU can be downloaded at http://www.celartem.com/en/download/

The Menu Bar

Throughout the Washington State Digital Archives website, you will see the “Menu Bar.” This menu allows you to go to certain pages within the Digital Archives site to get more information, find helpful links and to further explain some functions of the Digital Archives. This section is meant to help you gain a better understanding of our site and make your time spent researching more enjoyable and more profitable.

There’s No Place Like Home…

Clicking on the “Digital Archives Home” menu link will bring you back to the opening search page, “People Search” tab with no record series selected. Kind of like home base; so you always have a clean starting point no matter where in the site you may go.

Digital Archives Home page

Looking for Something?…

This is the “Simple Search” option. You can either use the tabs for selecting the type of search to perform, or you can use the menu bar. The menu bar is always visible on all pages, which allows you to go back to a new search at any time. To use the tabs, you need to be on the “Digital Archives Home” page.

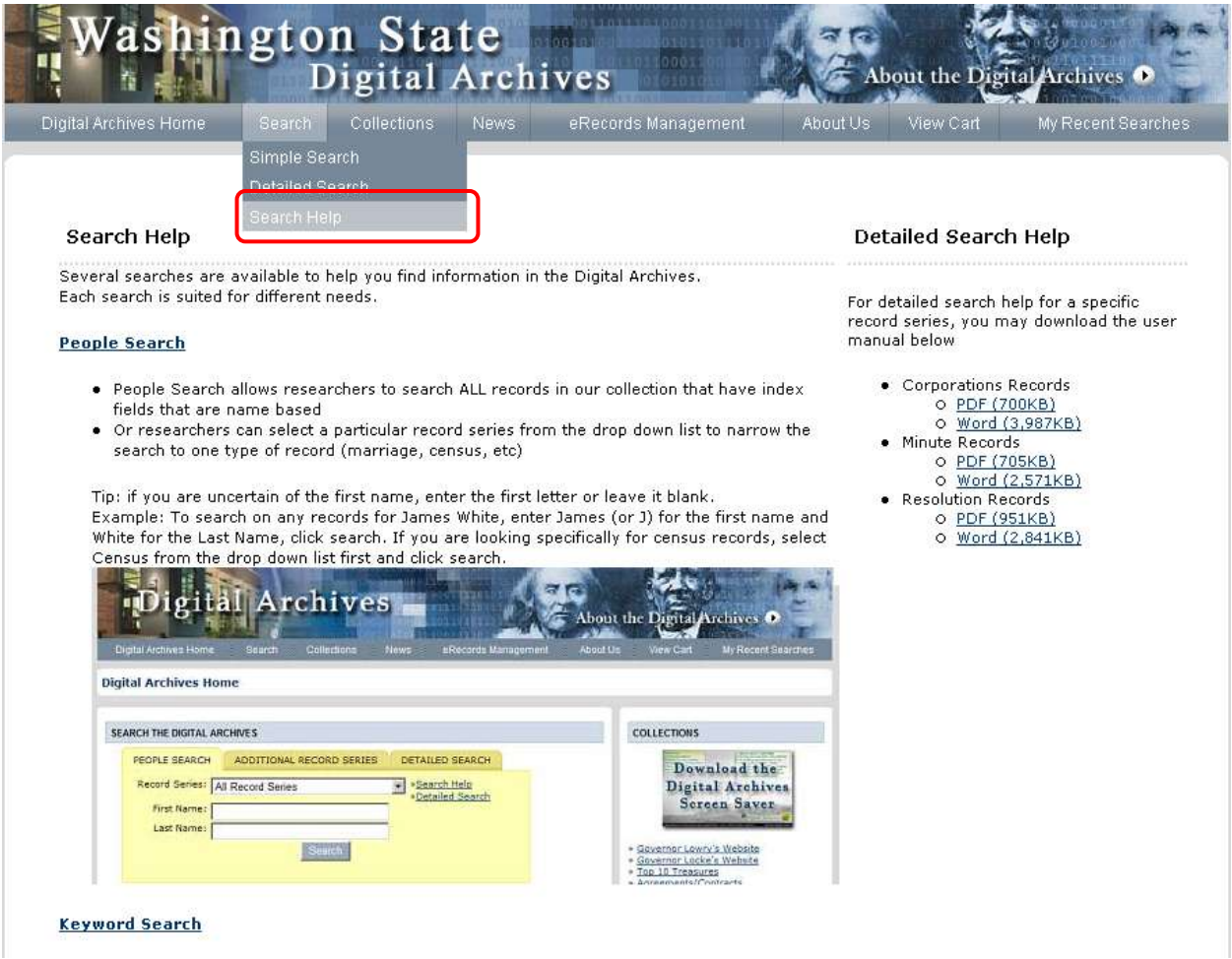
You access the drop down lists from the menu bar by placing your mouse cursor (the arrow) over the main menu bar title. If there is a list associated with that menu item, it will automatically drop down, allowing you to select from it by clicking on the specific item.

Search – Simple Search

To perform a “Detailed Search,” select a record series from the “Record Series” drop down list. This will determine what other fields you can search by. After selecting the appropriate record series, the fields under that drop down list will change to allow selecting from other drop down lists and/or typing directly into text boxes. Once all of your selection criteria is entered, click the “Search” button and you’re off and running! Or more accurately, “off and researching!”

Search – Detailed Search

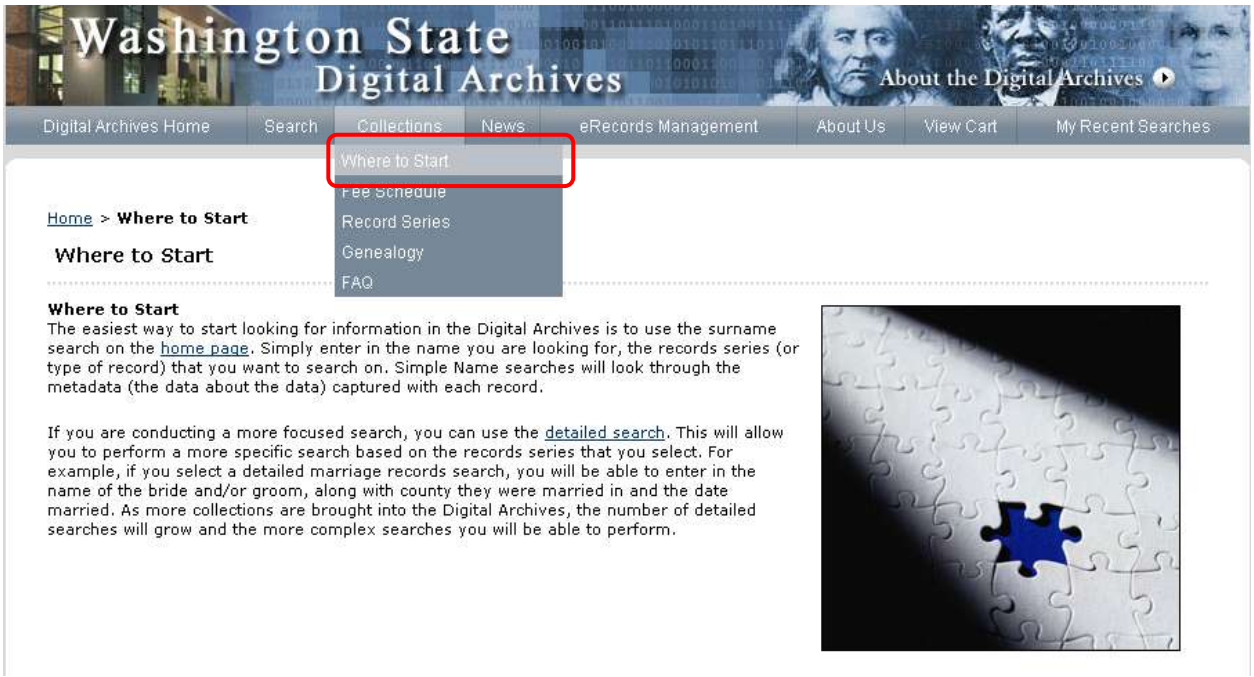
Everyone needs a little help on occasion, so we've included "Search Help" to guide you through some of the basics about searching the Digital Archives site.



Search – Search Help

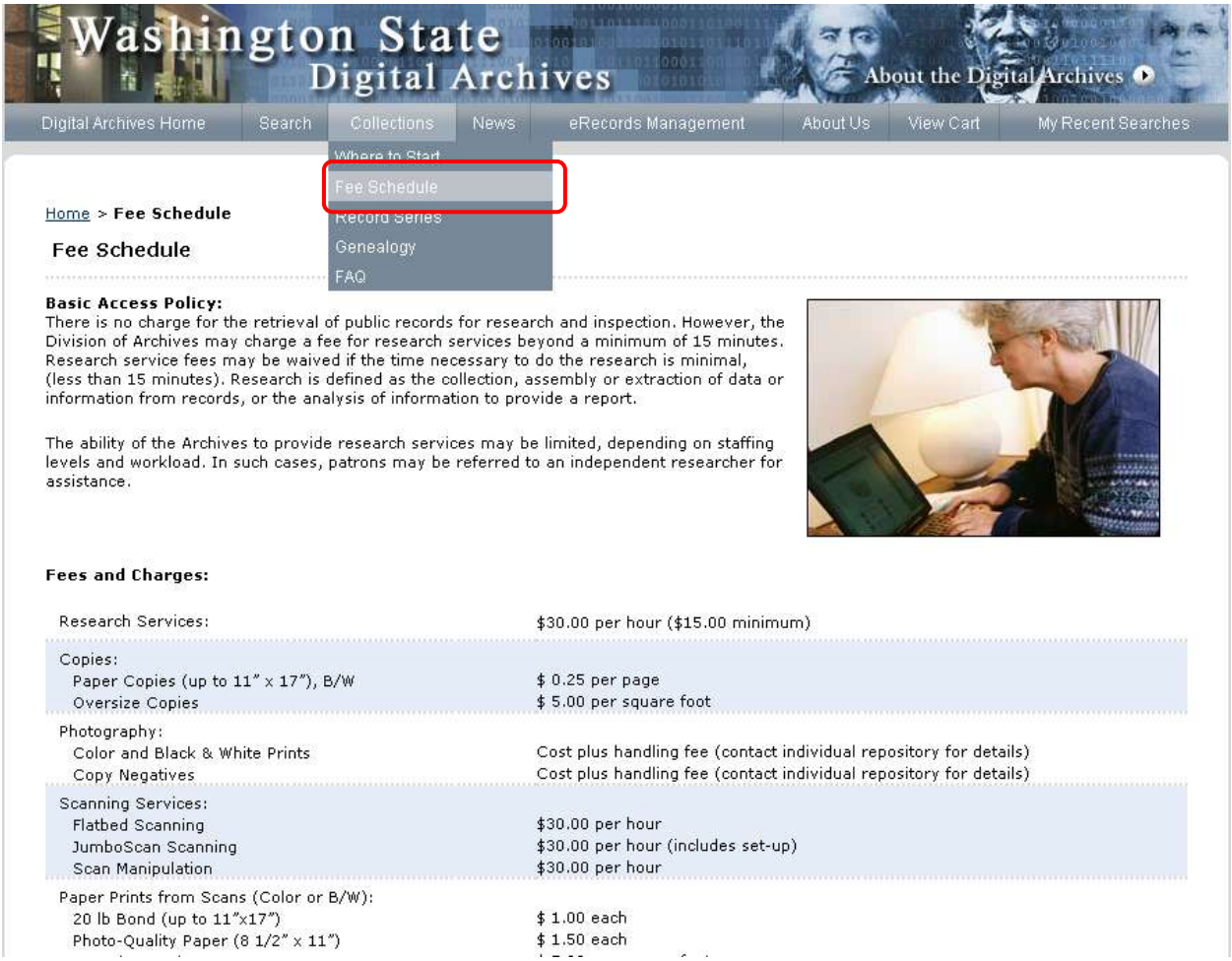
What is There to See?

"I need to find out if my Great Uncle Harry has any record of…" So you want to discover if Great Uncle Harry has any past in Washington State? Be careful! You may find him in the "Frontier Justice" record series as having had some "contact" with law enforcement. Or you may find that he really *was* Mayor of Adna. Or you may find that he served in World War 1, but never mentioned it.



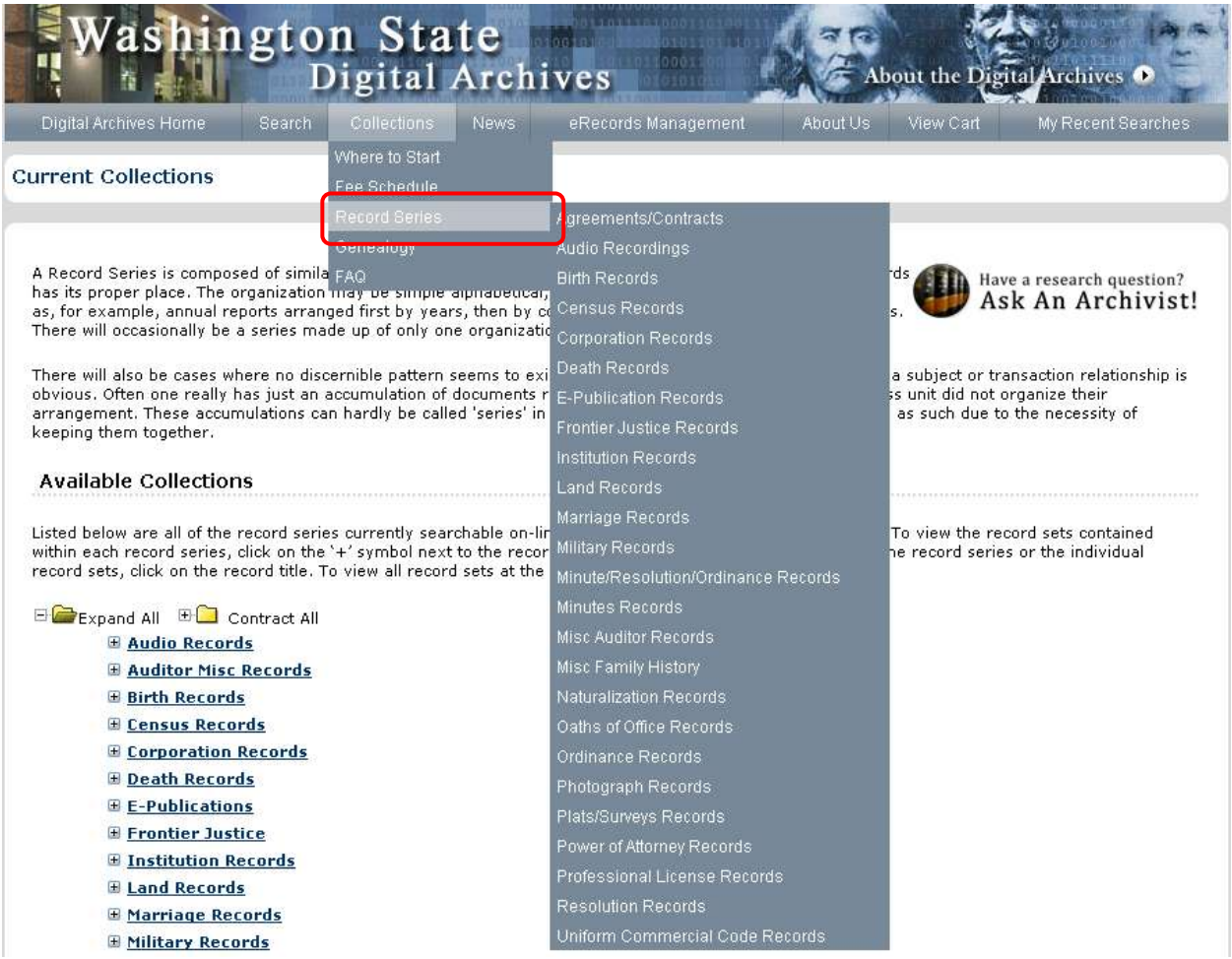
Collections – Where to Start

"Ah, yes… you want a copy of that?" As with many things historical, to get a copy might cost something. But our fees are very reasonable. The Digital Archives also offers research services if you're not sure how to begin. We can either point you in the right direction or, for a fee, look for the information for you.



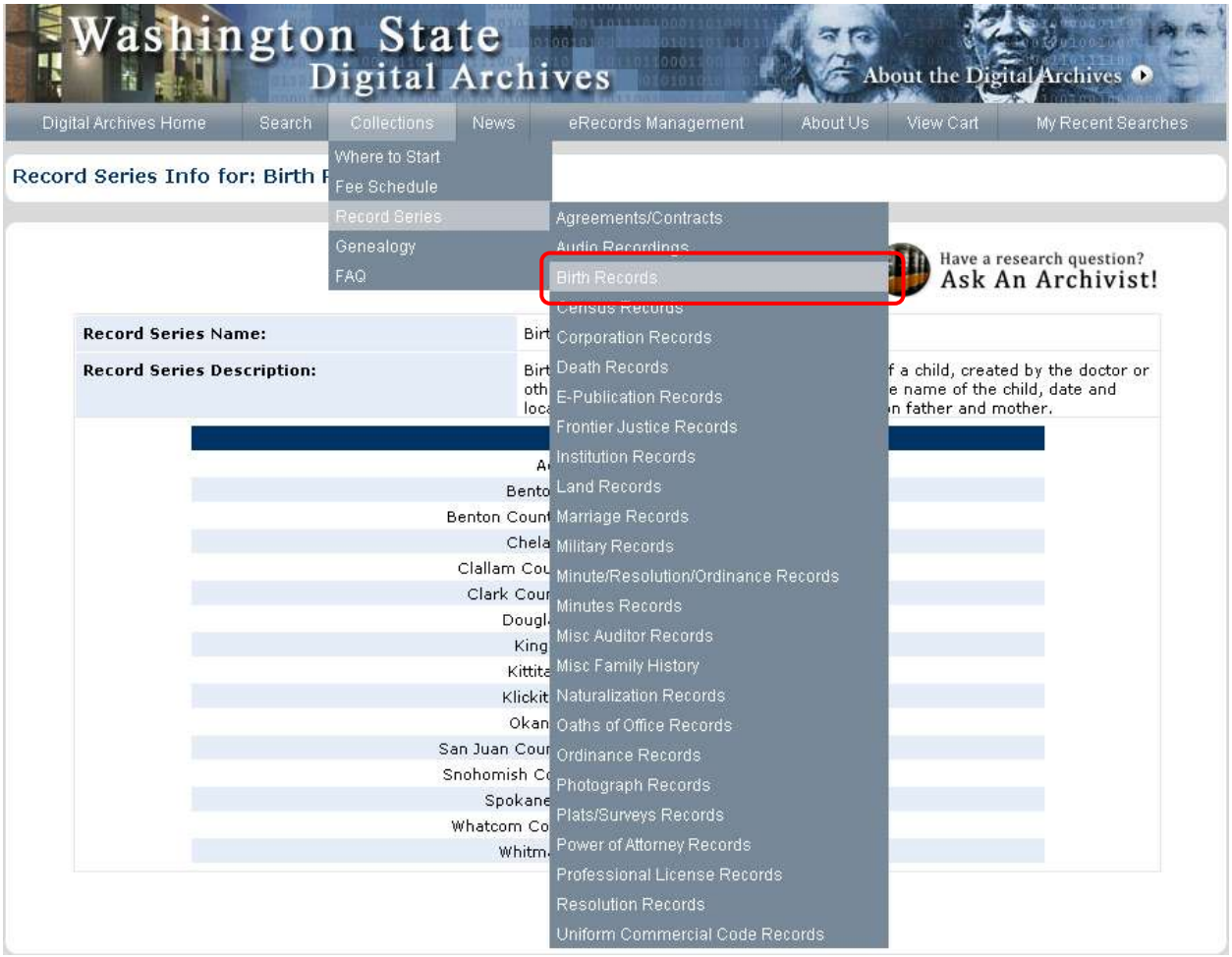
Collections – Fee Schedule

"How extensive is the information that I can search?" The Digital Archives has what are called "Record Series," which are collections of information grouped by various criteria, such as subject and dates. Not all record series have images attached to them, but information taken from the original documents can be searched. Limitations placed on access to images and information may be due to legal issues surrounding personally identifiable information, such as Social Security numbers, or other limitations placed by the Partner. But for the most part, if we have it, you can get it!



