



CATERHAM SCHOOL

Welcome to the Caterham School Digital Archives.

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

Each section contains historical documents and photographs, along with Publications including 'Caterham School Magazine', 'Caterham School Newsletter' and 'Quantum Ultimum'.

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 article 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.

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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 Caterham School Website. It also provides the Login facility (admin users only).

At the foot of the screen are the contacts details for the alumni officer for the oldcats, 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.

Links to the archives themselves, are available on the top tool bar.

- Browse - Opens the Archive Browse page
- Volume View - Opens the Volume View search option
- Contents View - Opens the Contents View option
- Search All - Opens the Search All archives option
- About Us - Provides links to Privacy Statement etc

These links are available throughout the archive.

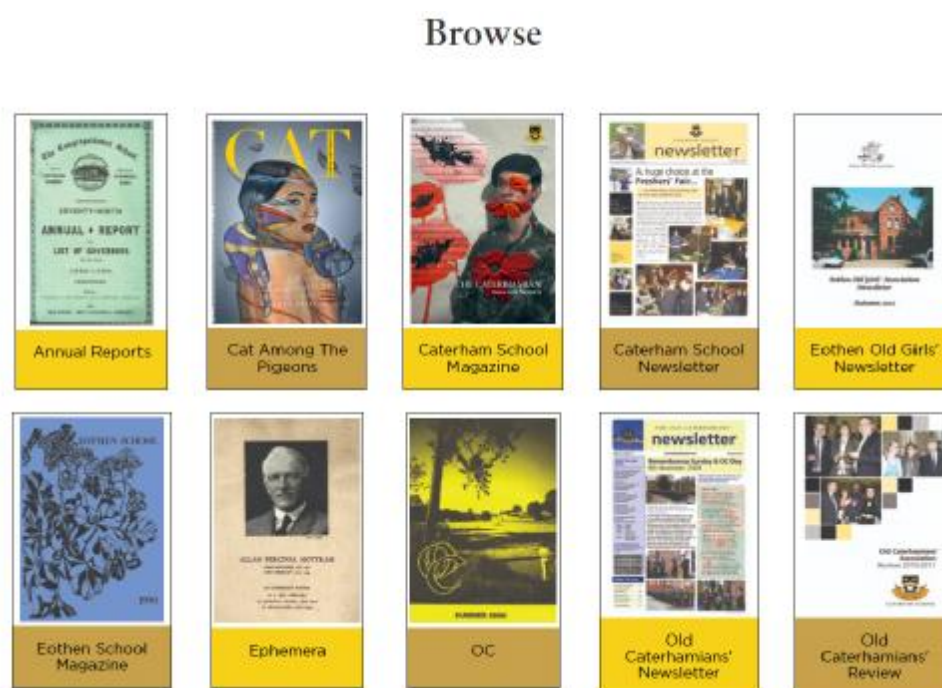
Browse Screen.

Select the 'Browse Screen' option to access the sections of the digital archive.

[Home](#) [Browse](#) [Volume View](#) [Contents View](#) [Search All](#) [About Us](#) ▾

The yellow line below the options identifies which option is selected.

