

PROSEEK®

USER MANUAL

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ProSeek®

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About ProSeek

1 About ProSeek

Welcome to **ProSeek!**

ProSeek lets you access and search digital collections online with your web browser.

You can:

- browse titles across collections
- search titles across collections
- view and read them
- print and email files
- cut and copy text to your computer's clipboard for later use
- make OCR corrections
- add content annotations

And if your library offers audio collections, you can browse, search, and listen to those files as well.

This document was designed to help you use the available ProSeek features.

Click on the links below or use the Table of Contents to the left to learn more about browsing, viewing, searching, printing and listening to your digital collections.

Please note: some features discussed within Help may not be available in your ProSeek version.

[Browse](#)^[18] | [Viewer](#)^[32] | [Search](#)^[54] | [Map Search](#)^[78] | [Print](#)^[82] | [Audio Files](#)^[88] | [Text Correction](#)^[98] | [User Annotation](#)^[110]

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Quick Tips

2 Quick Tips

Quick Tips will provide an overview of some key aspects of your ProSeek program. Use the navigation menu to the left to locate specific program instructions.

1. [Introduction to Browsing](#)^[10]
2. [Introduction to Searching](#)^[10]
3. [Filtering](#)^[10]
4. [Program Icons](#)^[11]

Introduction to Browsing [\(return to top\)](#)^[10]

Browsing allows you to see information about the various documents in your library's collection(s).

- Select Browse from the available [navigation tab](#)^[14]
- Choose the [collection](#)^[20] or collections you wish to view
- Click on the title's thumbnail or title text to open it to its first page in the [Viewer](#)^[32].

Introduction to Searching [\(return to top\)](#)^[10]

ProSeek lets you search one collection, several collections or all the collections in your digital library. You can conduct a broad search or a more narrow search depending on your needs.

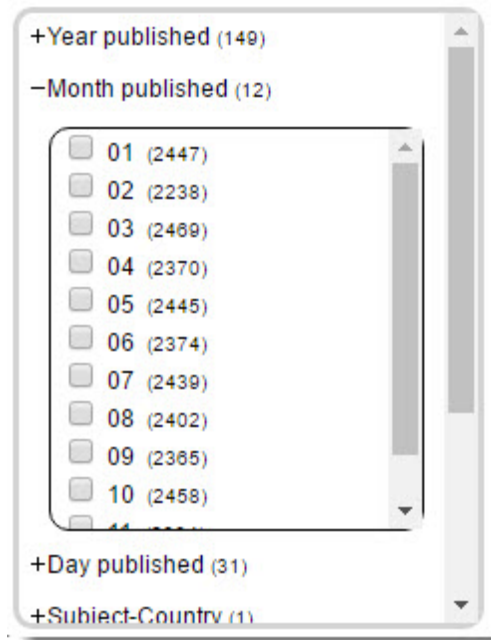
- Select Search from the available [navigation tab](#)^[14]
- Choose the [collection](#)^[56] or collections you wish to search
- Enter your [search terms](#)^[57]
- Set your [search limit](#)^[61]
- Click search

Search Tips

ProSeek searches documents for words or phrases *by page*. In general, the best search results are generated by entering a *specific* search term, but you can enter as many words as you like. Visit the [Search Tips](#)^[73] section of this Help file for additional information.




















Filtering [\(return to top\)](#)^[10]









Filtering allows you to narrow the browse and search results by utilizing the object's metadata. Let's say you were looking for all the newspaper issues from a specific month. You can use [filter categories](#)^[65] to limit your results to just the issues published in the month of May (05).



Program Icons [\(return to top\)](#)^[10]

Listed below are the various program icons and their specific use.

- | | |
|--|--|
|  Displays ProSeek Help |   Creates a PDF file for all the pages added to the Print Bundle. Trash can will delete pages from the Print Bundle. |
|  Displays object metadata |  Returns you to the Browse ^[18] module |
|  Return you to the Search ^[54] module |  Returns you to the Browse By Date ^[28] module |
|  Retrieves the URL for the search results or specific object page. |   Enables and disables use of thumbnails. |
|  Adjust the images brightness and contrast. Also can change color image to grayscale. |  Add Annotations ^[110] for the selected area <i>Not available for all users</i> |
|  Text Clipping Tool. Reveals the OCR text from the selected area |   Enables and disables receiving notifications of new annotations. <i>Not available for all users.</i> |
|  Changes the search term highlight color |  Returns you to the Map Search ^[78] Module |
|  Adds page(s) to the Print Bundle |  Quick preview of the title found during a content search |

[Browse](#)  | [Viewer](#)  | [Search](#)  | [Map Search](#)  | [Print](#)  | [Audio Files](#)  |
[Text Correction](#)  | [User Annotation](#) 

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Navigation Tabs

3 Navigation Tabs

The Navigation Tabs are located on ProSeek's home page. Clicking on these tabs will take you to the named section within ProSeek, whether it's to the Browse Titles page, the Browse by Date page, the Search page, Map Search, the About Collections page, or the Help section.



NOTE: some tabs may be hidden based on your ProSeek Configuration.

Click on the

[Browse Titles](#)^[18] tab when you want to browse the titles in the various collections available to you.

[Browse By Date](#)^[28] tab when the materials you want to browse use a full publication date (year/month/date) in their metadata. These kinds of materials include newspapers, magazines, reports, etc.

[Search](#)^[54] tab when you want to search one, several, or all the collections in your digital library.

[Map Search](#)^[78] tab when you wish to locate materials by using a plot on a map.