Collections – Record Series

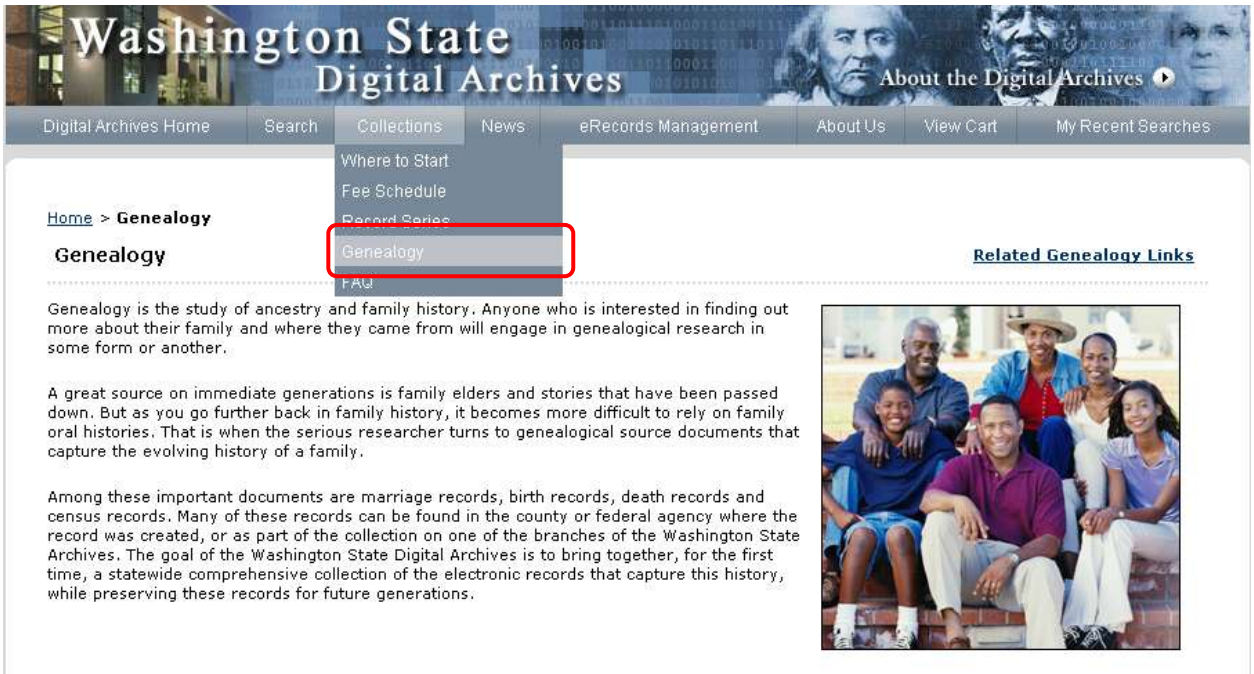
"I want to see my Nana's birth certificate." Selecting a Record Series, such as Birth Records, you will be presented with a listing of available counties, also known as "Titles," within the record series. Not all Washington State counties are participating in the Digital Archives yet, but more are coming onboard all the time. There may or may not be images of the birth certificate. It is a Partner decision to release them, along with various legal issues; such as Social Security numbers. But look anyway… you just might find Nana's birth certificate. And you might find that she's younger than you think!



Collections – Record Series – Birth Records

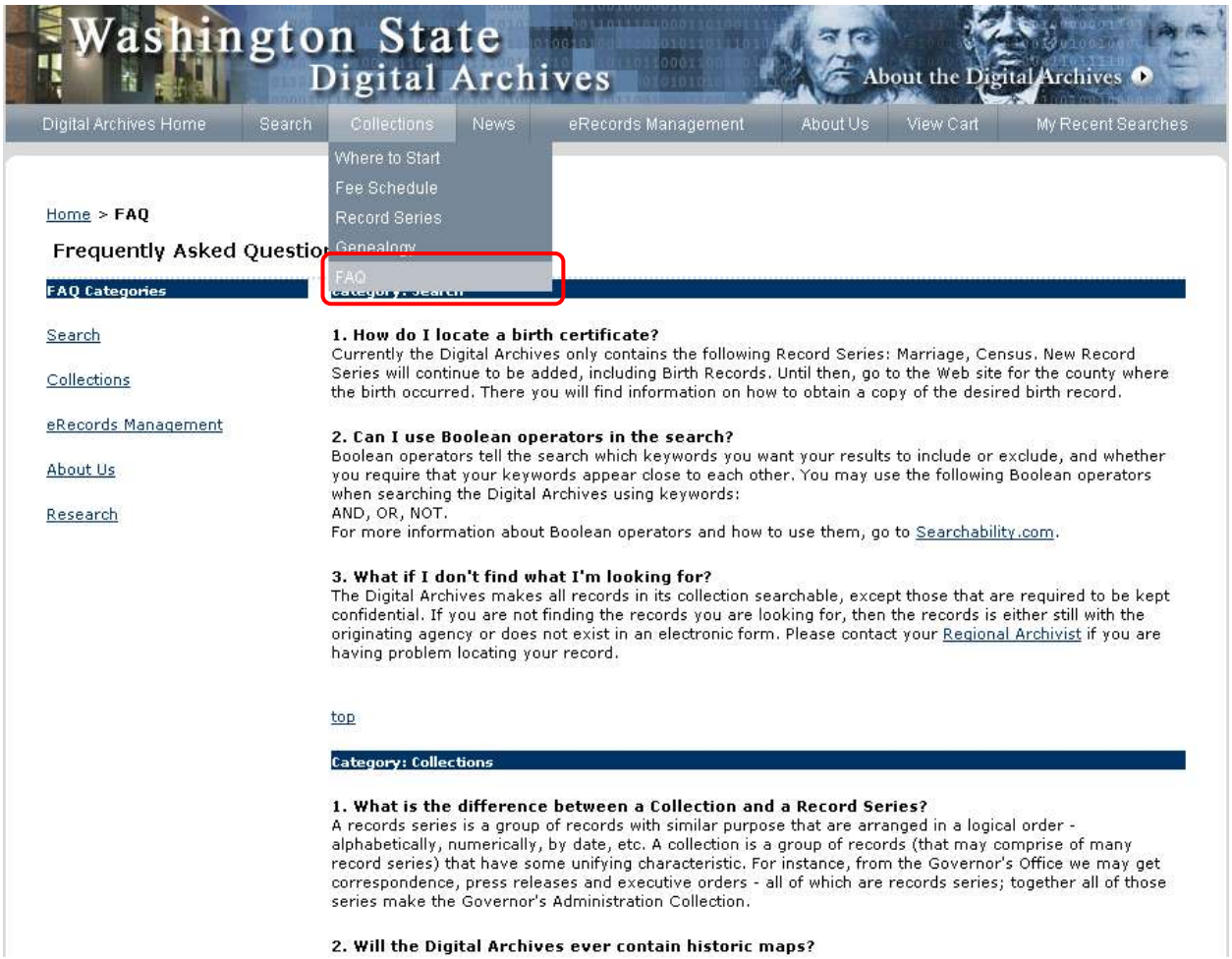
In the 1970's, Alex Haley's book, *Roots*, stirred a desire for many to find out where they came from. Who were their ancestors? Was Great Uncle Harry actually a horse thief, or was he a war hero? If the information was recorded in Washington State, chances are it can be found at the Digital Archives. If not, the page has a link to other genealogy sites to assist you in your quest for family history.

And keep us updated on Great Uncle Harry…



Collections – Genealogy

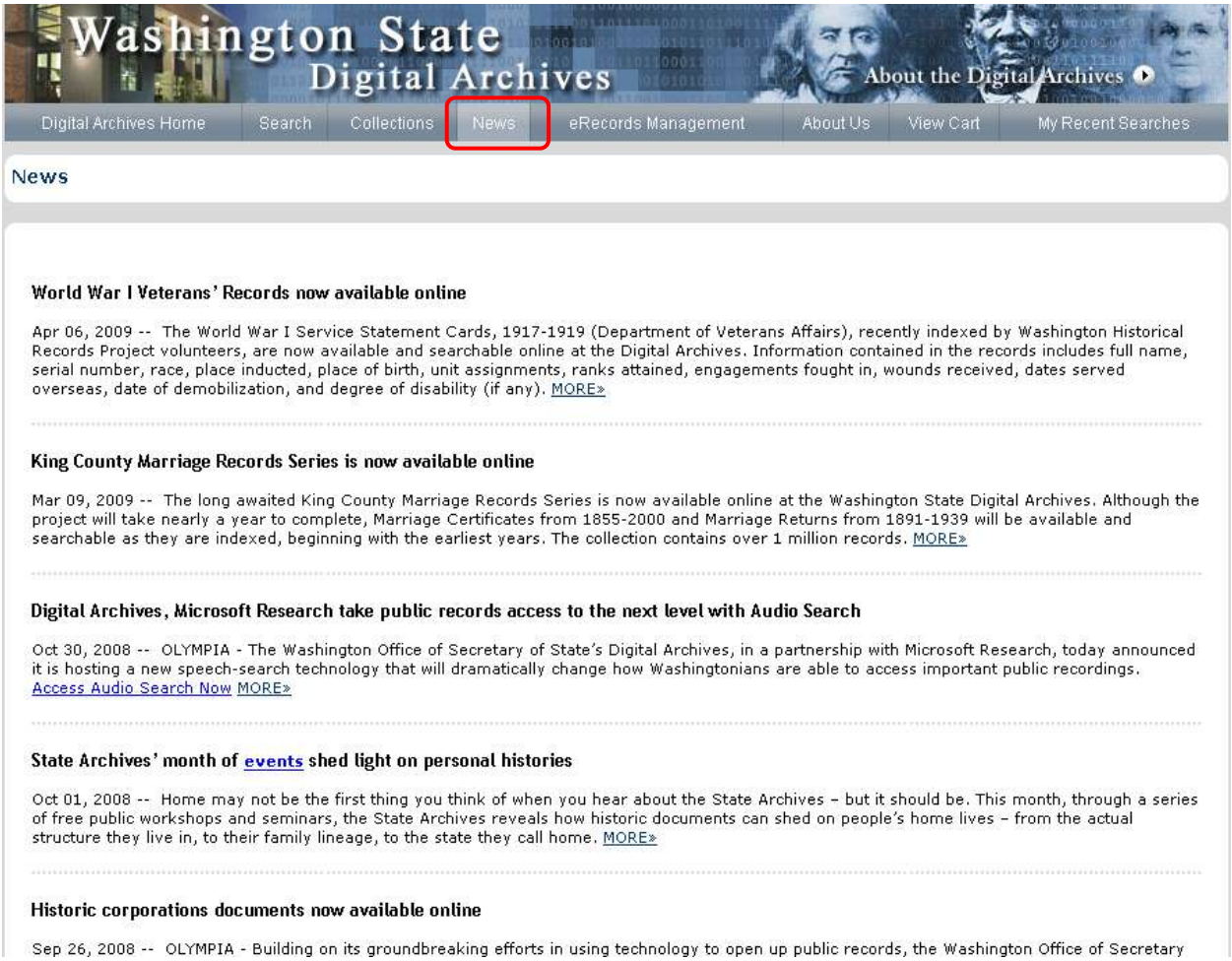
What in the heck is an FAQ? Some may see the acronym, “FAQ,” and wonder what it means. “Frequently Asked Questions.” ah-HA! What the Digital Archives has done is taken calls, emails and letters with questions from researchers and the general public and compiled a list of questions that are most often asked. So before calling, emailing or writing, check out our FAQ page to see if your question has already been answered. And remember, there is no such thing as a dumb question…



Collections – FAQ

What's the Latest?

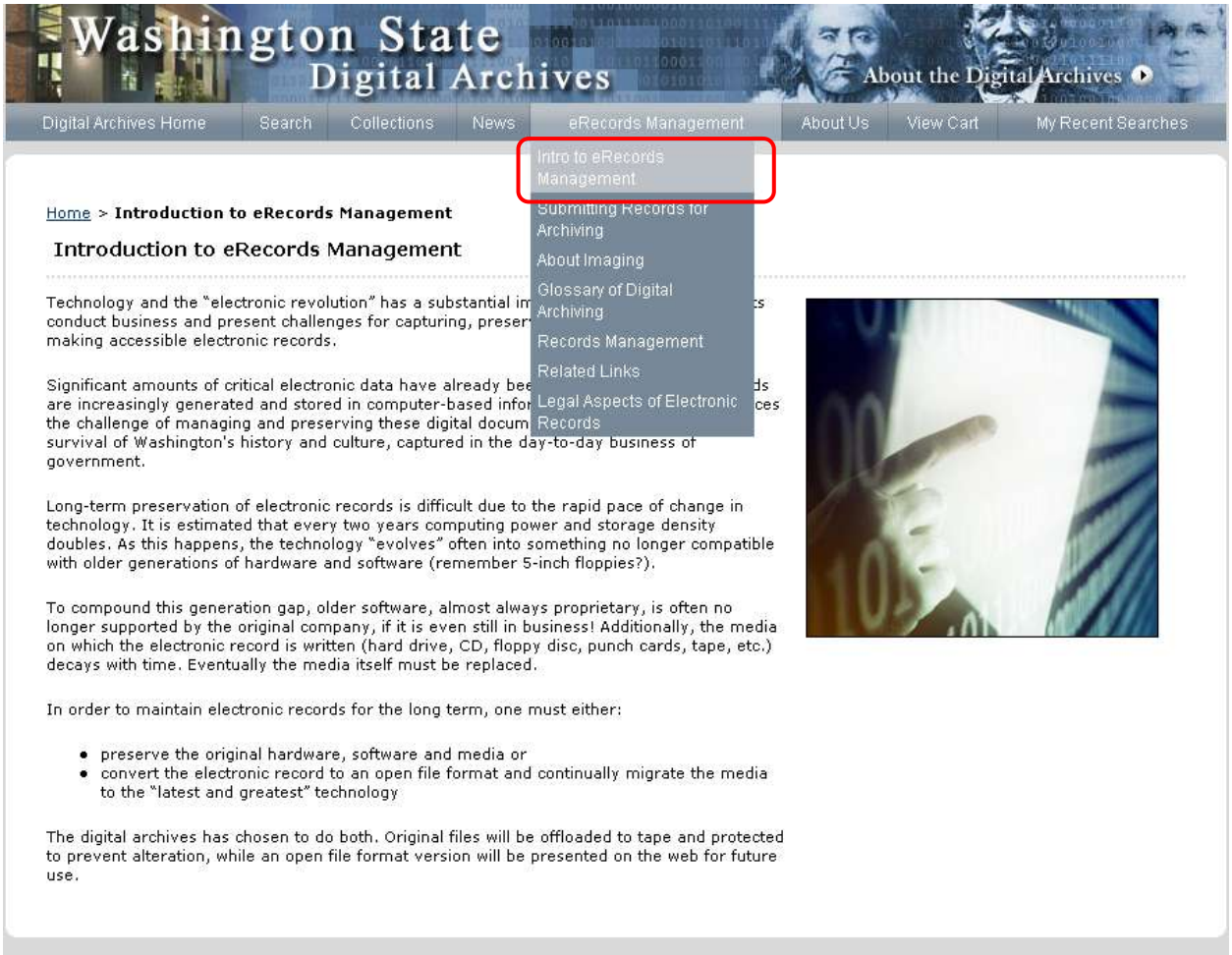
Or in today's modern vernacular, "Wazzup?" Check out the "News" menu item to see what the Digital Archives is up to. Check to see if Lewis County has submitted Birth Records, or how the King County Marriage Certificate project is progressing. See what the Digital Archives Partners are up to and what records are now available.



News

Paperless Archiving

Nowadays, techno-babble is permeating our everyday language. “eCommerce,” “Cyber… whatever” and other techy-sounding terms are bandied about like tennis balls at Wimbledon. However, it is in this very arena that the Digital Archives provides services for the public. If you can read it with a computer, chances are the Digital Archives has it. Any electronic document, such as Adobe’s .PDF file format, that is submitted to (and accepted by) the Digital Archives can be found on-line.



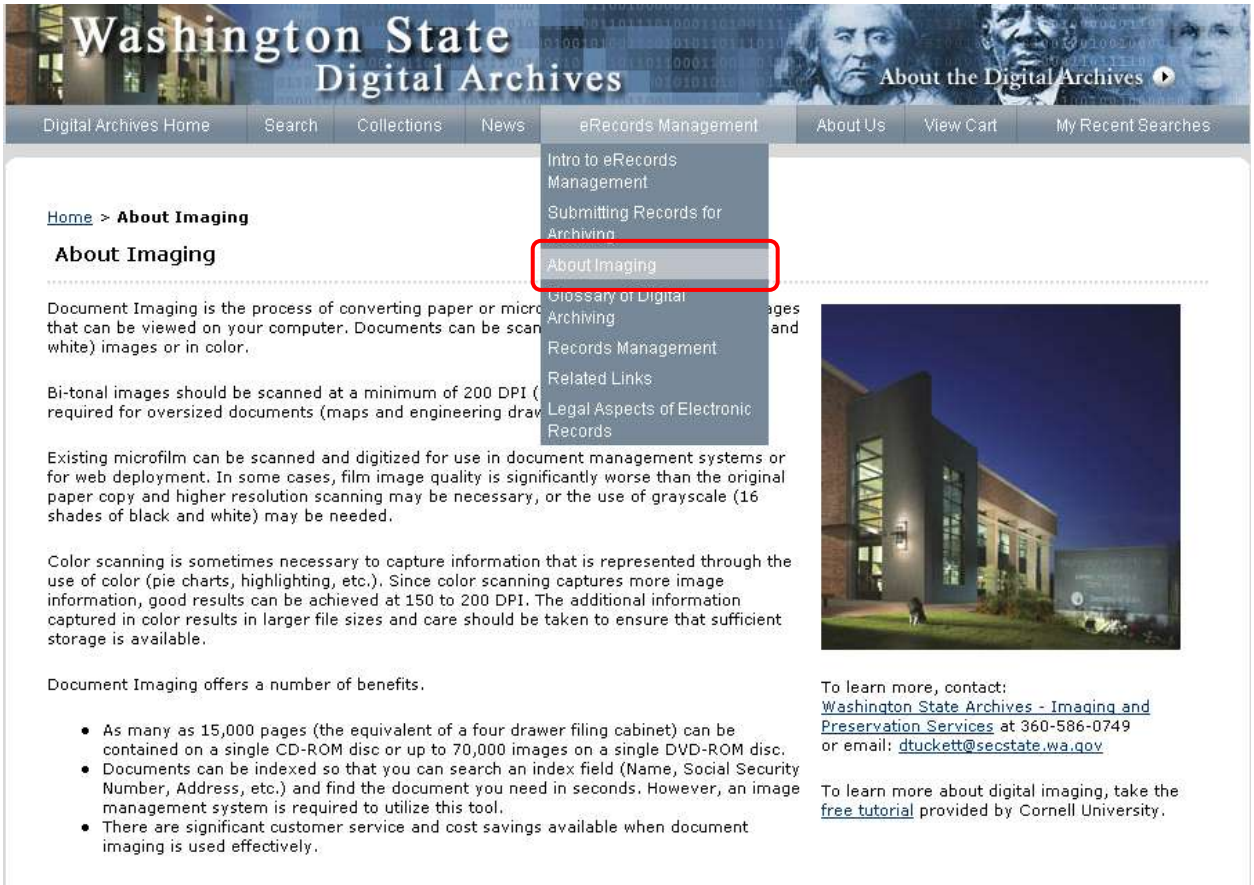
eRecords Management – Intro to eRecords Management

Having said all of that, there are certain criteria that must be met for an electronic document (an eRecord) to be stored by the Digital Archives. So not all electronic documents produced in Washington State are stored. But those that meet those certain criteria can be found.