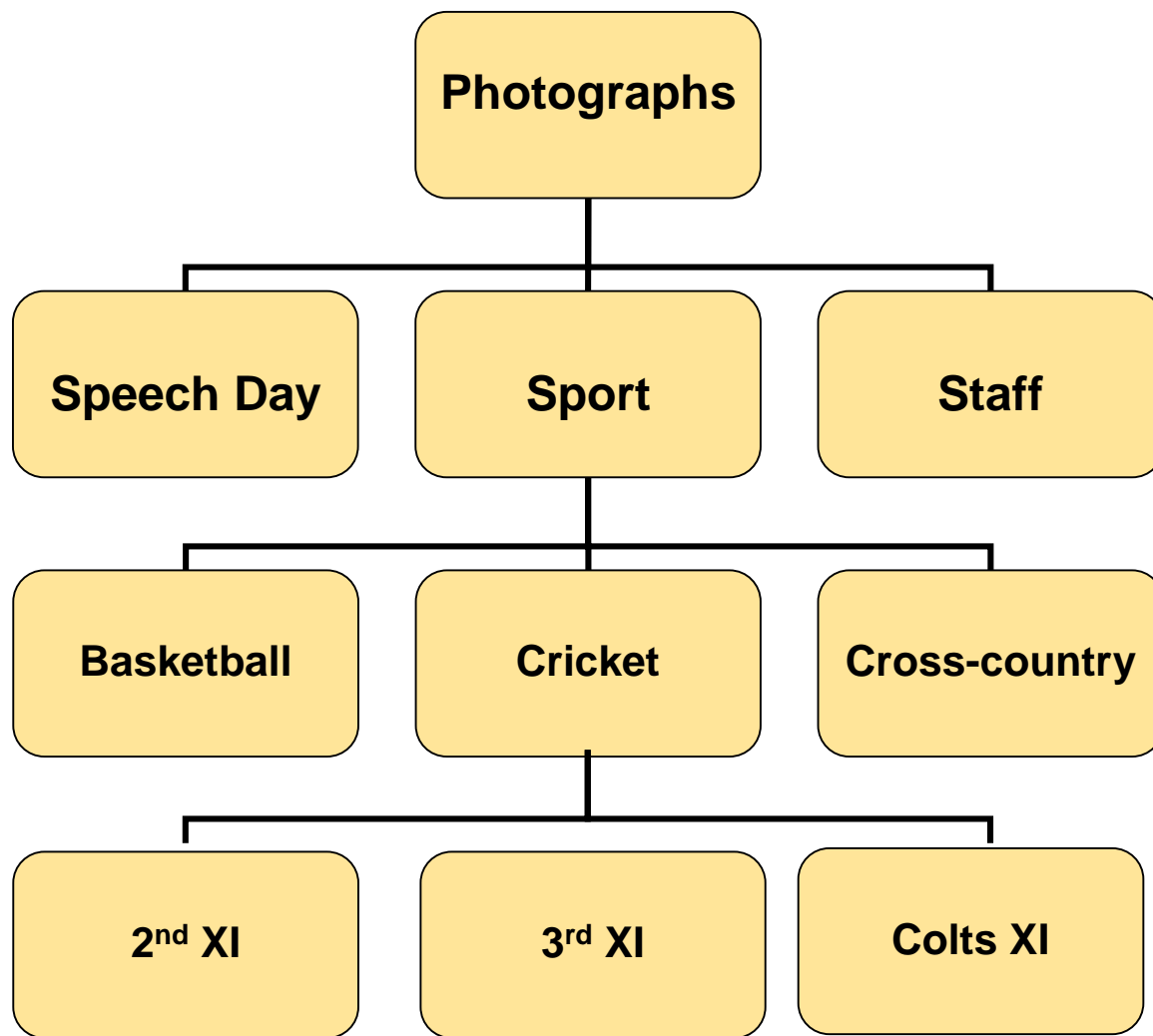
The 'Browse' screen provides the access to all of the available archives.



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.

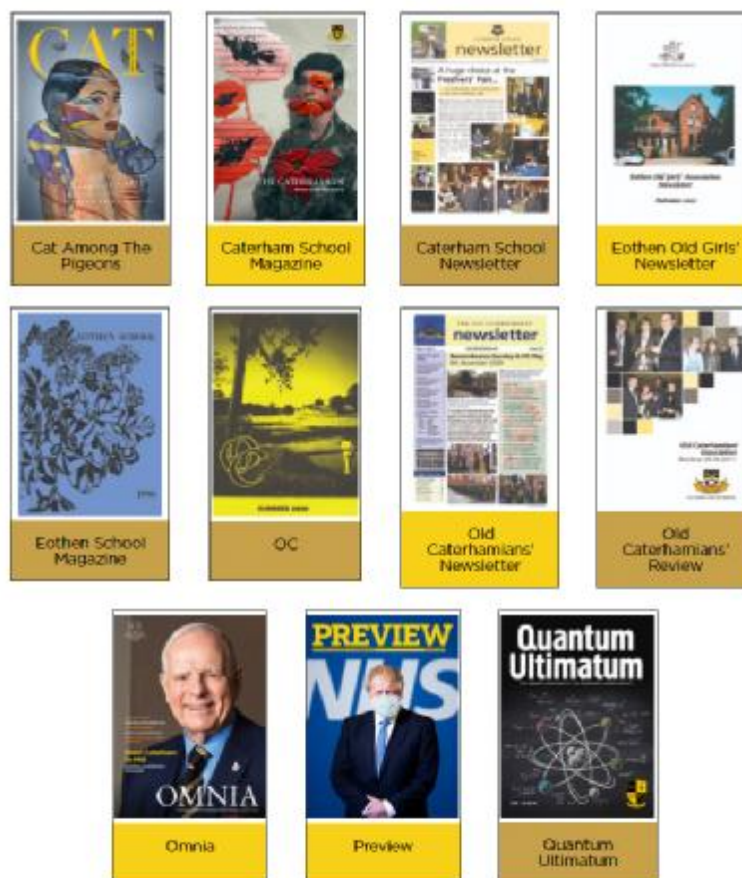
Viewing Magazines/Journals

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.



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



Select the (Caterham School Magazine).