Do you have an electronic document that you want the Digital Archives to store? Find out what is required and how to go about submitting it for consideration.

eRecords Management – Submitting Records for Archiving

What is imaging? Basically, it's the conversion of a paper document into an electronic form that can be stored on a computer. Common formats include Adobe's .PDF, .TIFF and .JPEG. This page describes the basics and benefits of imaging with some links to other sites with more information.



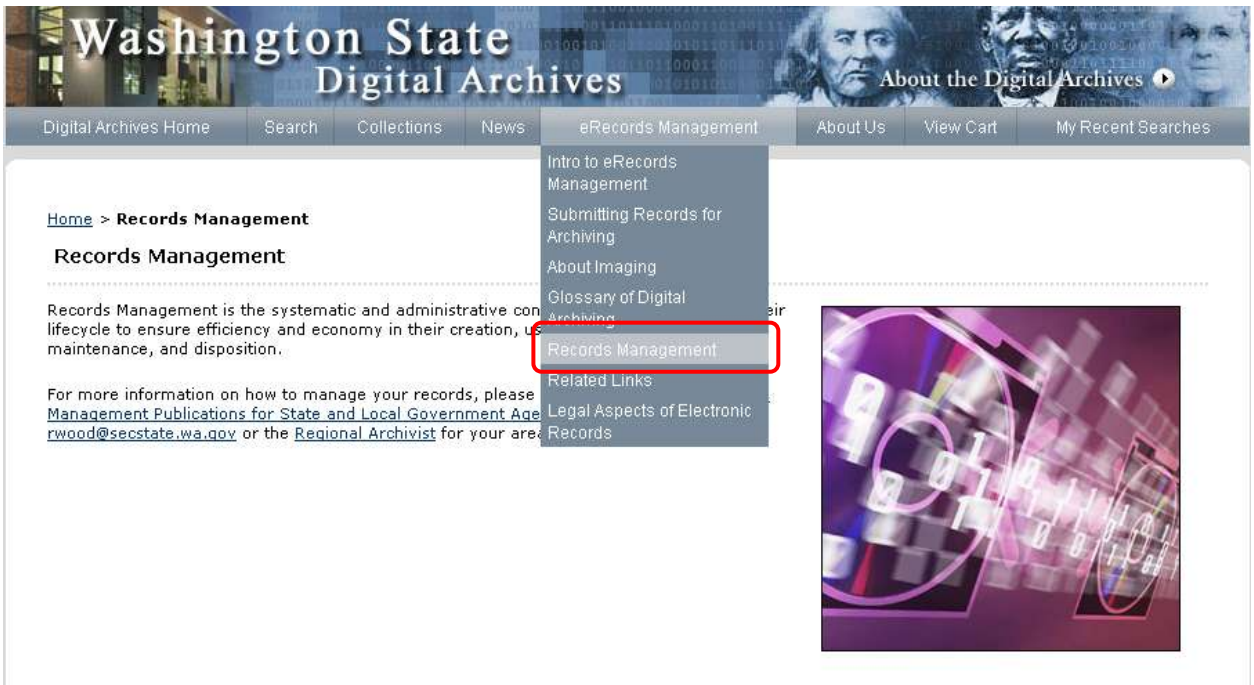
eRecords Management – About Imaging

Every industry has its own definitions of terms and acronyms. Archiving is no different. To better understand the terms used by the Digital Archives, and archiving in general, check out this page.

eRecords Management – Glossary of Digital Archiving

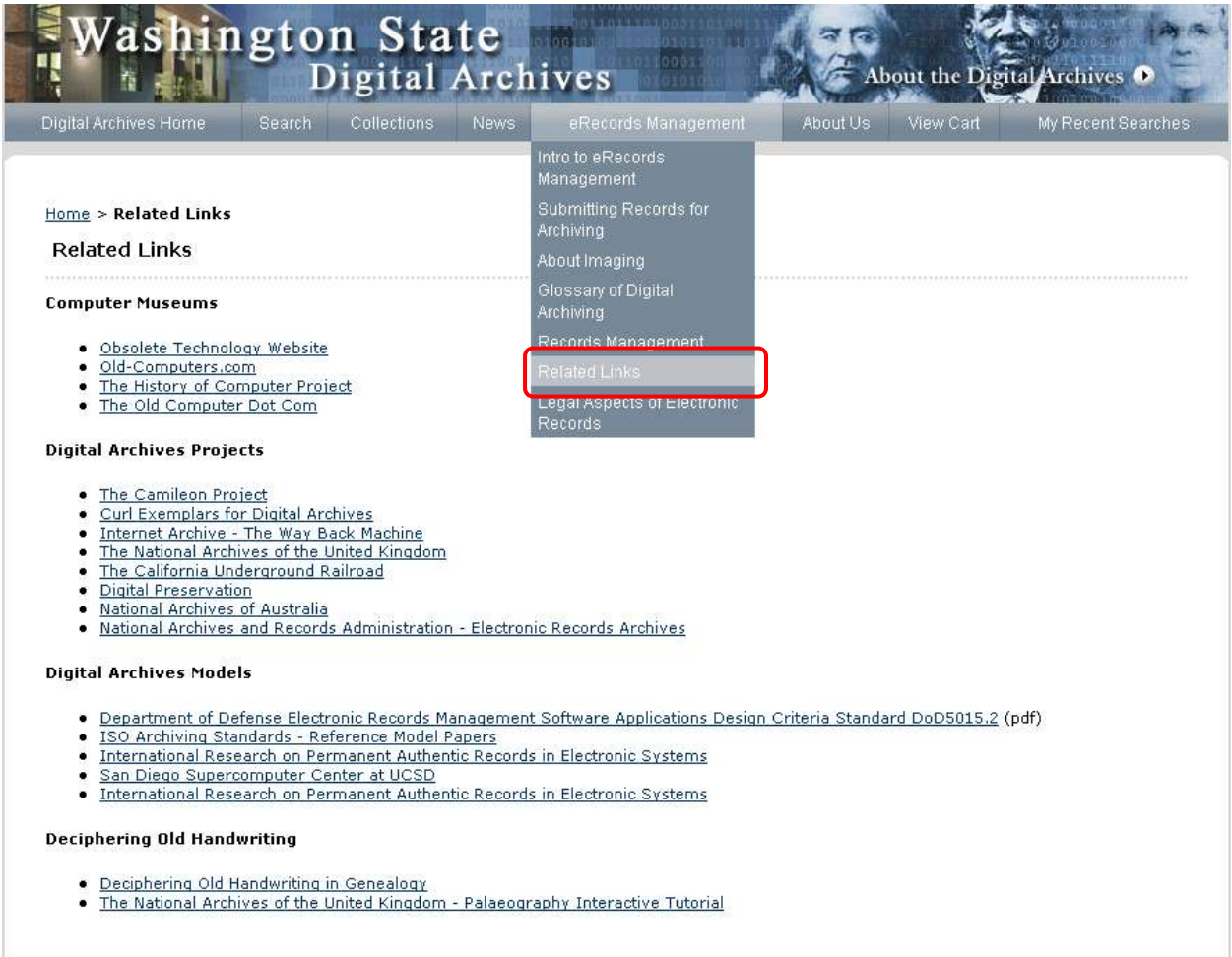
Records, whether digital (electronic) or paper, require administration and management. There are two main reasons for this: first, to better organize the information for ease of retrieval, and two, to maintain the quality of the documents. Paper archives have certain temperature and humidity requirements to allow the paper to last as long as possible. You can't just store them in the attic like old magazines and baseball cards.

Electronic archives require updates to the media to ensure the information can be read. Technological advances are so rapid that media used even 10 years ago may not be readable because the devices used to create them are obsolete and hard, if not impossible, to find. Remember 5-1/4 inch floppies?



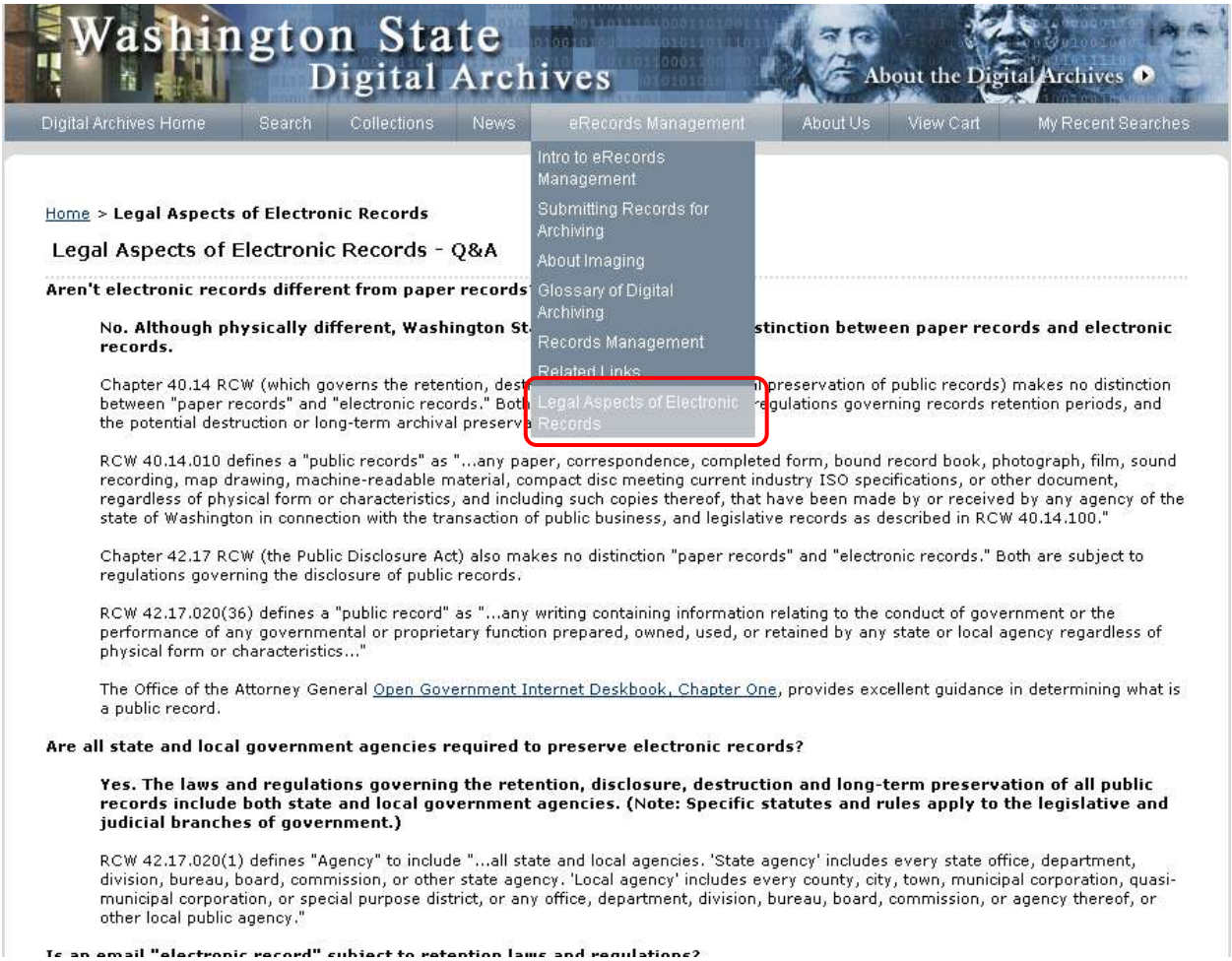
eRecords Management – Records Management

To find out more about electronic records management, check out our links page.



eRecords Management – Related Links

The “Legal-eeze.” You know, the fine print… the guy talking so fast at the end of the commercial that you can barely make out what he’s saying? Well, there are legal requirements with regard to archiving, and electronic record archiving is no different. This page covers many of the general questions about electronic records; such as, “Are they different than paper records?” Or, “Is an email an electronic record that needs to be archived?” The answer to the last question is, “yes,” so if you’re in State government, be careful what you send!

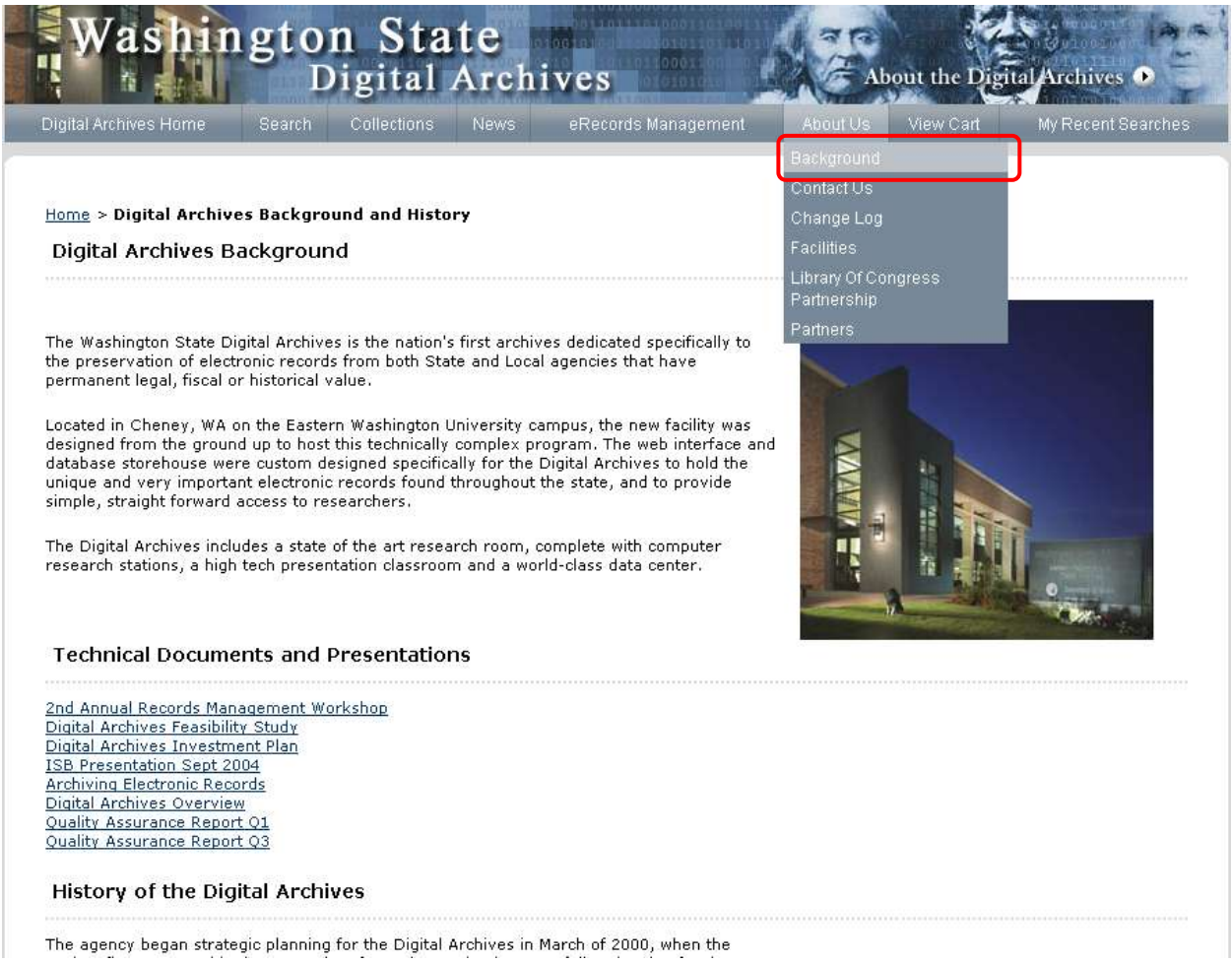


eRecords Management – Legal Aspects of Electronic Records

Who Are Those Guys?

Paul Newman made that quote famous in "*Butch Cassidy and the Sundance Kid.*" But it can apply to the Digital Archives as well. Who are we and what are we doing with all those records? This page gives a little background on who we are and what we do. Beginning with our background, you can see that we are alone on the "cutting edge" of digital archiving in the entire nation. We host several states Digital Archives in our facility as well as genealogy records from the Church of Jesus Christ, Latter Day Saints, based in Utah.

We partner with municipalities and local government, in addition to the Library of Congress in Washington DC. If you hear about a breakthrough in digital archiving, you can bet it's being done at Washington State's Digital Archives!