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



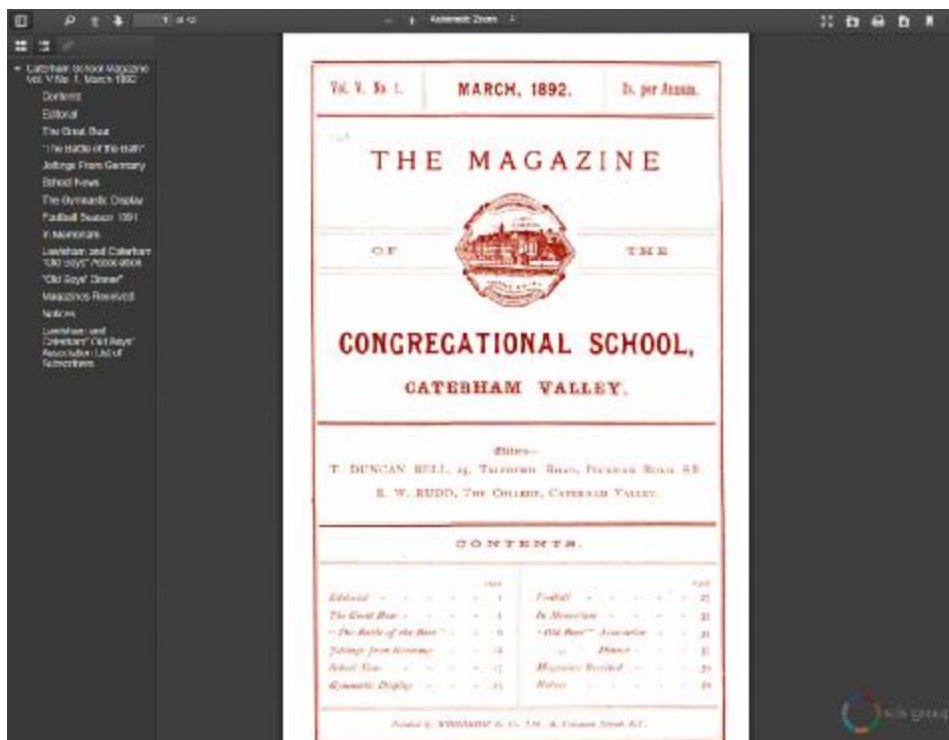
On Selecting a 'Decade', the individual 'Years' will be displayed.

1890s



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.

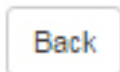
To open the Issue Pdf file select the required 'Issue',



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 and any option selected within the archive. (see PDF Viewer Mode).

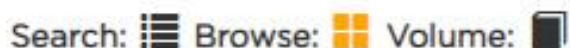
At any time, the 'Back' button



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.



Search: Display as List search (Content View)

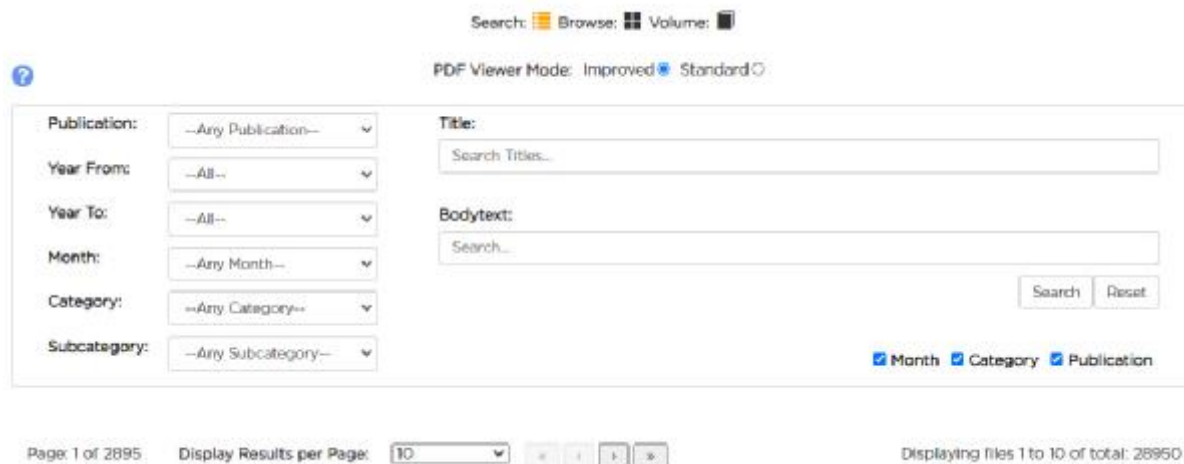
Browse: Display as Buttons (Icons)

Volume: Display in Volumes (Volume View)

By Default the system will always open in button view.

Display as List **Search:**

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



By default, the 'List View' will display NO results until some search criteria is entered into the options.

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

PLEASE NOTE: This search function only works across the 'Publications' Archives.

To view the relevant article, select one of the icons on the left.



Opens the relevant article Journal/Magazine Pdf directly from the Contents View search function.