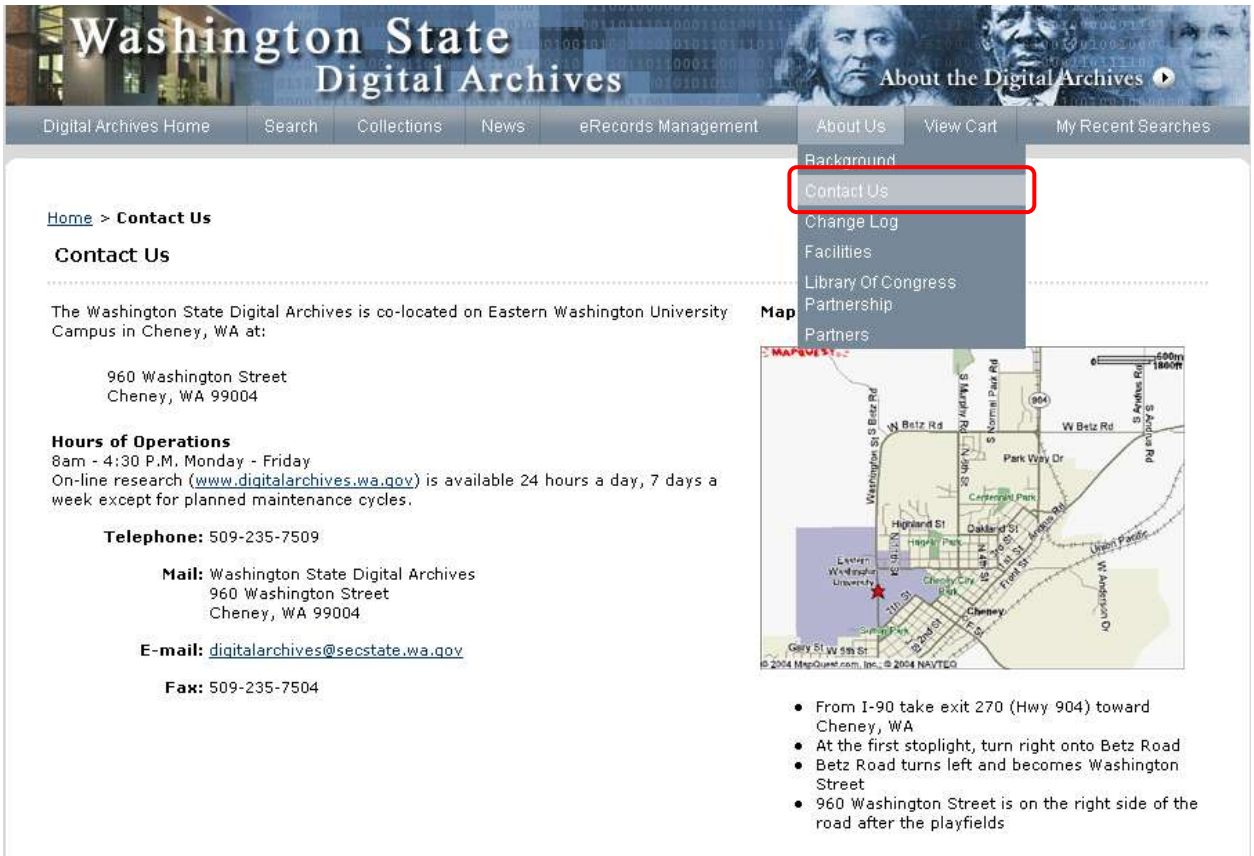


About Us – Background

OK, so far it sounds great and you want to get in touch with us. How do you do that? The Digital Archives offers several ways to contact us:

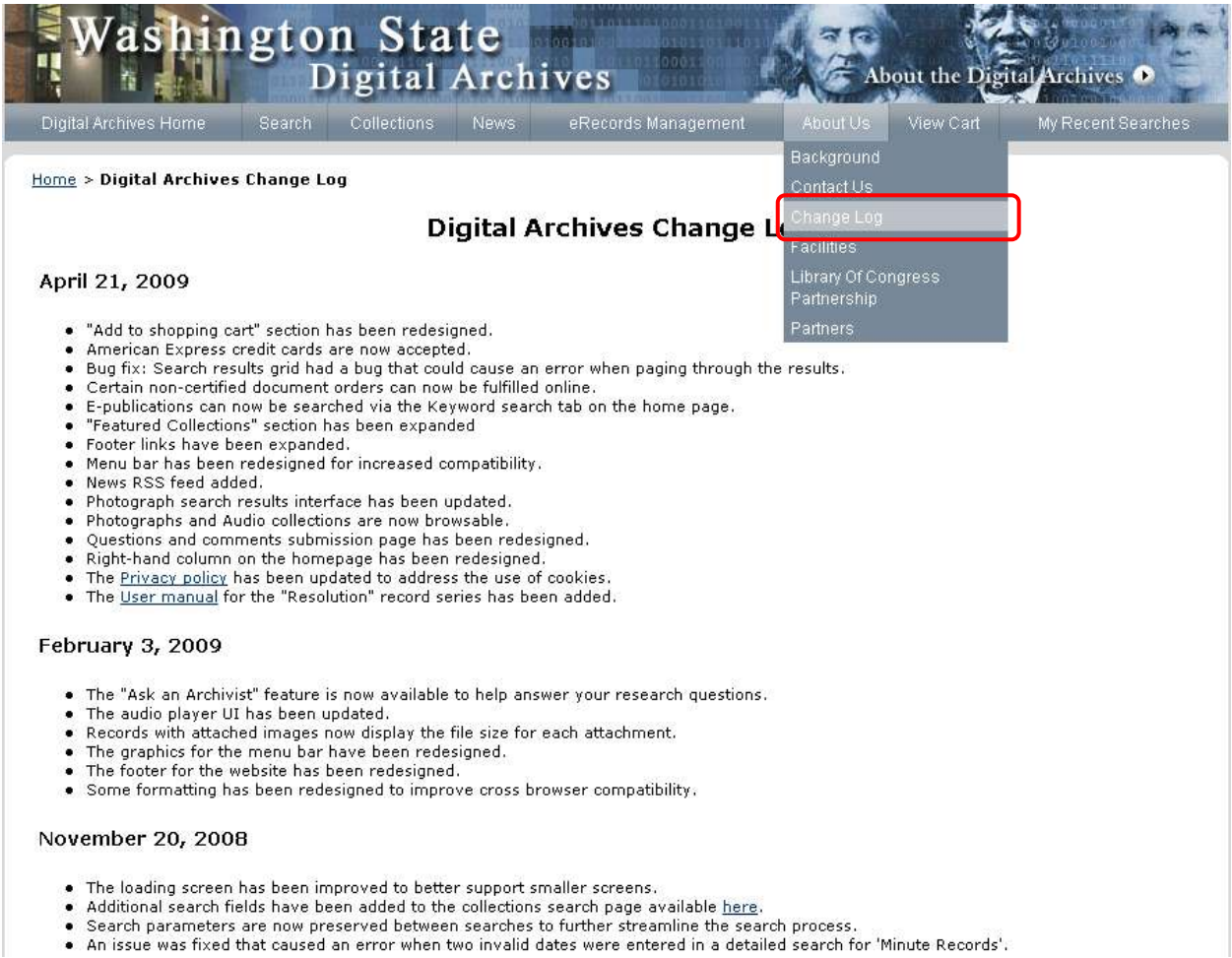
- Telephone (509-235-7509),
- Fax (509-235-7504),
- Email (digitalarchives@secstate.wa.gov) and
- "Snail Mail" Washington State Digital Archives
  960 Washington St
  Cheney WA 99004

Our website is located at http://www.digitalarchives.wa.gov/, which is described in detail in this and other manuals for using the site.



About Us – Contact Us

Those among you who are techies at heart will find this page interesting. It's a log of all of the changes and upgrades made to our site to better serve you, our valued customer. Some of it may seem like Greek; but it's all in our effort to make sure that you, as the user of our site, have the most pleasant experience possible in your research and information gathering experience. If you can think of anything that might enhance your use of this site even further, please drop us a note with your idea.

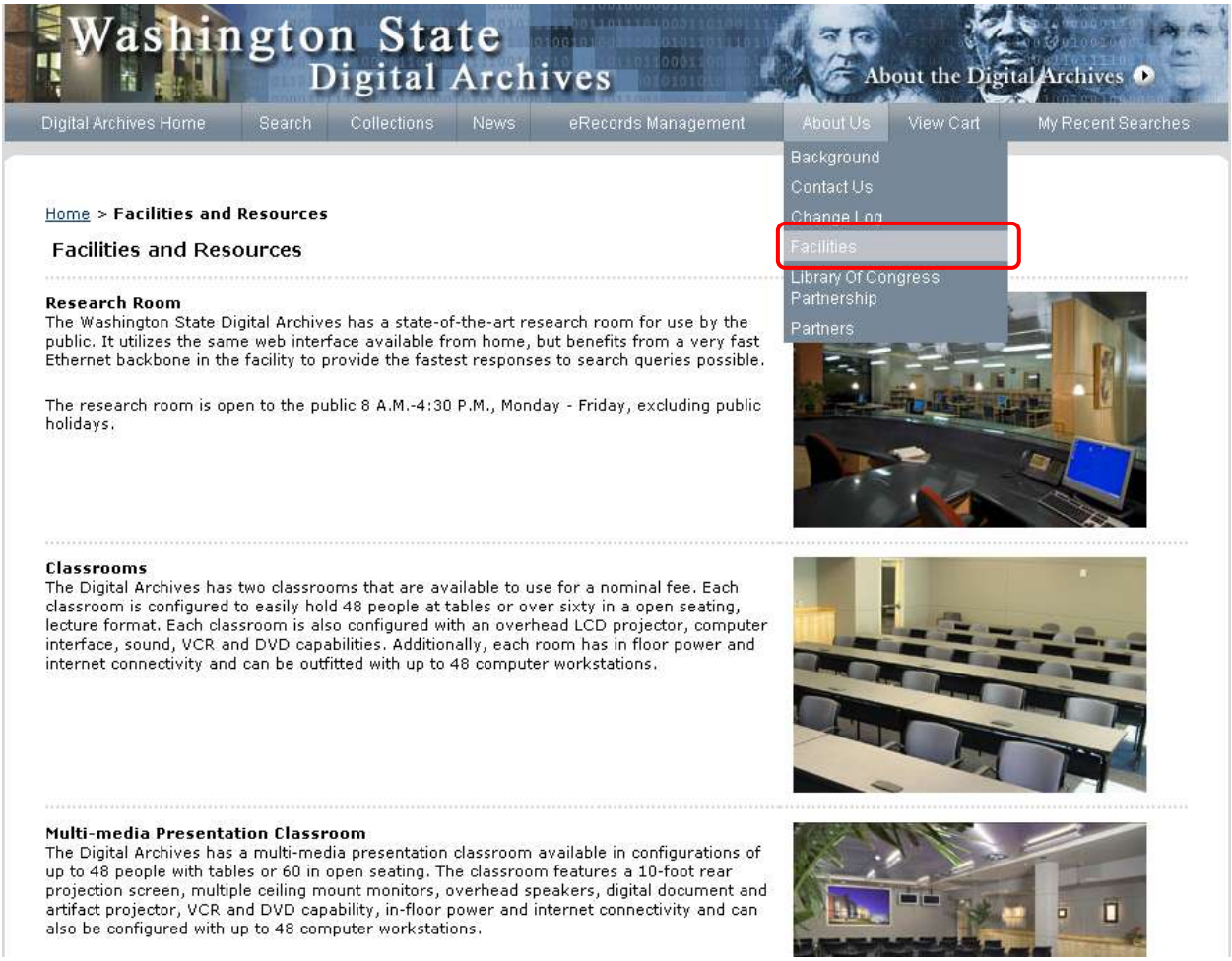


About Us – Change Log

What's a first-class Digital Archive program without a first-class facility to house it? Well, we have more than archival space and documents. We boast (proudly) several amenities to make your research easier. This page outlines them in detail, but three of our offerings are:

- high-speed web connections to all our collections in a spacious research room,
- two classrooms capable of supporting up to 48 computers for group learning and research and
- a state-of-the-art multi-media room for lectures and further classroom functions.

The building that houses the Digital Archives is not your typical State warehouse. Completed in 2004, it was built specifically for housing the paper archives as well as the hardware required to manage and support the Digital Archives.



About Us – Facilities

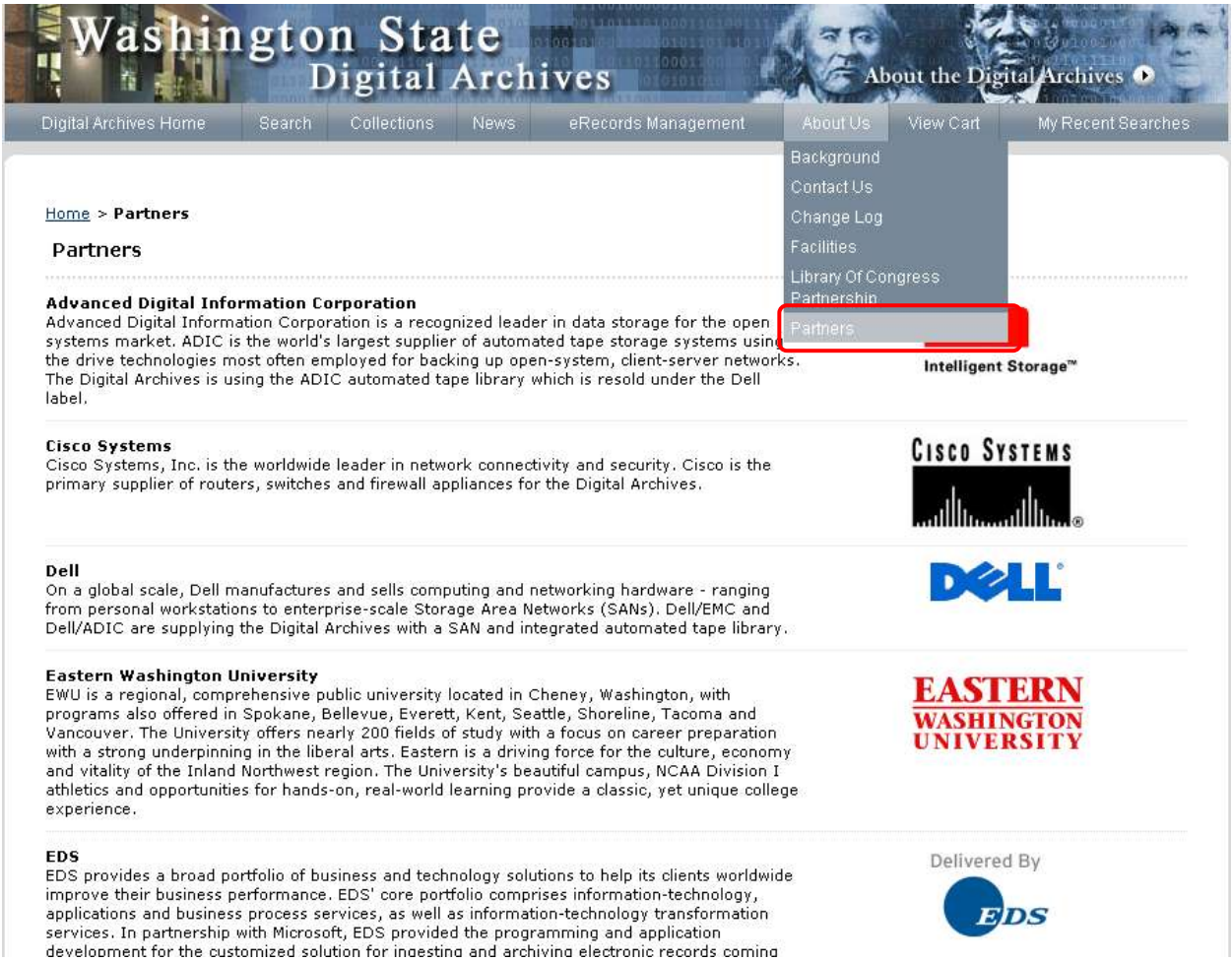
As stated earlier, we have a strong partnership with the Library of Congress in Washington DC, in an effort to bring digital archives together from around the nation. Our leadership in the area of Digital Archiving has made Washington State the trend-setter (and envy) of the nation.

In addition to the Library of Congress, we currently partner with several states:

Colorado	Illinois	Indiana	Louisiana
Montana	Nevada	North Carolina	Oregon

About Us – Library of Congress Partnership

The Digital Archives couldn't exist without support from each of our partners. From Eastern Washington University, which hosts our building, to Dell, Cisco and Microsoft (to name a few) supplying our technology infrastructure, the Digital Archives is the culmination of joint efforts by all to preserve our State's heritage and history. And all of this is available to the public, either onsite in Cheney, Washington, from 8:00 to 4:30, Monday through Friday, or online 24 hours a day, seven days a week at http://www.digitalarchives.wa.gov/.



About Us – Partners

Manager to Checkstand 5!

The Digital Archives allows online purchasing of items using your major credit card. When I passed through the line, I had an empty cart…

Shopping Cart

Save a Search, Save Time

As a user of our website, a feature that can make your life easier is our “Recent Searches.” Each time you run a search, the criteria is saved so you don’t have to enter the same search criteria every time. Just jump to the “My Recent Searches” page and click on the search that you have come to know and love so well! However the saved search list only lasts as long as you’re on our website; so once you close the site, the search list goes away. But while you’re visiting our site, your time can be better spent on researching, rather than “re-searching!”

My Recent Searches

Search the Record Series

People Search

Open your browser, navigate to the Digital Archives website www.digitalarchives.wa.gov and click on the “People Search” tab. (figure 1)

figure 1

Using the “People Search” feature, users can search a record series using a First Name and/or a Last Name. In the “Record Series” drop down list, select “Institution Records.” Enter “J” in the “First Name” box and “Smith” in the “Last Name” box. Next, click the “Search” button. (figure 2)

figure 2

The application will navigate to the “Detailed Search” page. Under “Search Results,” there will be a Record Series name (“Institution Records”) with a link (Show All Records), a plus sign and the number of records returned by the search (in this case, there are 41 records returned). If the list is not expanded, you can click on the plus sign to expand the Record Series into its resulting titles. (figure 3)

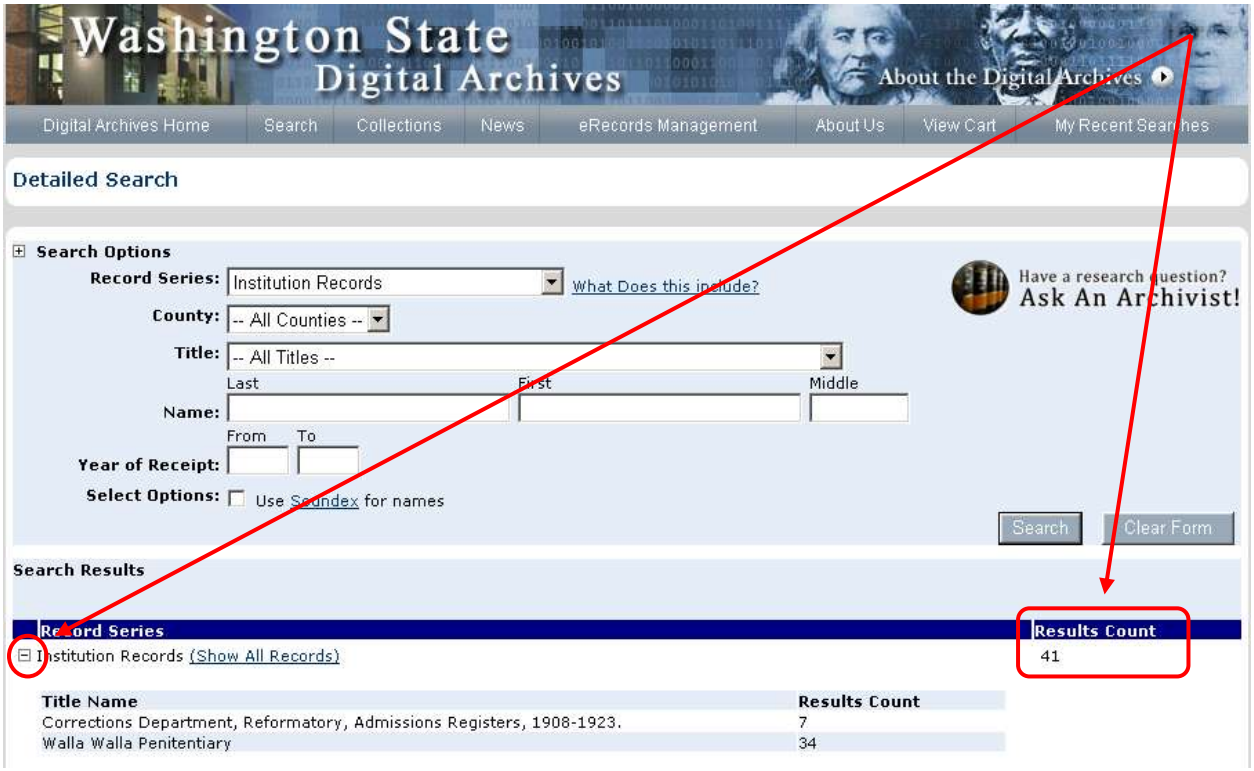


figure 3

Or, you can click on the “Show All Records” link to display a listing of all records for all titles for that specific search. (figure 4) Things to know about this view are:

1. To sort by a column, click on the white triangle in the gray box for that column.
2. To advance to another page of results, click the single blue triangle. To advance to the last page of results, click the double blue triangle.
3. To go to a specific page of results, and avoid clicking through each page, you can “jump” by selecting a page number from the drop down list.
4. To see more than 10 results per page, select a new number from the drop down list.
5. You’ll know if there is an image associated with the result if there is an small image in the image column. If not, it will say “N/A.”

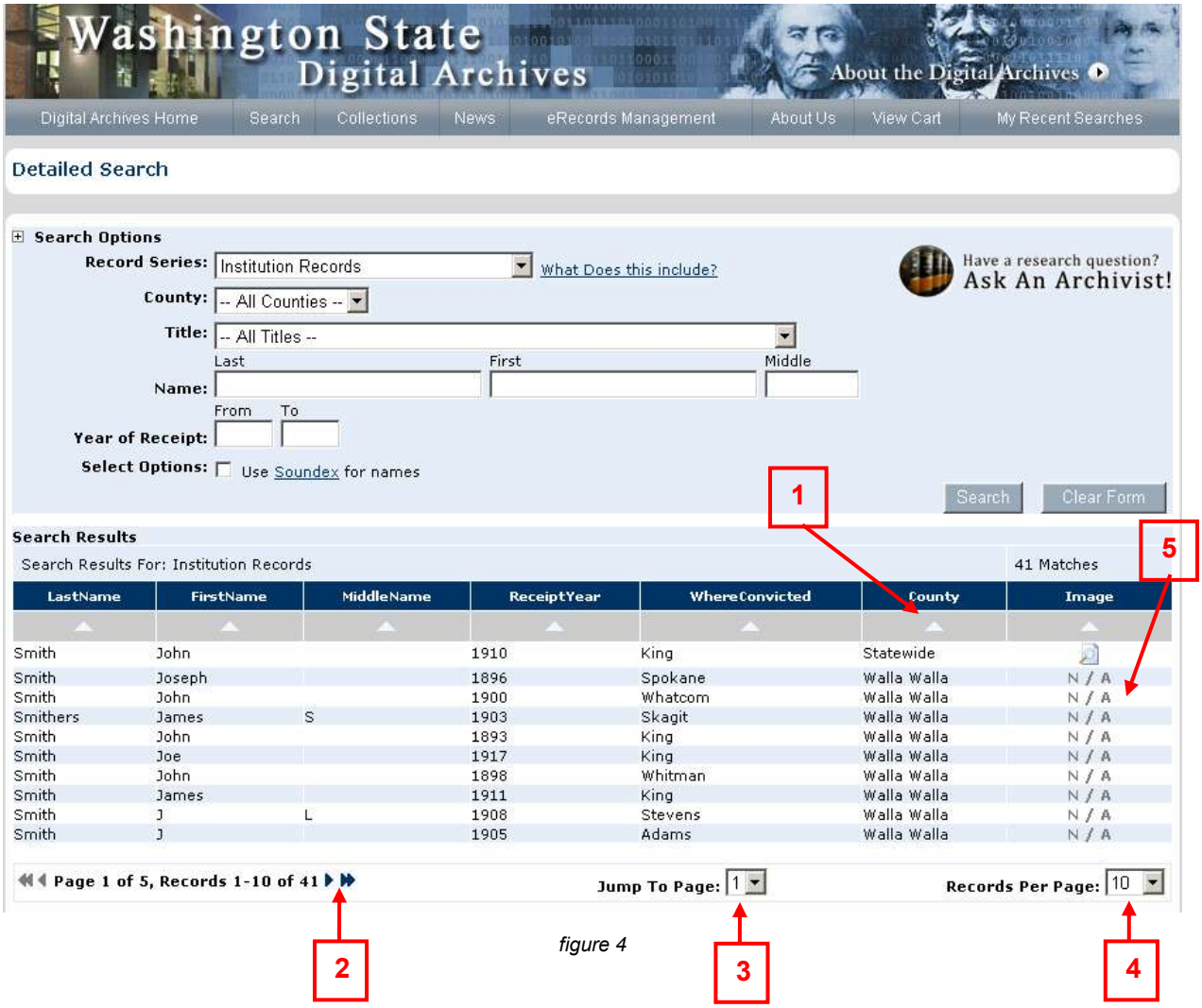


figure 4

From the Record Series/Title Name result page, click on the title you want to view. It will highlight yellow when your mouse is over the record. Notice that there are 34 results for "Walla Walla Penitentiary." (figure 5)

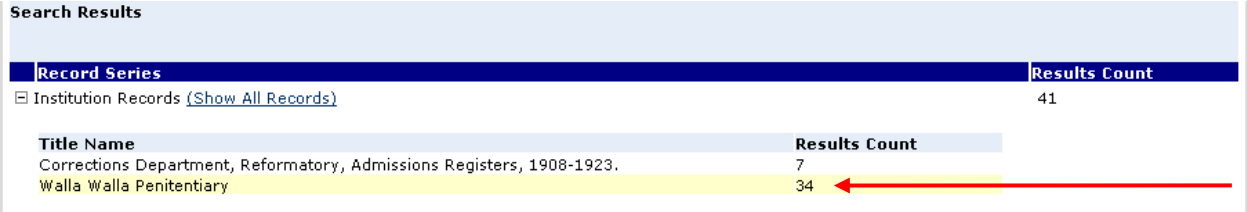


figure 5

Once "Walla Walla Penitentiary" is selected, the page will change the results count to 34 from 41 because you are now looking at a single title instead of the entire search result. You'll also notice that the page has changed to look like the "Show All Records" page (previous figure 4). Click on the record you want to view ("Joseph Smith/1896"). It will highlight yellow when your mouse is over the record. Based on the information found with figure 4, you'll notice that there won't be an image associated with this record. (figure 6)

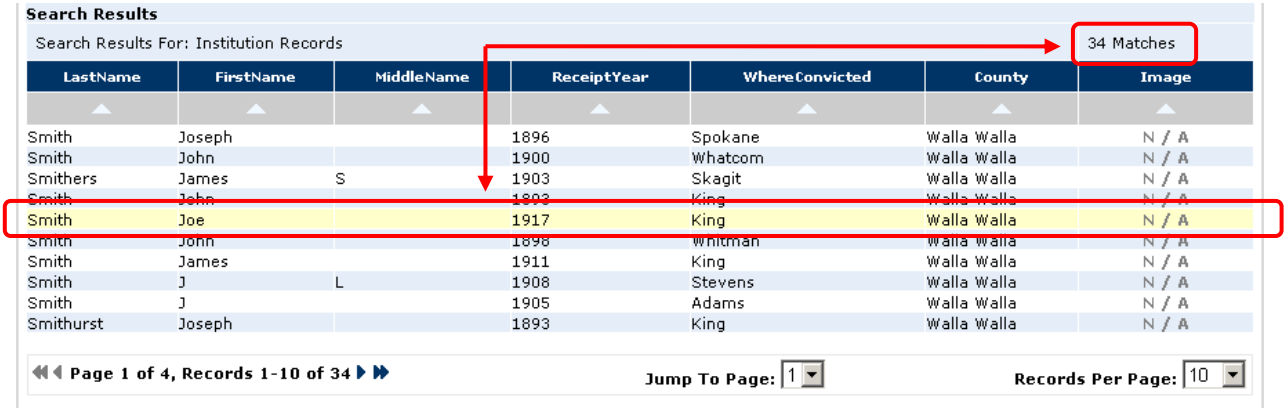
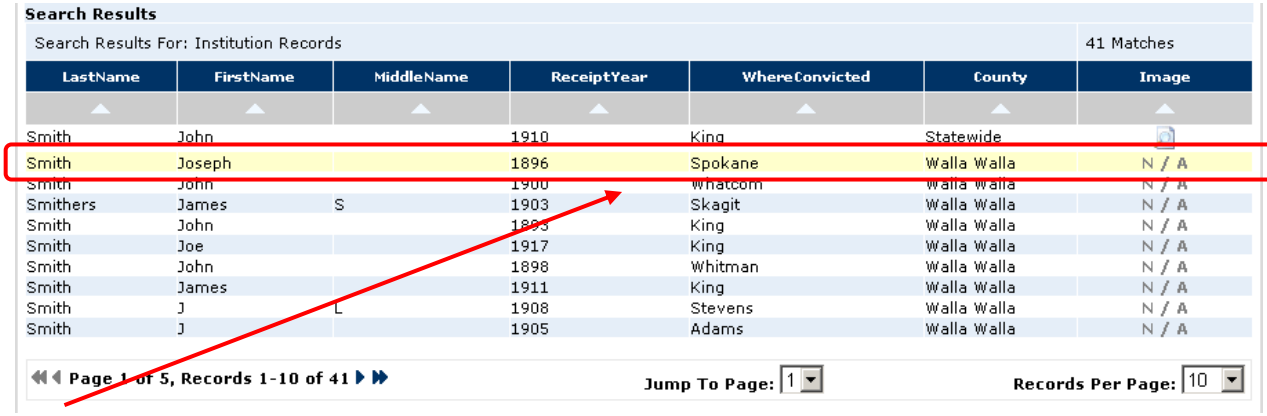


figure 6

From the “Show All Records” page, selecting the record is the same as shown in figure 6. Click on the record you want to view (“Joseph Smith/1896”). It will highlight yellow when your mouse is over the record. (figure 7)



Search Results

Search Results For: Institution Records — 41 Matches

LastName	FirstName	MiddleName	ReceiptYear	WhereConvicted	County	Image
Smith	John		1910	King	Statewide	
Smith	Joseph		1896	Spokane	Walla Walla	N / A
Smith	John		1900	Whatcom	Walla Walla	N / A
Smithers	James	S	1903	Skagit	Walla Walla	N / A
Smith	John		1893	King	Walla Walla	N / A
Smith	Joe		1917	King	Walla Walla	N / A
Smith	John		1898	Whitman	Walla Walla	N / A
Smith	James		1911	King	Walla Walla	N / A
Smith	J	L	1908	Stevens	Walla Walla	N / A
Smith	J		1905	Adams	Walla Walla	N / A

Page 1 of 5, Records 1-10 of 41 — Jump To Page: 1 — Records Per Page: 10

figure 7

The application will navigate to the “View Record” page where the metadata of the record selected is located on the left and the image on the right. To view the image, if there is one associated with the record, click on the icon in the “Available Images” box. It will expand into a viewable image through the DJVU browser or it will give you an option to save it as a JPEG file. To add a comment or question, click on the “Add Comments or Questions” button. (figure 8)

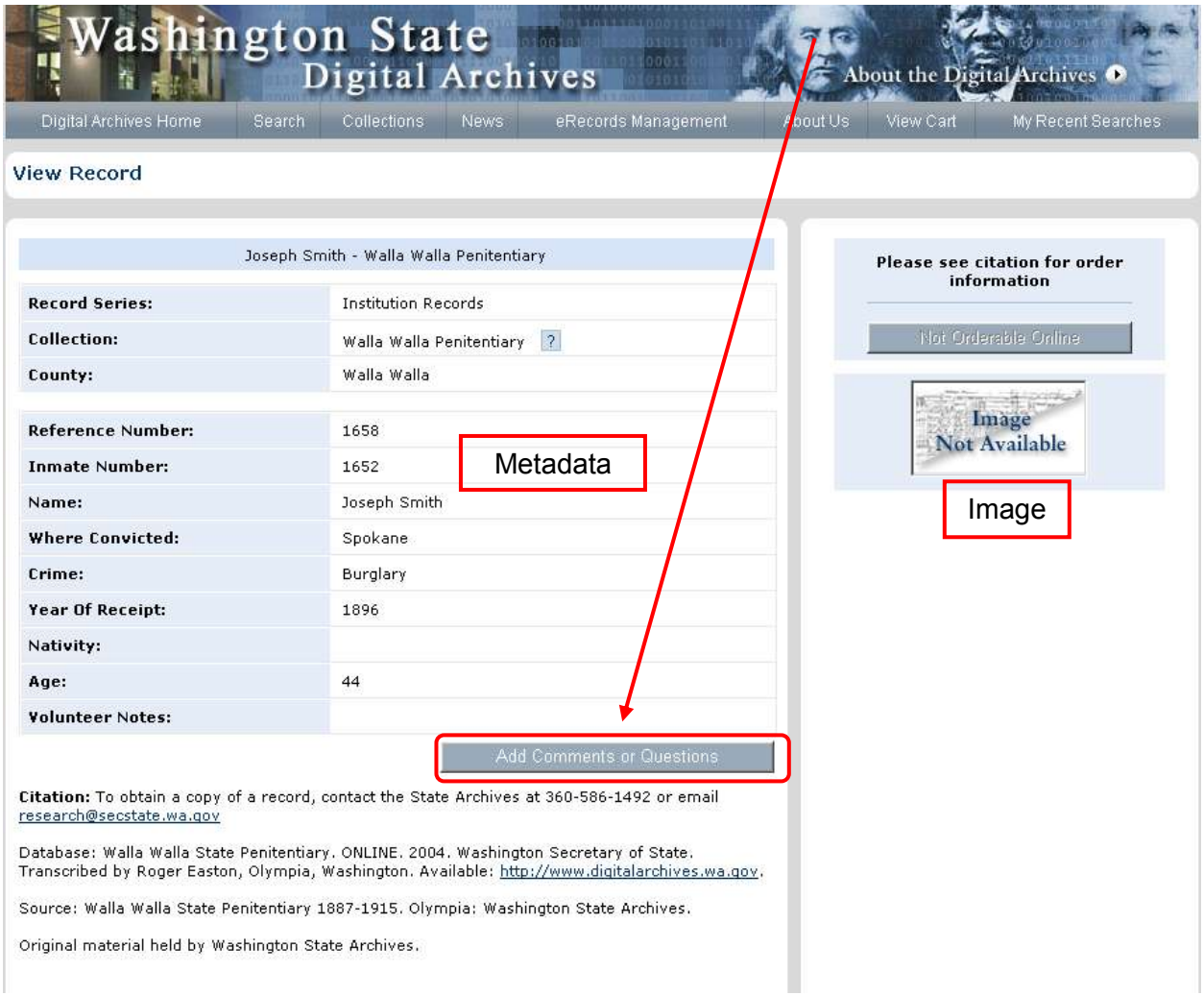


figure 8

The instructions for this page are fairly self-explanatory. “Questions” are for alledged transcription errors, “Comments” are for extra information not found in the record. Click the appropriate radio button to identify what type of note you are sending. When finished, click the “Submit” button. (figure 9)

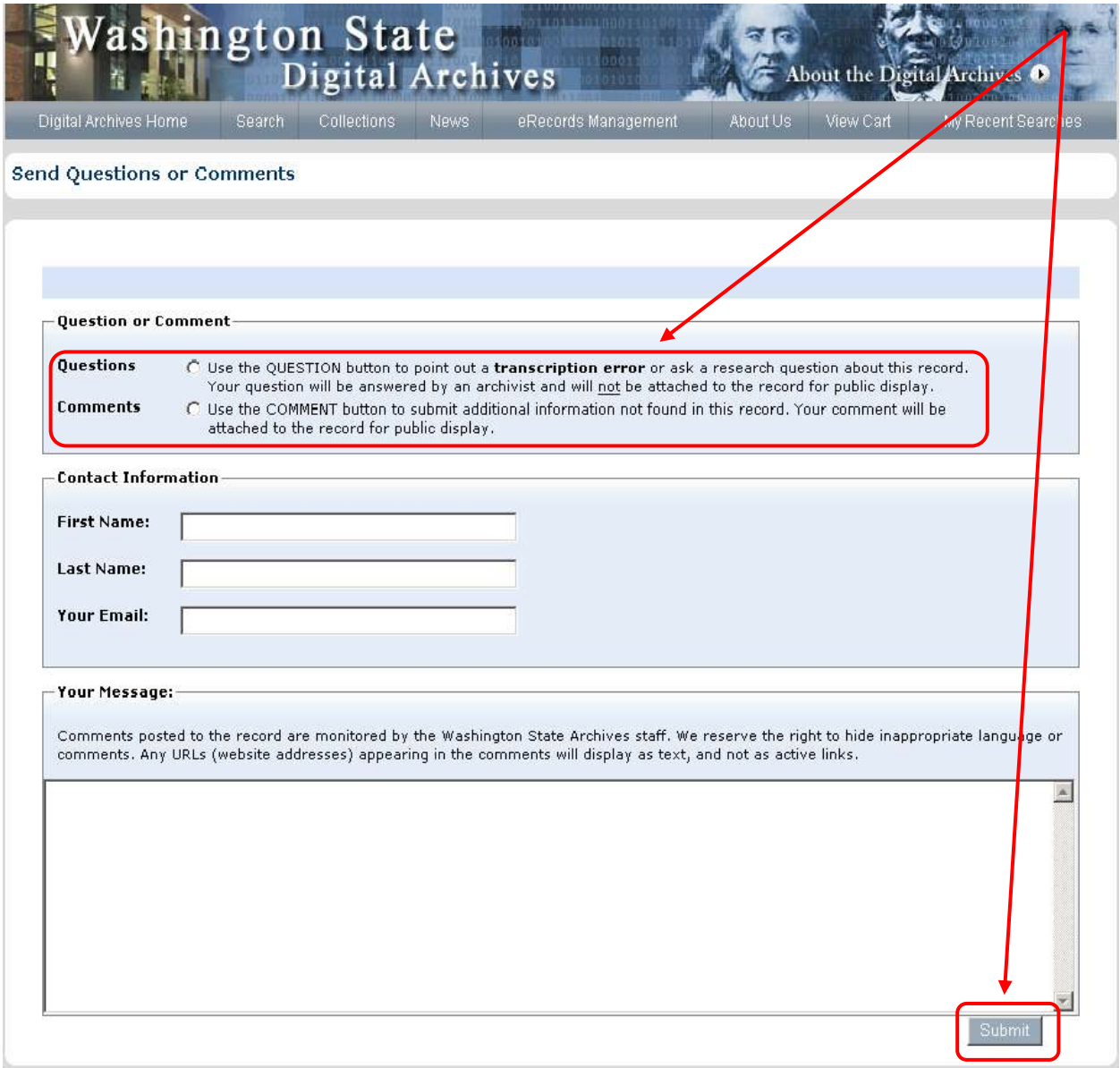


figure 9

An example of the default (DJVU) browser. Please go to Appendix C, “The DJVU Image Tool Bar” for information on what the DJVU toolbar buttons can do. (figure 10)