Select this symbol to open the Text file for the article directly from the Contents View search function.



The user can check for the required article by selecting the 'View the Article' option. This will open the extracted article in a new window.

View Article

Title:	Ode to our First-Born Magazine
Page Starts:	22
Page Ends:	Page Ends
Categories:	Articles
Subcategories:	Literary
BodyText:	<p>ODE TO OUR FIRST-BORN MAGAZINE Now welcome to our loving arms, Dear little stranger of the vale ; May you soon capture by your charms, All hearts who now your advent hail. How many hopes are fixed on you, That you may prosper all your days ; And friends and patrons, not a few, May ever sound abroad your praise. Hold up truths banner clear and full, While you pour out poetic fire ; The poet's song need not be dull, Though sober thoughts the words inspire. Tell of the beauties of the dale, And charming places far and near, Of flowers and ferns throughout the vale, And healthful breezes pure and clear. Tell of excursions often paid By friends remote and nearer home, And what impressions thus were made On those who rest, and those who roam. No doubt good Essays will be sent By some who have a ready pen, For genius ever finds a vent To utter thoughts from man to man. A. E. November 8th, 1887.</p>

Cancel

A search on this Article only can be applied by selecting the Ctrl + F keys on the keyboard and entering the required text in the 'Find' box which will appear in the top right corner.

Any text found in the article will be highlighted for ease of location.

View Article

friends|

1/3



Title:

Page Starts:

Page Ends:

Categories:

Subcategories:

BodyText:

ODE TO OUR FIRST-BORN MAGAZINE.
Now welcome to our loving arms,
Dear little stranger of the vale ;
May you soon capture by your charms,
All friends who now your advent hail,
How many hopes are fixed on you,
That you may prosper all your days ;
And friends and patrons, not a few,
May ever sound abroad your praise.
Hold up truth's banner clear and full,
While you pour out poetic fire ;
The poet's song need not be dull,
Though sober thoughts the words inspire.
Tell of the beauties of the dale,
And charming places far and near,
Of flowers and ferns throughout the vale,
And healthful breezes pure and clear.
Tell of excursions often paid
By friends remote and nearer home,
And what impressions thus were made
On those who rest - and those who roam.

Once the required article has been found, select the relevant icon on the left to open either the whole pdf file or just the article pages' pdf.

PDF Viewer Mode

The system provides the user with two options for viewing pdf files in the Magazine/Publications sections.

PDF Viewer Mode: Improved Standard

Improved

When selected any magazine/publication pdf file selected will open in a new window complete with Bookmarks and specific search criteria showing.



Standard

When selected any magazine/publication pdf file selected will open in a new window with standard settings.



Default is set to 'Improved'.

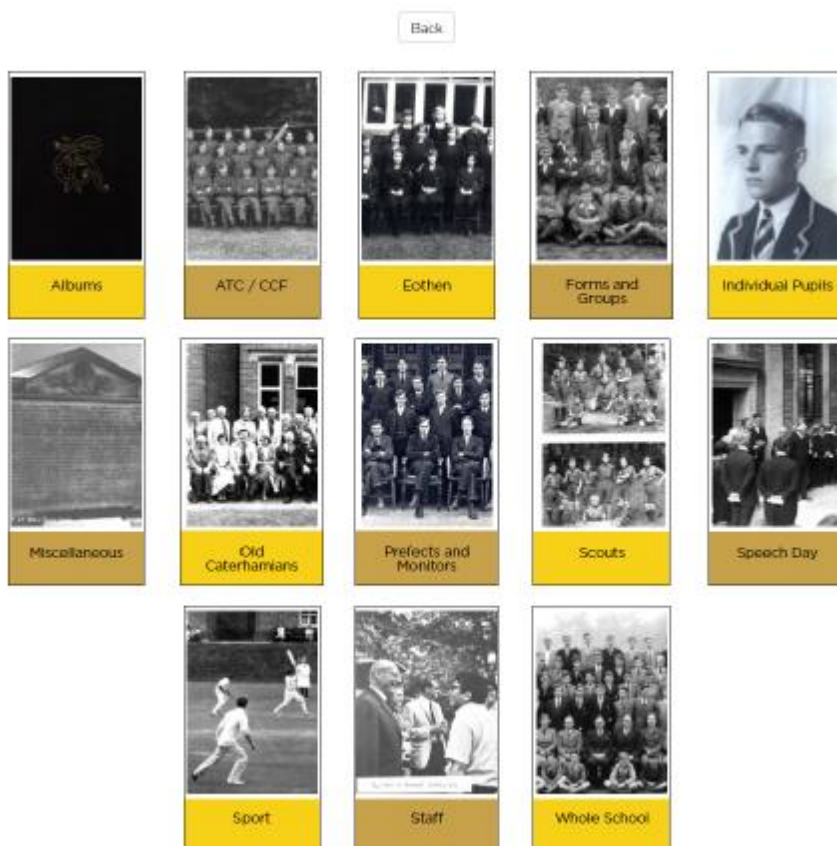
Viewing the Photographic Archives

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.



Select the required ‘Photographic’ archive. i.e. ‘Forms and Groups’.

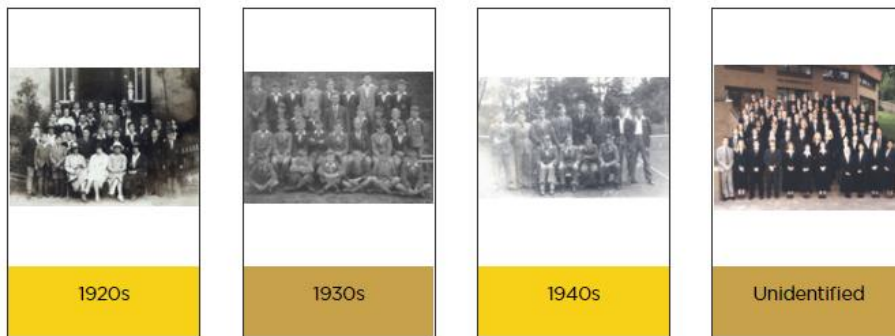


Forms and Groups

This will open the available sub-sections page for all photographs allotted to this category.

Forms and Groups

Back



This will open the 'Thumbnail' page for all photographs allotted to this category/sub-section.

1930s

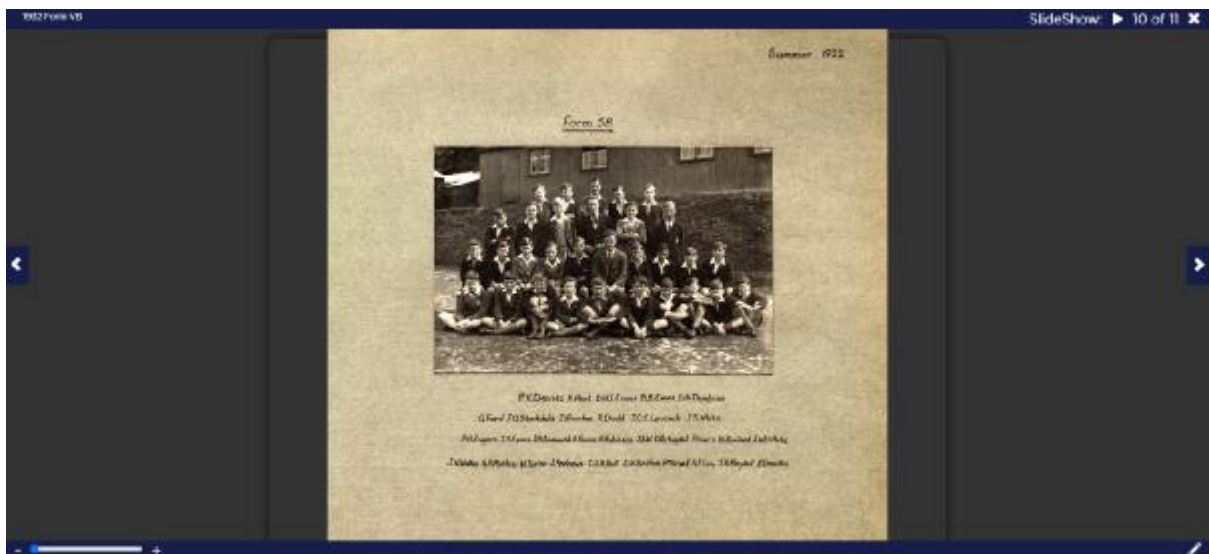
Back



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



Selecting the 'Thumbnail' of an image will open the 'Photograph' viewer.



Once the image is open, additional controls become available:



Previous Displays the previous photograph image in this section.



Next Displays the next photograph image in this section.



Select this to apply zoom in or out of the image.

By selecting the arrow, a slide show of the images (in the current section) will begin, to stop the slide show select the pause option.

Select the Cross to close the viewer.

At any time the 'Back' button



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

Slide the blue circle right to increase the image size in the viewer, slide the blue circle left to decrease the image size.

To remove the lower toolbar (on which the zoom function is located) and the previous, next options, from view, select the image itself, this will hide the toolbar and navigation options, to restore the toolbar, select the image again.

Additional Options

If there are any notes available for individual photographs, and additional option will appear on the top toolbar entitled 'Description', select this to display the notes.

Any image that has the reverse of the photograph available, will display the option to see the 'Reverse' by selecting this option, the image will revolve to display the rear image. The image will revert to the front after a short period of time.

If a 360 degree view for an image/object is available, an option will appear, select this option and the 360 degree video will be displayed as an additional window.