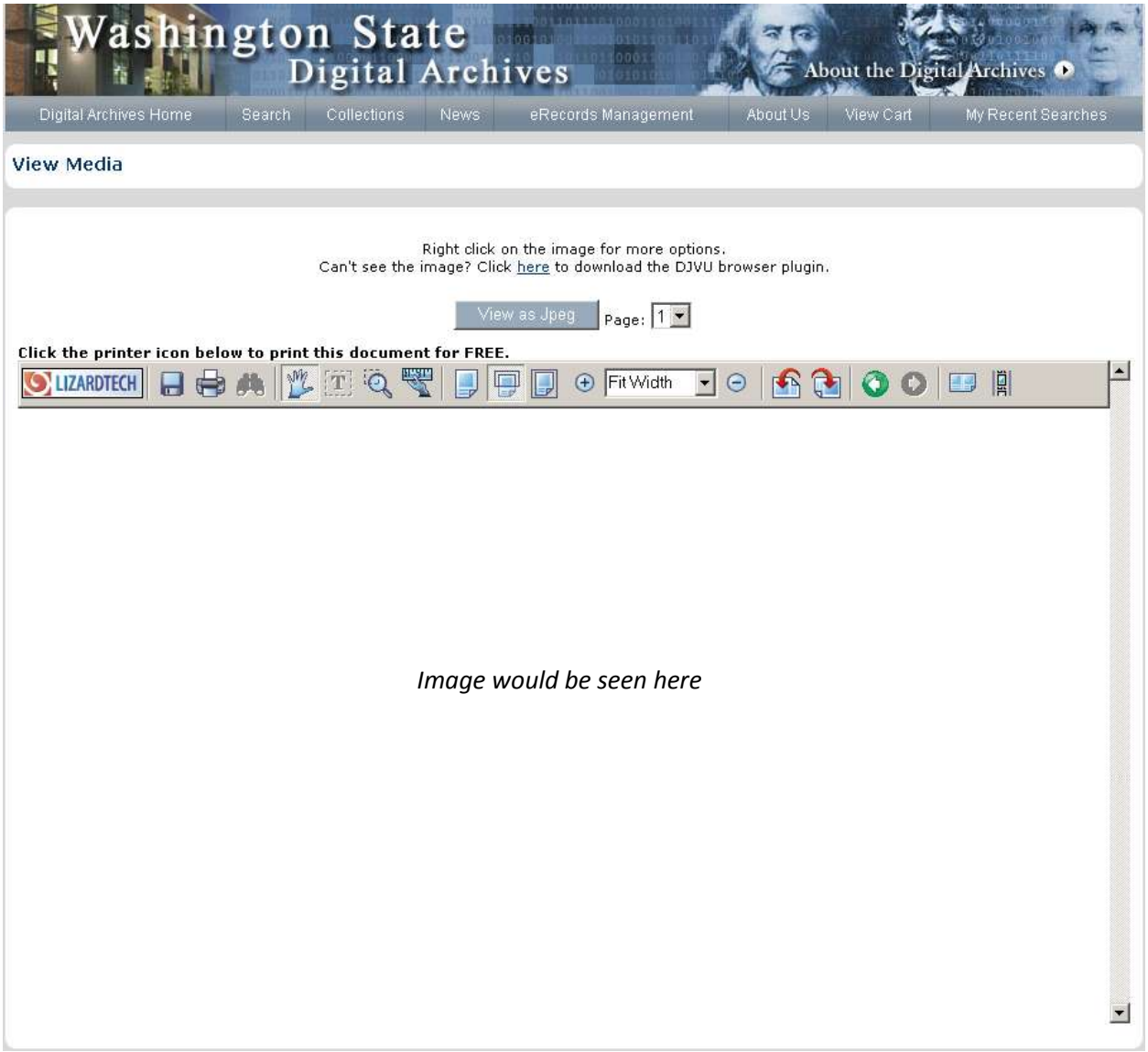


figure 10

To begin another search, users may clear the form of their selected Record Series by clicking the “Clear Form” button. (figure 11)

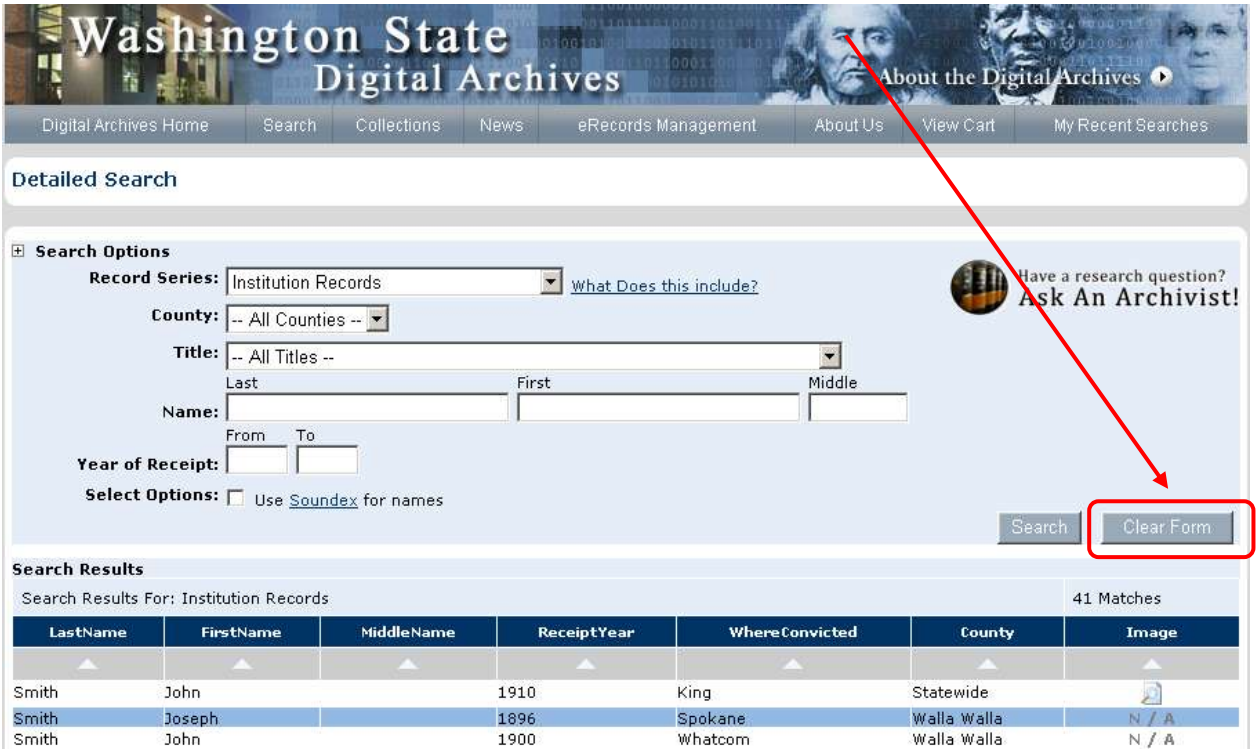


figure 11

The form is now cleared and ready for another search. (figure 12)

figure 12

Detailed Search

Open your browser and navigate to the Digital Archives website (www.digitalarchives.wa.gov).

To do a Detailed Search, select the “Detailed Search” tab or the “Detailed Search” link next to the “Record Series” drop down list. The application will navigate to the “Detailed Search” page. (figure 13)

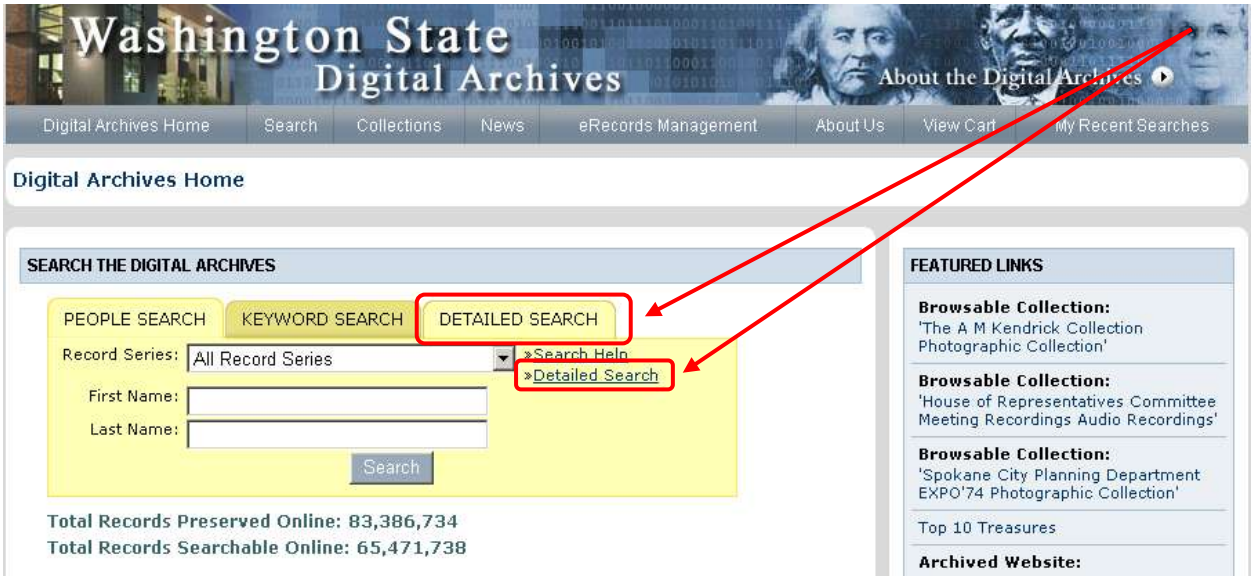


figure 13

On the “Detailed Search” page, under the “Search Options,” select “Institution Records” in the “Record Series” drop down list. (figure 14)

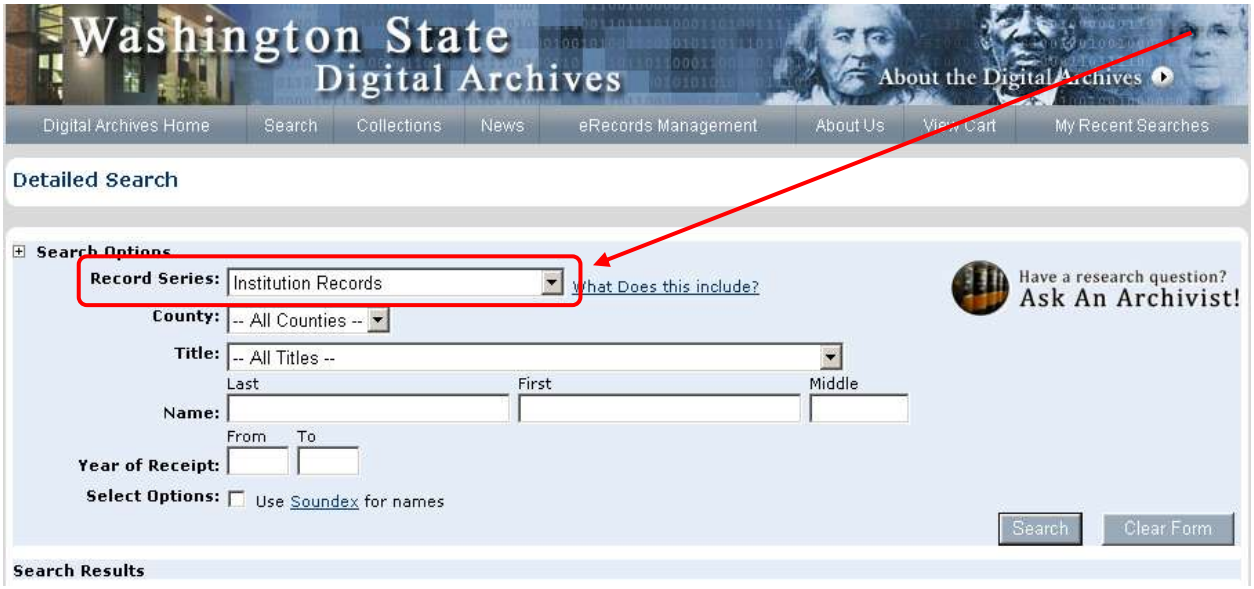


figure 14

By clicking the “What Does this include?” link next to the “Record Series” drop down list, you will be shown a page with all of the available titles for that specific record series. (figure 15)

figure 15

This page displays the available titles for the “Institution Records” record series. You can search within a title by clicking on it. It will highlight yellow when your mouse is over the record. (figure 16)

figure 16

This page allows searching of the specific title. (figure 17)

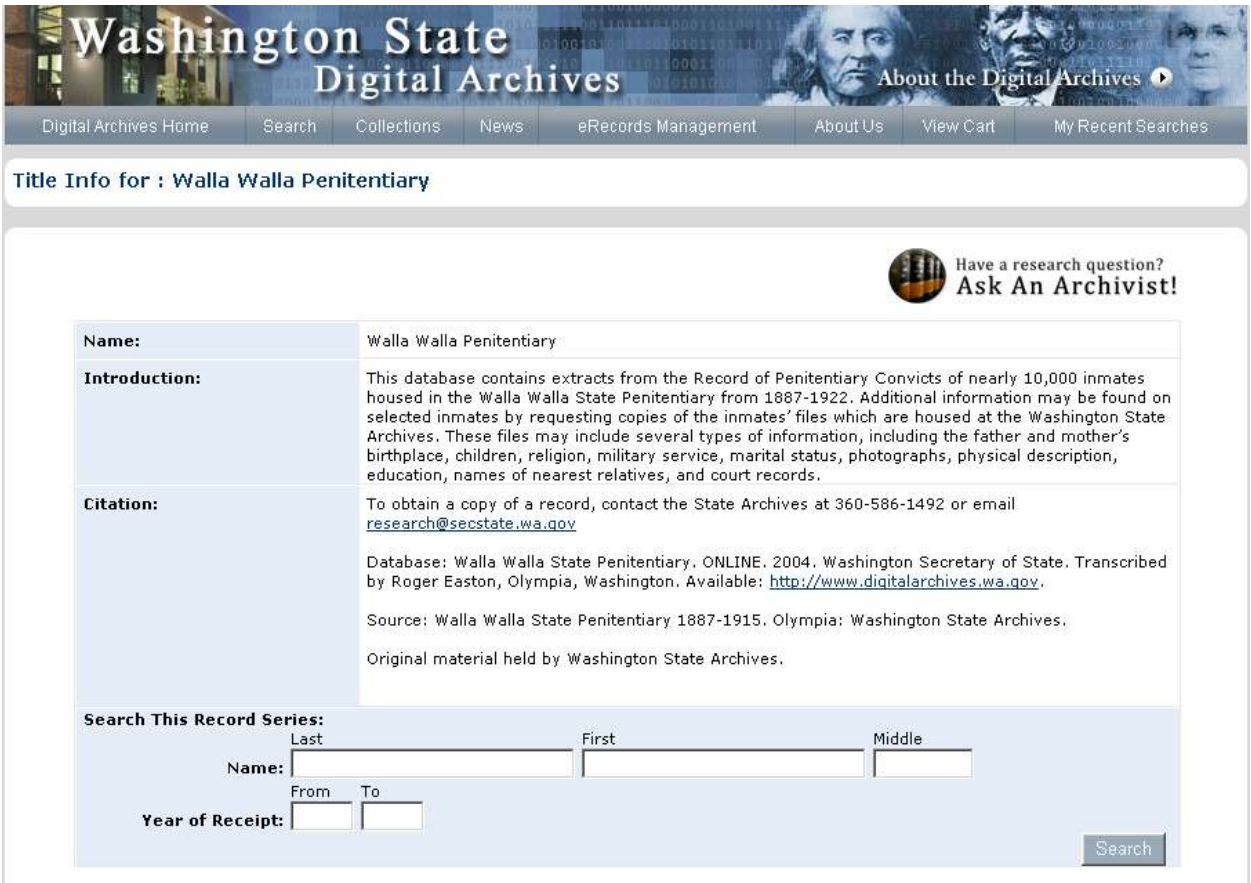


figure 17

Meanwhile, back at the main “Detailed Search” page…

To search for a specific record, select “Walla Walla Penitentiary” in the “Title” drop down list. Type “Smith” in the “Last” box for “Name.” If the text you’re entering is longer than the box will allow, that’s OK. It should get you close enough. Type “1896” in both “Year of Receipt” boxes (“From” and “To”). Click on the “Search” button. (figure 18)

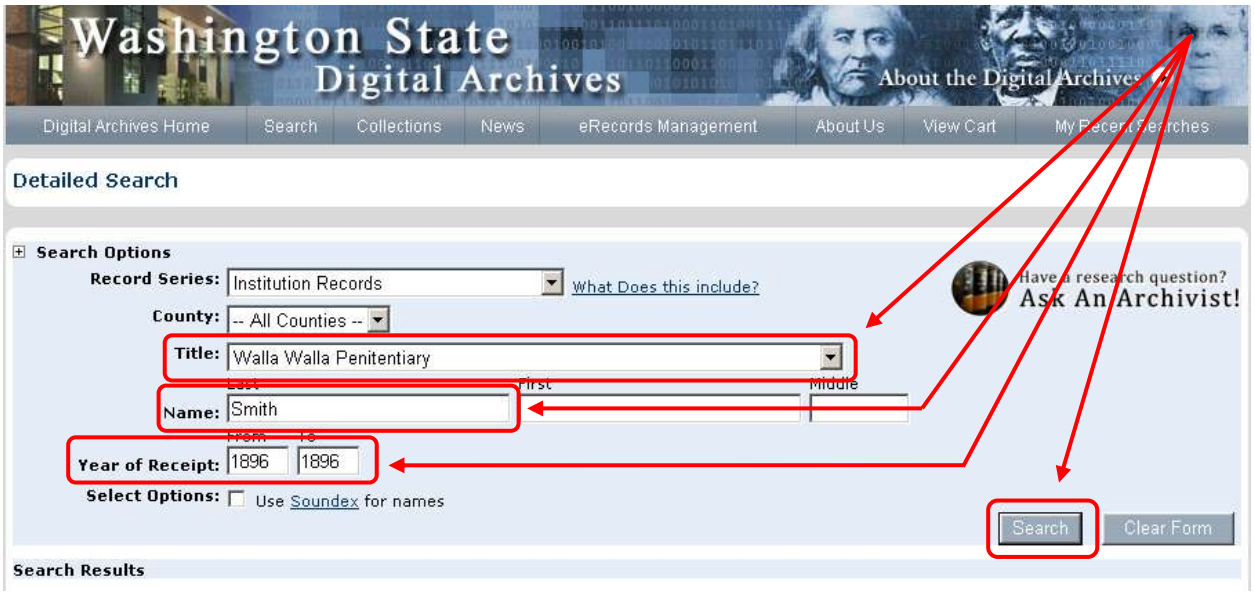


figure 18

Four matches were found to be associated with this search criteria. To view the record, click on it. It will highlight yellow when your mouse is over the record. (figure 19)

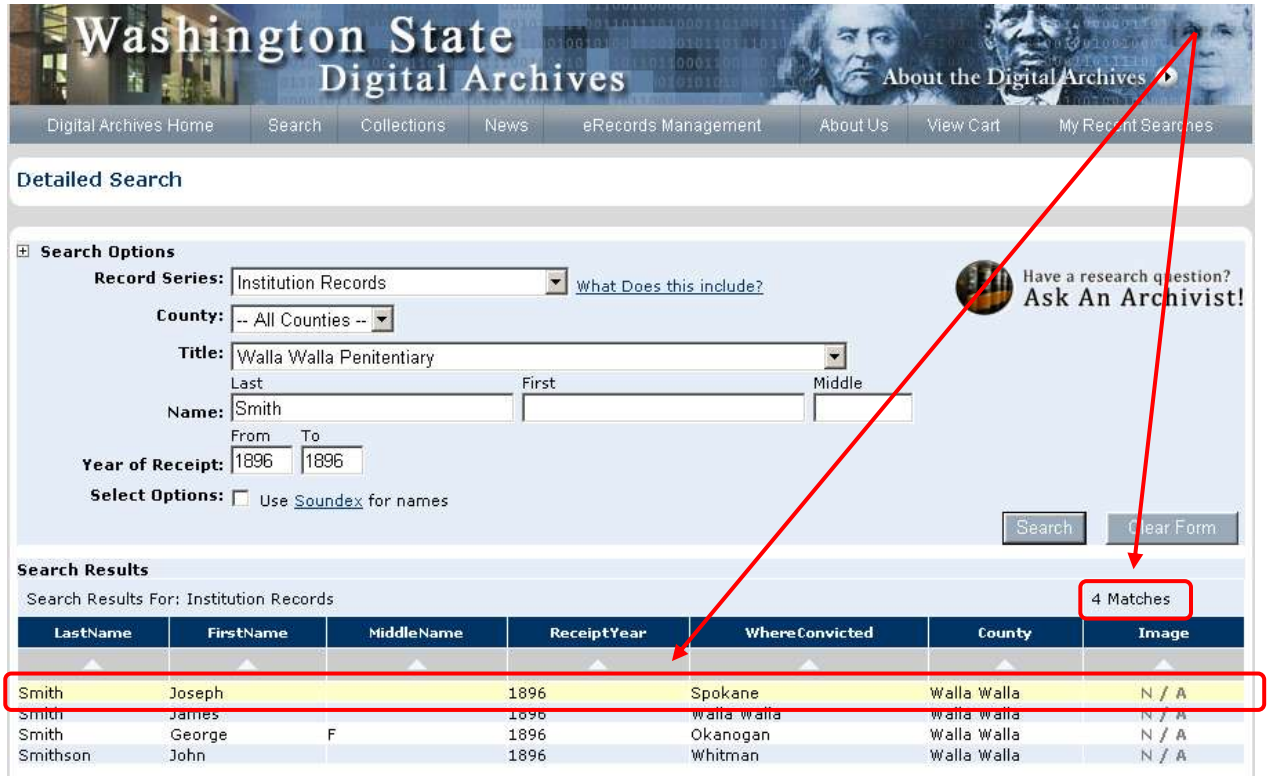


figure 19

The application will navigate to the “View Record” page where the metadata of the record selected is located on the left and the image on the right. To view the image, if there is one associated with the record, click on the icon in the “Available Images” box. It will expand into a viewable image through the DJVU browser or it will give you an option to save it as a JPEG file. To add a comment or question, click on the “Add Comments or Questions” button. (figure 20)