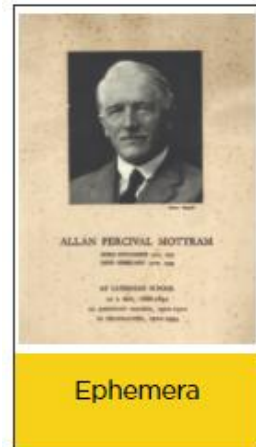
These additional functions may not be available on all photographs.

Viewing the Document Archives

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

All miscellaneous documents are stored within the system as Pdf files.

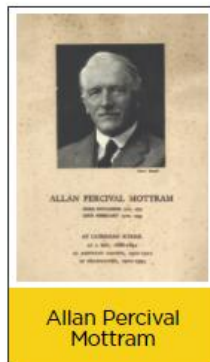
Select a 'Document' section.



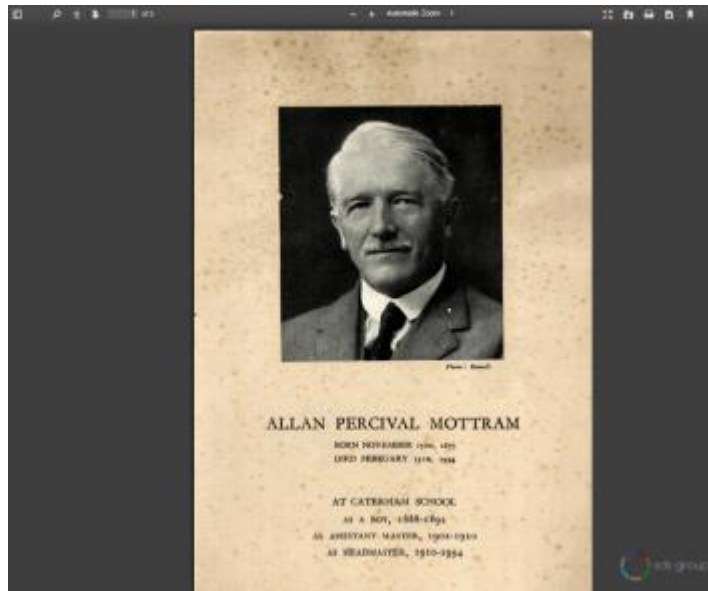
The chosen browse screen will be displayed

Ephemera

Back



Select an Archive, any items in the archive that are documents, when selected, will open the pdf file in a separate window.



Please note that different types of media files may appear in different folders, for example Photographs, Videos or Audio files that may be available. Selecting any of these files will open the item in the correct media playback format, i.e. Pdf in Pdf Reader, Photographs as images etc.

Media Files

Subject to availability

Audio

Audio files are formatted as MP3 files in the archive, which comes with its own, built in player.

To play an Audio file, select the icon for the file.

Select the play button.

Video

Video files are formatted as MPG files in the archive, which comes with its own, built in player.

Select the required file, and the Video player will open.

Select the 'Play' button and the video will commence.

Searching

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

‘Volume View’

‘Contents View’

‘Search All’

Volume View

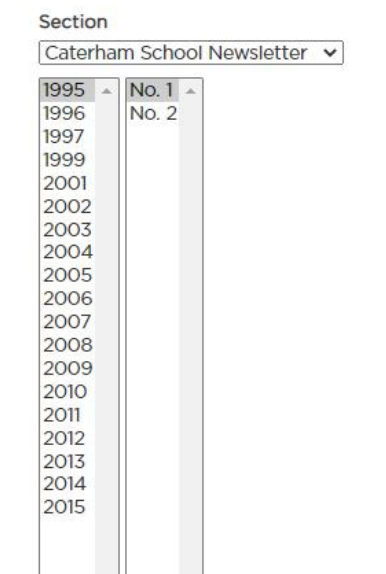
The Volume View option allows the user to locate specific volumes of available publications by using selection function.



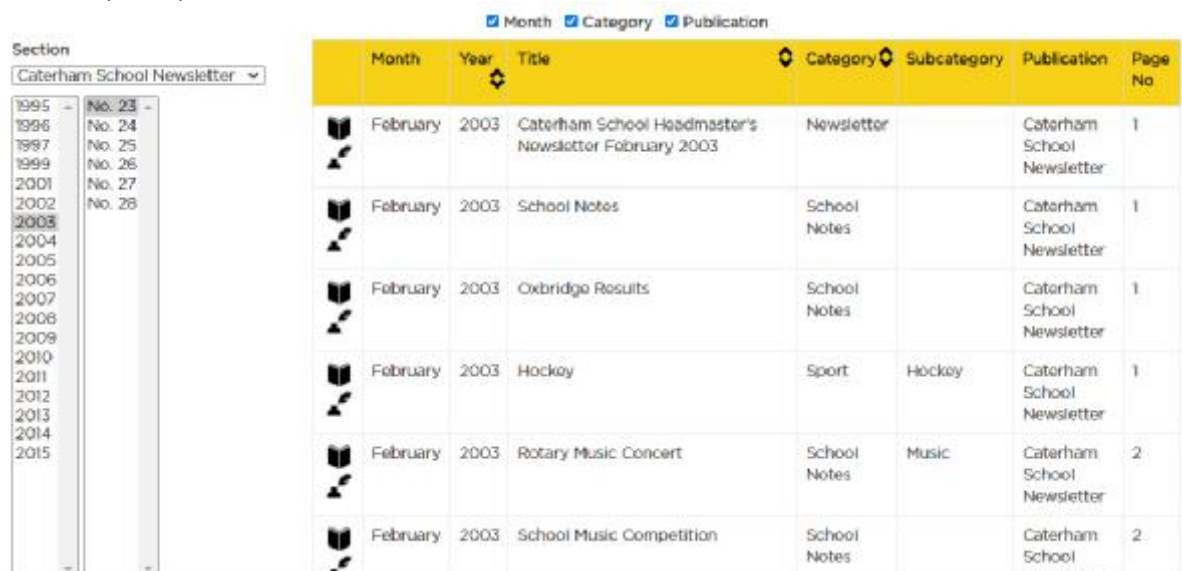
To locate a magazine, use the ‘Section’ dropdown option to select the publication.



For this example, the 'Caterham School Newsletter' is used. Once this option is chosen, the available volumes and issues will be displayed on the left.



To view the contents of a particular volume/number, select the required Volume on the left (Year).



Once the Volume/Year is selected, the system defaults to displaying all the results for the first Issue/No available (2003 No. 23).

To change to the required No. select the relevant No. on the left, the results panel will change and display the results for that Issue No. only.

Select the required icon on the left to view the article in pdf or text mode.

By default, the system will not display any results until a search criterion is entered.

For tips on using this function, select the blue question mark.

Contents View

The Contents View option allows the user to locate specific magazine articles of available publications by using selection functions.

Magazine Publications

[Back](#)

PDF Viewer Mode: Improved Standard

Publication: <input type="text" value="--Any Publication--"/>	Title: <input type="text" value="Search Titles..."/>
Year From: <input type="text" value="--All--"/>	Bodytext: <input type="text" value="Search..."/>
Year To: <input type="text" value="--All--"/>	<input type="button" value="Search"/> <input type="button" value="Reset"/>
Month: <input type="text" value="--Any Month--"/>	<input checked="" type="checkbox"/> Month <input checked="" type="checkbox"/> Category <input checked="" type="checkbox"/> Publication
Category: <input type="text" value="--Any Category--"/>	
Subcategory: <input type="text" value="--Any Subcategory--"/>	

Page: 1 of 2895 Display Results per Page: Displaying files 1 to 10 of total: 28950

This function provides the following options:

Publication	Allows the user to select a particular magazine or all magazines.
Year From	Allows a 'Year From' date option to be applied.
Year To	Allows a 'Year To' option date to be applied.
Month	If available, specific months may be applied to a search criterion.
Category	All magazines have been split into articles and each article is allotted a Category ie Sport etc, these categories are available in a drop down list.
Subcategory	All magazines have been split into articles and each article is allotted a subcategory ie Cricket etc, these subcategories are available in a drop down list.
Title	If a specific title is known, this boxes allows a free text input to be applied.
Bodytext	This allows any text to be added to the search criterion.
Search	Select this to apply a search.

Reset

This will reset the search options boxes to default (cleared) combination of these options in the results panel.

The 'Month', 'Category' and 'Publication' facility allows the user to display or hide these items from the results panel once a search has been placed.

The screenshot shows the 'Magazine Publications' search interface. The search criteria are: Publication: Caterham School Magz, Year From: All, Year To: All, Month: Any Month, Category: Any Category, and Subcategory: All Subcategory. The search results table is as follows:

Month	Year	Title	Category	Subcategory	Publication	Page No	Line
October	1887	Editorial	Editorial		Caterham School Magazine	1	1
October	1887	A Retrospect	School News		Caterham School Magazine	2	2
October	1887	Chat About Chess	Articles		Caterham School Magazine	6	3
October	1887	Cramming	Articles		Caterham School Magazine	10	4
October	1887	Caterham Surroundings	Articles		Caterham School Magazine	13	5

All options applied.