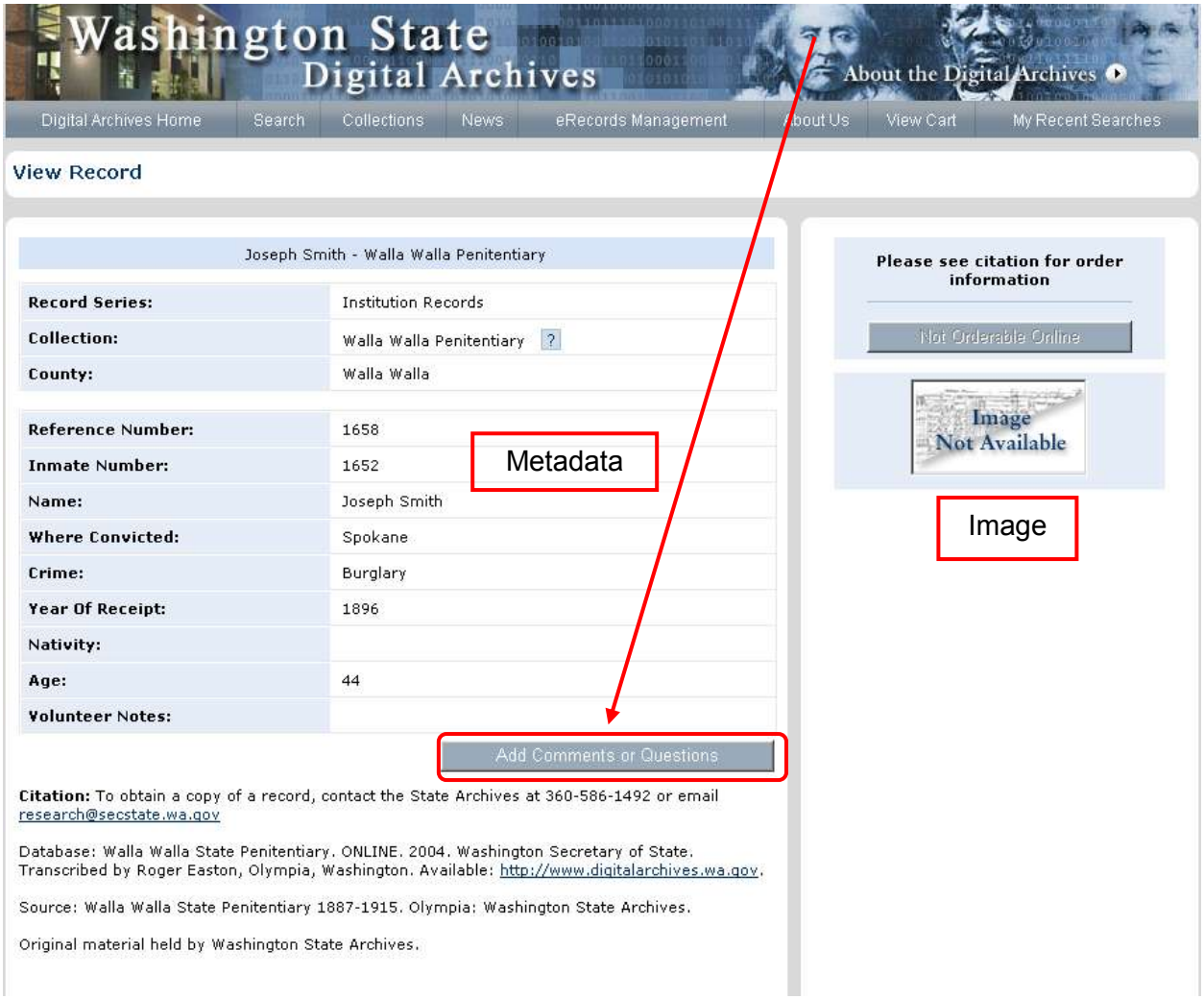


figure 20

The instructions for this page are fairly self-explanatory. “Questions” are for alledged transcription errors, “Comments” are for extra information not found in the record. Click the appropriate radio button to identify what type of note you are sending. When finished, click the “Submit” button. (figure 21)

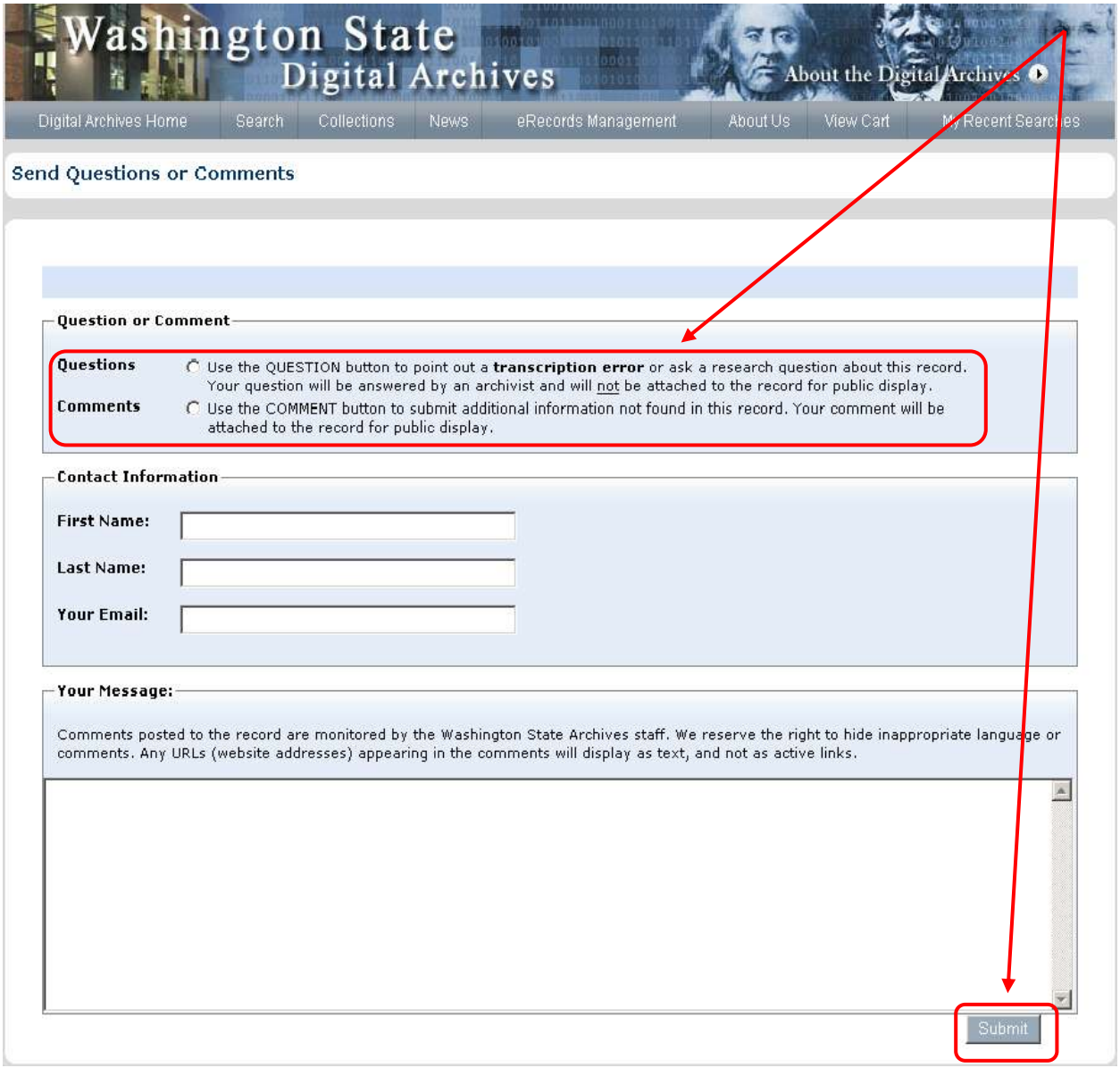


figure 21

An example of the default (DJVU) browser. Please go to Appendix C, “The DJVU Image Tool Bar” for information on what the DJVU toolbar buttons can do. (figure 22)

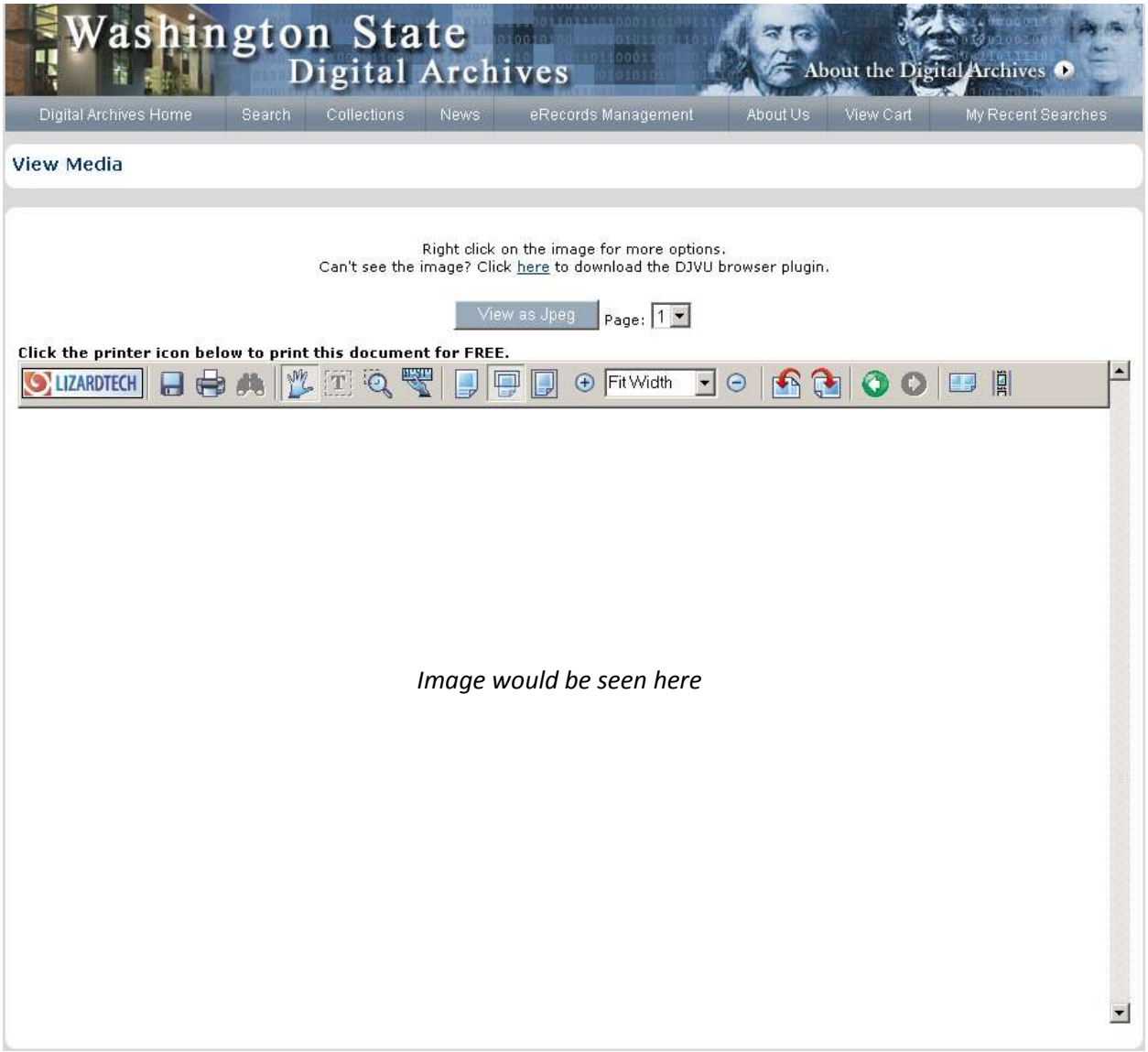


figure 22

To begin another search, users may clear the form of their selected Record Series by clicking the “Clear Form” button. (figure 23)

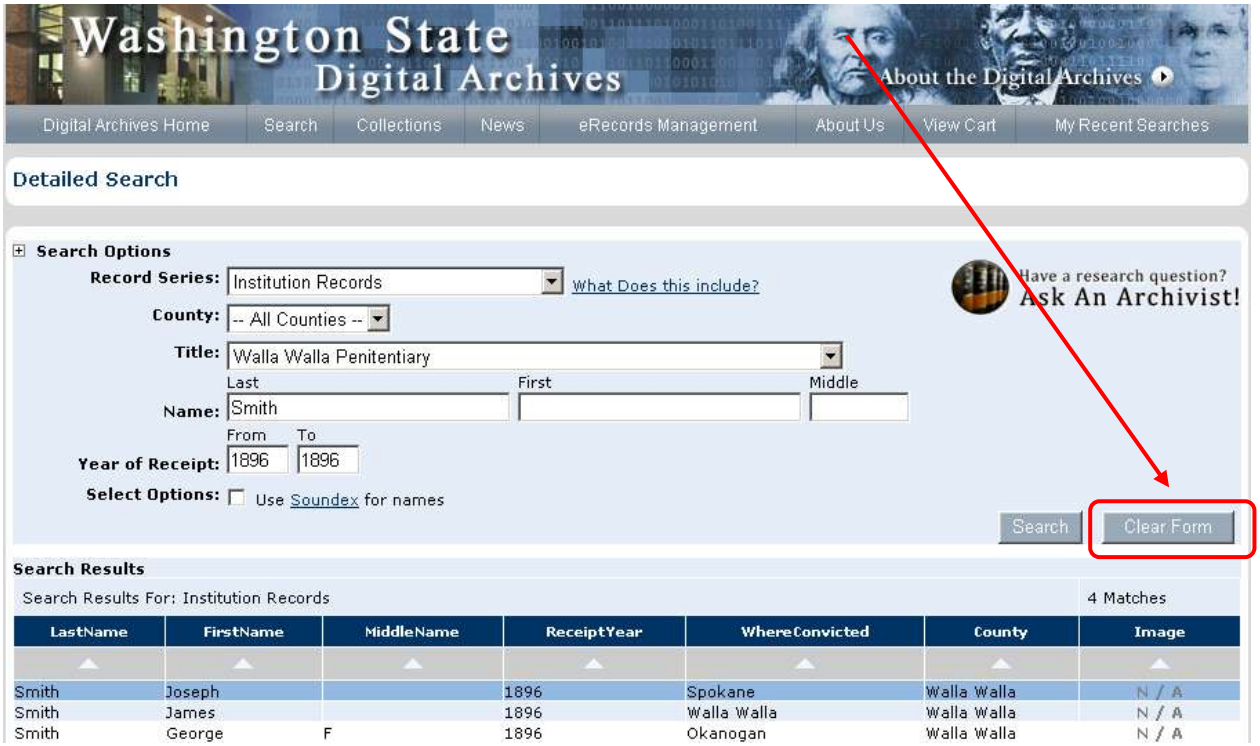


figure 23

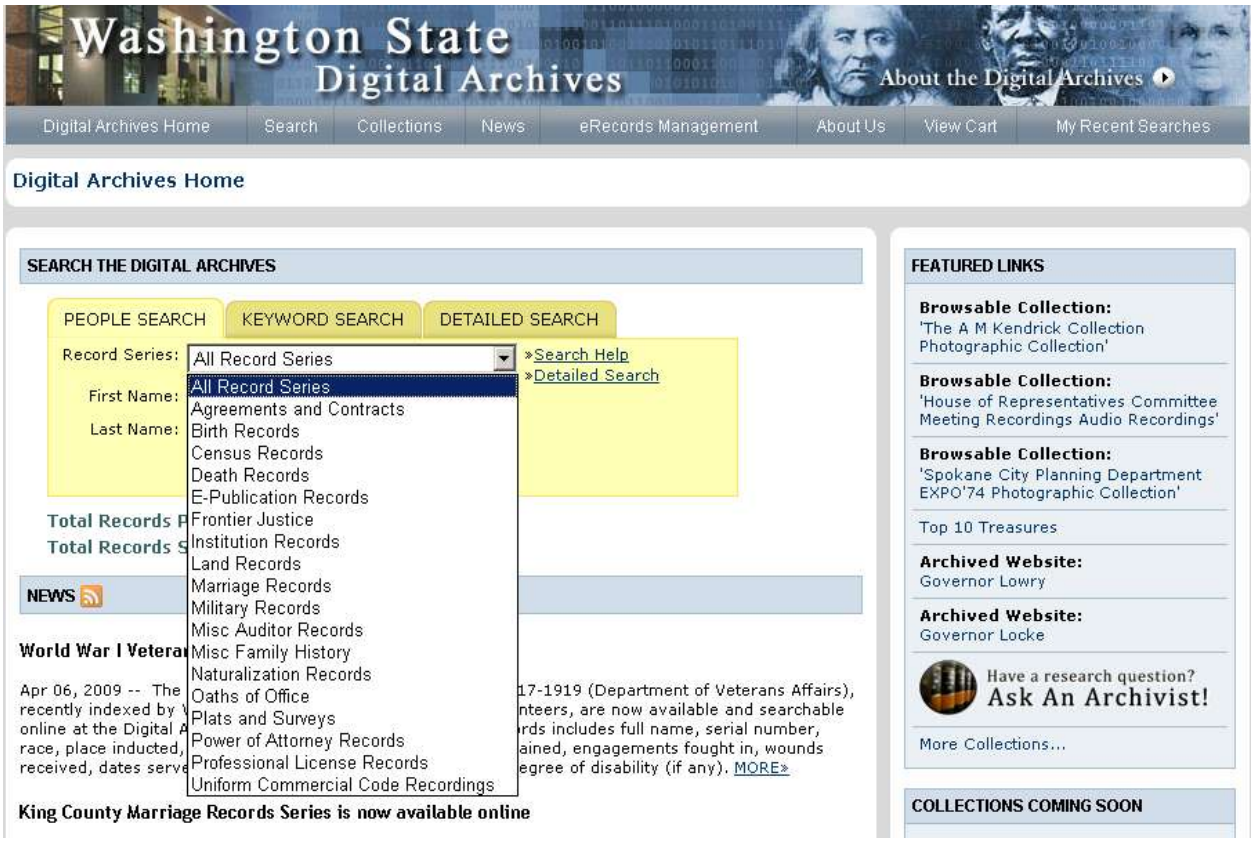
The form is now cleared and ready for another search. (figure 24)

figure 24

Appendix A

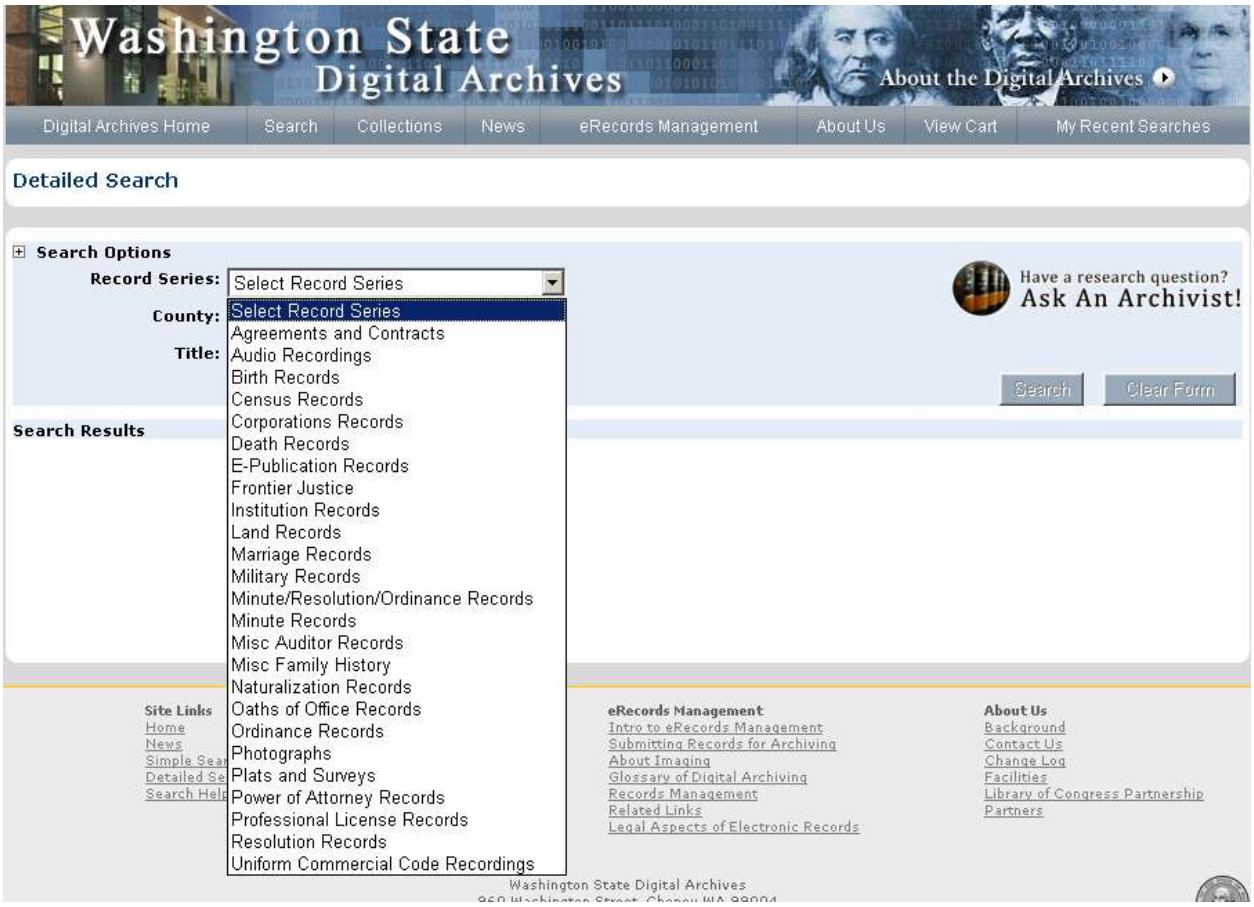
Searchable Record Series

Record Series available for searching by “People:”



Record Series available for searching by “Keyword:”

Record Series available for searching by “Details:”



Appendix B

Summary of Searches by Type

People Search (available record series)

- Agreements and Contracts
- Birth Records
- Census Records
- Death Records
- E-Publication Records
- Frontier Justice
- Institution Records
- Land Records
- Marriage Records
- Military Records
- Misc Auditor Records
- Misc Family History
- Naturalization Records
- Oaths of Office Records
- Plats and Surveys
- Power of Attorney Records
- Professional License Records
- Uniform Commercial Code Recordings

Keyword Search (available record series)

- Audio Records
- Corporation Records
- E-Publication Records
- Frontier Justice
- Land Records
- Minute Records
- Minute/Resolution/Ordinance Records
- Ordinance Records
- Photographs
- Plats and Surveys
- Resolution Records

Detail Search (available record series)

- Agreements and Contracts
- Audio Records
- Birth Records
- Census Records
- Corporation Records
- Death Records
- E-Publication Records
- Frontier Justice
- Institution Records
- Land Records
- Marriage Records
- Military Records
- Minute Records
- Minute/Resolution/Ordinance Records
- Misc Auditor Records
- Misc Family History
- Naturalization Records
- Oaths of Office Records
- Ordinance Records
- Photographs
- Plats and Surveys
- Power of Attorney Records
- Professional License Records
- Resolution Records
- Uniform Commercial Code Recordings

Summary of Searches by Record Series

Agreements and Contracts

- People Search
- Detail Search

Audio Records

- Keyword Search
- Detail Search

Birth Records

- People Search
- Detail Search

Census Records

- People Search
- Detail Search

Corporation Records

- Keyword Search
- Detail Search

Death Records

- People Search
- Detail Search

E-Publication Records

- People Search
- Keyword Search
- Detail Search

Frontier Justice

- People Search
- Keyword Search
- Detail Search

Institution Records

- People Search
- Detail Search

Land Records

- People Search
- Keyword Search
- Detail Search

Marriage Records

- People Search
- Detail Search

Military Records

- People Search
- Detail Search

Minute Records

- Keyword Search
- Detail Search

Minute/Resolution/Ordinance Records

- Keyword Search
- Detail Search

Misc Auditor Records

- People Search
- Detail Search

Misc Family History

- People Search
- Detail Search

Naturalization Records

- People Search
- Detail Search

Oaths of Office Records

- People Search
- Detail Search

Ordinance Records

- Keyword Search
- Detail Search

Photographs

- Keyword Search
- Detail Search

Plats and Surveys

- People Search
- Keyword Search
- Detail Search

Power of Attorney Records

- People Search
- Detail Search

Professional License Records

- People Search
- Detail Search

Resolution Records

- Keyword Search
- Detail Search

Uniform Commercial Code Recordings

- People Search
- Detail Search

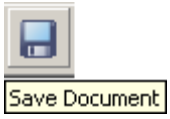
Appendix C

The DJVU Image Tool Bar

While using the DJVU browser to inspect images available through some record series, you have at your disposal ***"The Tool Bar."*** Each button has a specific action that can make your life a bit easier when looking at an image. Depending on the type of image you're looking at, the tool bar's buttons are arranged in a way that is intended to best fit the needs of that particular image. Any button that has color is called "enabled" and is functional. If the button's picture is "grayed out" (no color), it is considered "disabled" and will not work. Following is a brief explanation of each button.

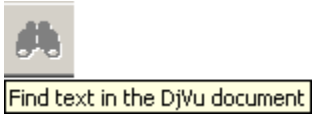
"The Tool Bar"

This is really more of an image than an actual button. Clicking this image will take you to the website where you can get the DJVU browser plug-in.



If you want to save a copy of the image you're looking at, click the **"Save Document"** button. You'll be able to save the image anywhere on your hard drive (or network) you want.

You can print a copy of the image without saving it by clicking the **"Print"** button.



If the image can be "read" by the DJVU browser, you can perform a text search within the image to find certain words or phrases by clicking the **"Find text in the DjVu document."** This is an example of a "disabled" button, which will not work.

By using the **"Pan Mode"** function, you can click anywhere on the document and, by holding down the mouse button, drag the image to view different areas. It acts the same as scrolling, but can cause the image to move in any direction.

Similarly to the "Find text in the DjVu document" button, if the image has text that can be searched, you can highlight (select) the text for a copy/paste operation. If the image

doesn't have this ability, the **"Select text"** button will be "disabled."

Using the **"Zoom selected area"** button allows you to hold down the mouse button and drag an area of the document, creating an area that will enlarge for better viewing.

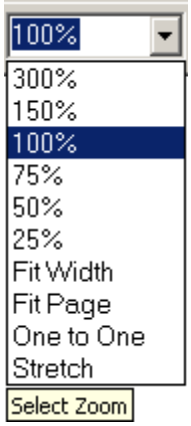
The **"Ruler"** button allows you to determine the distance between two points on the image. Move the mouse cursor to the desired point on the image, then drag the mouse to the next point. The distance will display on the image between the two points.

Clicking the **"100%"** button will display the image in the window at actual size.

Clicking the **"Fit Width"** button will display the image in the window so that the entire width is visible.

The **"Fit Page"** button will allow the display of the entire image in the window.

To zoom in by increments, click the **"Zoom In"** button. Let's say you start out at 100%. Clicking this button will take you to the next highest level of magnification. In this case, 150%. Clicking it again will enlarge the image to 300%.

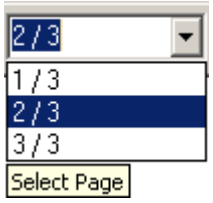


Rather than clicking the "Zoom In" and "Zoom Out" buttons, you can select the level of magnification by selecting one of the options from the **"Select Zoom"** drop down list. "Fit Width" and "Fit Page" duplicate the functionality of those buttons.

To zoom out by increments, click the **"Zoom Out"** button. Let's say you start out at 100%. Clicking this button will take you to the next lowest level of magnification. In this case, 75%. Clicking it again will reduce the image to 50% and so on.

If you want to skip to the first page of a multiple page image, click the **"First Page"** button. This is very handy if you're on say, page 32 of a 78 page image, and want to go back to page one. Rather than clicking "Previous Page" 32 times, click "First Page" once and BINGO… you're there!

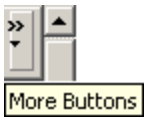
Suppose you want to move back only a few pages. Clicking the **"Previous Page"** button will take you back one page per click.



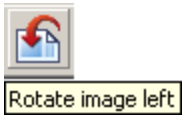
In the case of a 78 page image, you can "jump" to any page you wish by selecting it in the **"Select Page"** drop down list. If you're on page 32, and want to go back to page 10, you could click the "First Page" button, then "Next Page" 10 times. Or you could select the page you want from this drop down list and go directly to the page you want.

Suppose you want to move forward only a few pages. Clicking the **"Next Page"** button will move you forward one page per click.

So you're one of those people who like looking at the end of the book to see "whodunit." Instead of clicking through every page in a multiple page image, you can click the **"Last Page"** button. Just as the "First Page" button takes you to the beginning, the "Last Page" button takes you to the end.

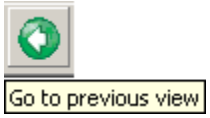


Depending on the type of image you're viewing, you may not see all fo the available buttons. If you see a **"More Buttons"** button like this, click it to see a small grid with… you guesed it… more buttons on it! The following buttons were on the grid for the image I used in this example; but some may be visible for you from the get-go. Click it anyway to see what's there.

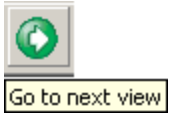


Sometimes an image is sideways in the browser. To rotate the image to the **left** 90 degrees, click the **"Rotate image left"** button.

There may be another image sideways in the browser. To rotate the image to the **right** 90 degrees, click the **"Rotate image right"** button.



Whatever the setting were for a previous viewing of the image, you can return to them by clicking this button. If the magnification was 150%, and you're now at 50%, you can return to the previous magnification by clicking **"Go to previous view."** It operates similarly to the "Back" button in your web browser.



Whatever the setting were for a previous viewing of the image, you can return to them by clicking this button.

Before you start scratching your head, what I mean is if you were looking at the image at 150%, but previously were viewing it at 50%, then clicked the "Go to previous view" button to return to the 50% view… <deep inhale>

you can return to the previous magnification (150%) by clicking **"Go to next view."** It operates similarly to the "Forward" button in your web browser.

In a multiple page image, you can view either one or two pages in the browser. Clicking the **"Double/Single page view"** button will allow you to toggle between the two settings.

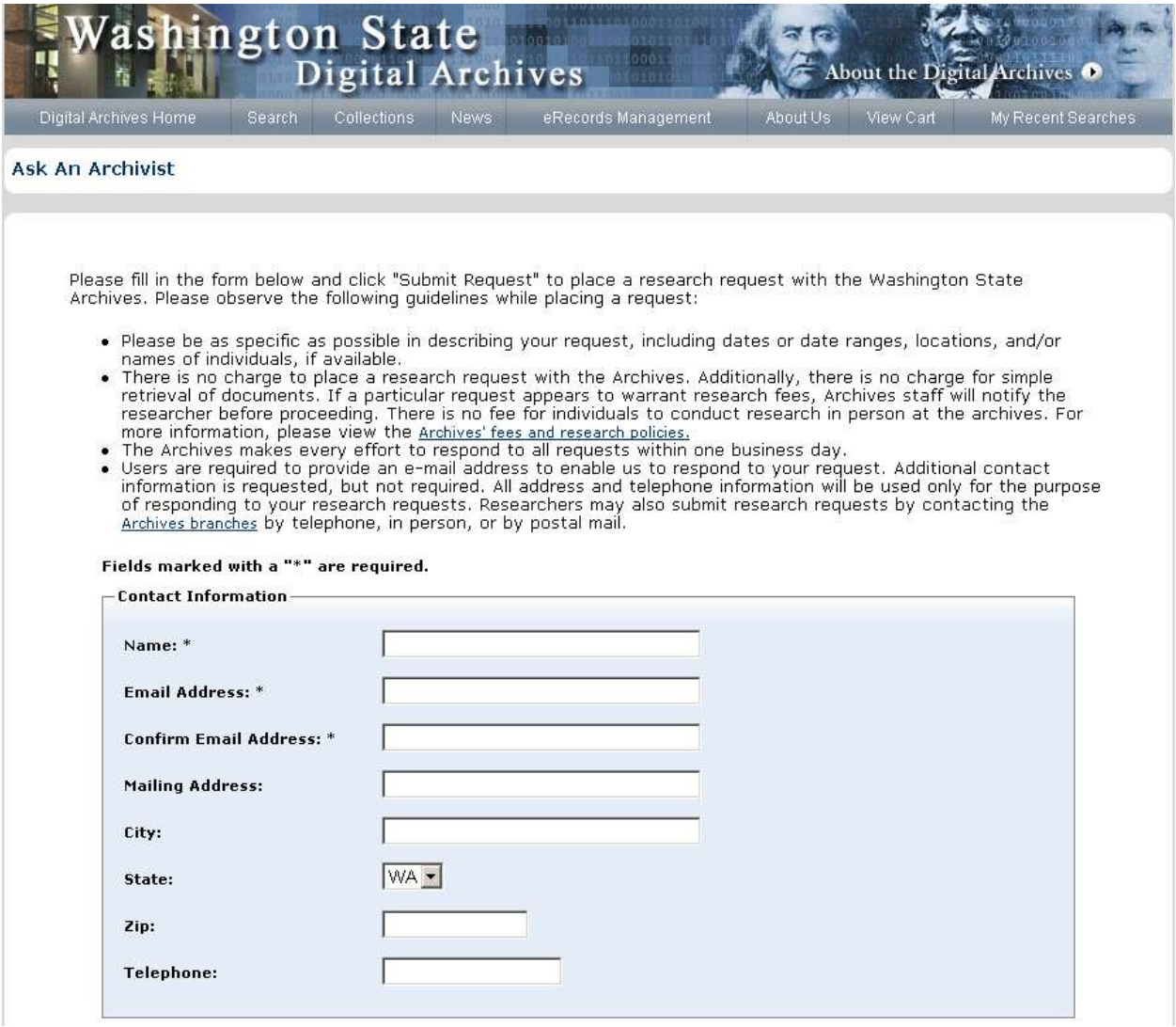
Clicking the **"Show/Hide Thumbnail"** button will either hide or show a strip of "thumbnail" (small) images on the left side of the browser window. Clicking on a thumbnail image will take you to that page immediately. It works similarly to the "Select Page" drop down list, only is a more visual method.

Appendix D

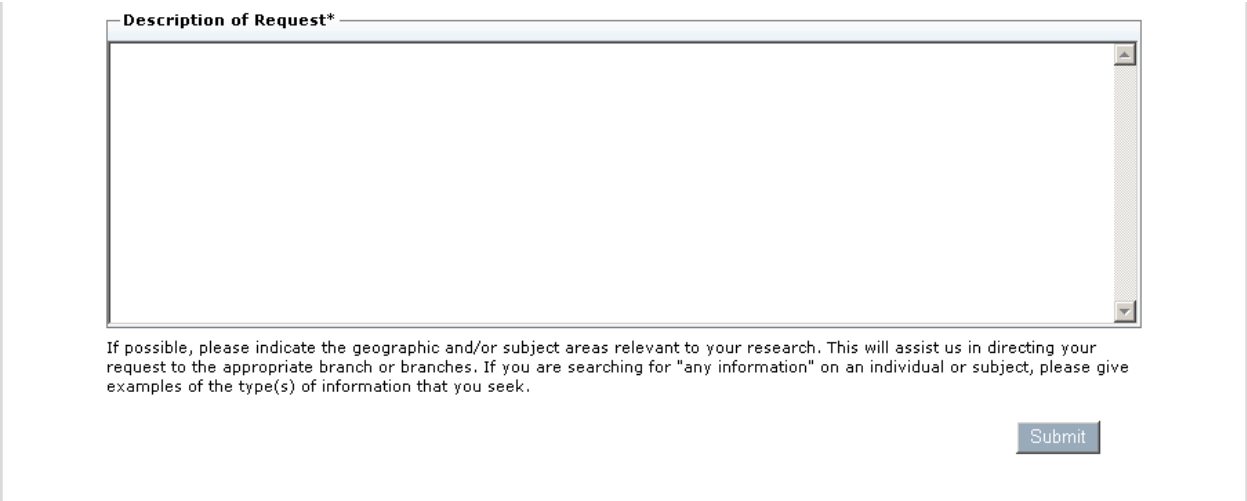
Got a Question?

On almost every “Search” page of the Digital Archives website, you will find this image:

Clicking on it will bring up a page where you can enter a question or comment that will be responded to by a Washington State Archivist. First, let us know who you are.


Washington State
Digital Archives
About the Digital Archives
Digital Archives Home
Search
Collections
News
eRecords Management
About Us
View Cart
My Recent Searches
Ask An Archivist
Please fill in the form below and click "Submit Request" to place a research request with the Washington State Archives. Please observe the following guidelines while placing a request:
Please be as specific as possible in describing your request, including dates or date ranges, locations, and/or names of individuals, if available.
There is no charge to place a research request with the Archives. Additionally, there is no charge for simple retrieval of documents. If a particular request appears to warrant research fees, Archives staff will notify the researcher before proceeding. There is no fee for individuals to conduct research in person at the archives. For more information, please view the Archives' fees and research policies.
The Archives makes every effort to respond to all requests within one business day.
Users are required to provide an e-mail address to enable us to respond to your request. Additional contact information is requested, but not required. All address and telephone information will be used only for the purpose of responding to your research requests. Researchers may also submit research requests by contacting the Archives branches by telephone, in person, or by postal mail.
Fields marked with a "*" are required.
Contact Information
Name: *
Email Address: *
Confirm Email Address: *
Mailing Address:
City:
State:
WA
Zip:
Telephone:

Next, ask your question, then click the “Submit” button.



Once your request is submitted, you will receive a confirmation page stating that you will be contacted by an Archivist.

And that’s all there is to it!