The screenshot shows the 'Magazine Publications' search interface with the 'Publication' filter removed. The search criteria are: Publication: Caterham School Magz, Year From: All, Year To: All, Month: Any Month, Category: Any Category, and Subcategory: Any Subcategory. The search results table is as follows:

Month	Year	Title	Category	Subcategory	Publication	Page No	Line
October	1887	Editorial	Editorial			1	1
October	1887	A Retrospect	School News			2	2
October	1887	Chat About Chess	Articles			6	3
October	1887	Cramming	Articles			10	4
October	1887	Caterham Surroundings	Articles			13	5
October	1887	The Swimming Bath Fund	Articles			19	6
October	1887	Amounts Promised and Paid to "Swimming Bath Fund"	Articles			25	7
October	1887	Ode to our First-Born Magazine	Articles	Literary		22	8
October	1887	Cricket News - season 1887	Sport	Cricket		25	9

'Publication' option removed/hidden.

Once a search criterion has been selected, the lower results panel will display any available results, these results will reduce the more options are selected or applied.

Use of this search option will enable the user to learn the best combinations of search criterion best suits their requirements, the more criterion which can be entered, the fewer the results panel will display.

Select the required icon on the left to view the article in pdf or text mode.

By default, the system will not display any results until a search criterion is entered.

For tips on using this function, select the blue question mark.

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, and will include all available archives.



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

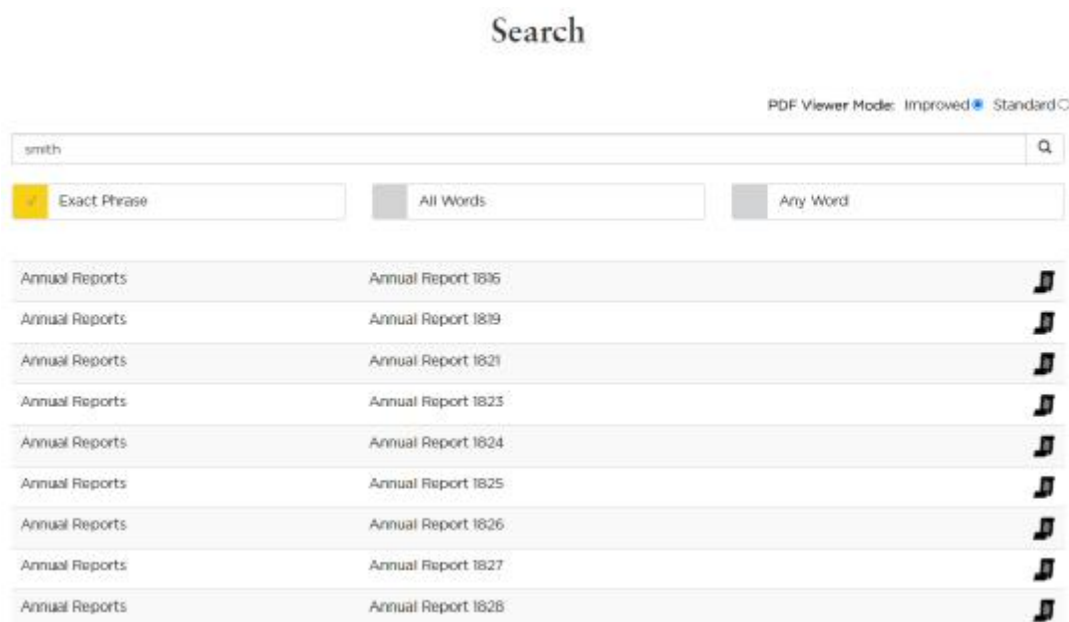
 Any Word

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.

The 'Exact Phrase' option is pre-set as 'Default'.

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



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

The example shows entries in 'Annual Reports' section 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 magazine/document whole Pdf directly 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: 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.

The 'Volume View' and 'Contents View' can be entered from both within the individual Magazine/Publications sections, or via the top tool bar.

'Search All' is only available via the top tool bar.

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We have made the best effort to adhere to all known copyright, but due to the age of some of the records and photographs it has not always been possible to establish rights owners. Requests for removal of digital records from this website should be sent to our archivist with details of the item and an explanation of why it should be removed, including any claim to rights.

Privacy Statement

Caterham School respects your privacy and is committed to protect the personal information that you share with us. Generally you can browse through the School Website without giving us any personal information about yourself. If you choose to request a copy of the School Prospectus then you are required to provide some personal information. The information supplied is automatically emailed to the School, where it is entered on a database holding details of persons enquiring about the School or subsequently pursuing a request for admission to the School for a pupil. The purpose of the information is to enable us to contact you and send you a prospectus, and to build up details of potential admissions to the School. The data is only used within the School admissions system, and is not divulged to any third party outside the School, in accordance with current Data Protection legislation.

Please note: these statements are subject to change without prior notice, it is the users' responsibility to ensure they understand these statements at all times.

Technical Support



For general help and support please contact:

The alumni officer at Caterham School.

email oldcats@caterhamschool.co.uk

telephone 01883 335091.