[About Collections](#)^[16] tab to read descriptions of and information about the collections available to you.

[Help](#) tab when you need help using ProSeek.

[Browse](#)^[18] | [Viewer](#)^[32] | [Search](#)^[54] | [Map Search](#)^[78] | [Print](#)^[82] | [Audio Files](#)^[88] | [Text Correction](#)^[98] | [User Annotation](#)^[110]

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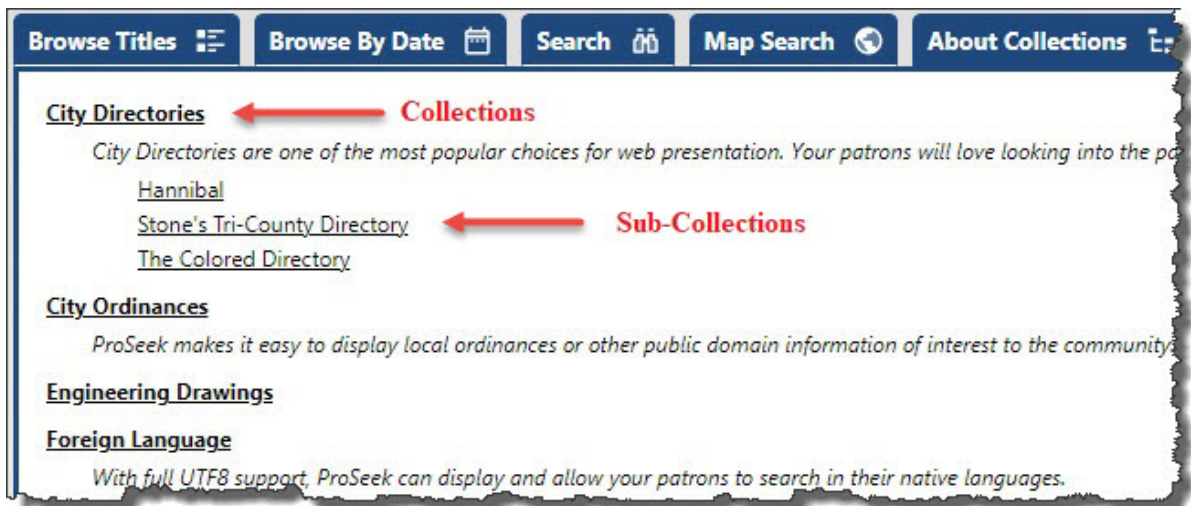
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About Collections

4 About Collections

On this page, you'll find descriptions of and information about the various collections in your library.

Additionally, you'll be able to move directly to the [Browse Titles](#) page for any of the listed collections by clicking on the underlined collection title. And if there are sub-collections in a collection, you can also click on that underlined name and be taken directly to its [Browse Titles](#) page.



[Browse](#) | [Viewer](#) | [Search](#) | [Map Search](#) | [Print](#) | [Audio Files](#) | [Text Correction](#) | [User Annotation](#)

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Browse

5 Browse

5.1 Browse

Browsing allows you to see information about the various documents, images, and audio files within your library's collections. You can then open the titles to [View](#)^[32] and read them, to [Listen](#)^[90] to them, to [Search](#)^[54] them, or to [Print](#)^[82] them.

[Browse by Titles](#)^[18] and [Browse by Date](#)^[28] are good places to start to familiarize yourself with the material in the library's collections, whether text, images or [audio](#)^[88].

[Browse](#)^[18] | [Viewer](#)^[32] | [Search](#)^[54] | [Map Search](#)^[78] | [Print](#)^[82] | [Audio Files](#)^[88] | [Text Correction](#)^[98] | [User Annotation](#)^[110]

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5.2 Browse Titles

The **Browse Titles** page displays the list of books, newspapers, photos, audio, etc. that make up the library's collection. This listing includes the titles of the materials, thumbnail images of the first pages of the materials as well as other information such as publication dates and authors.

From the Browse Titles page, you can open a title in the viewer or audio player by clicking on the title.

There are three major sections within the **Browse Titles** page. In Section 1, [Collection Choices](#)^[20], you choose which collection(s) you wish to browse. In Section 2, [Browse Categories](#)^[22], you choose categories to narrow the browse results. In Section 3, [Browse Results Display](#)^[25], you can view your results and manage how those results are displayed.

For titles that use a full publication date in their metadata (year/month/date), you may also [Browse by Date](#)^[28]. This is especially useful for newspapers and magazines, but may be available for other titles.

Browsing by Titles

To browse by titles, you must first [choose a collection or collections to browse](#)^[20]. After you've chosen a collection or collections, you can further refine your browsing by [choosing a category for filtering your browsing](#)^[22]. You can also manage how your results are displayed.

Viewing the Titles

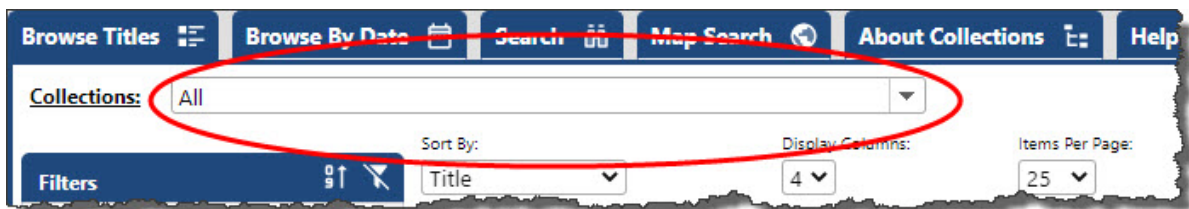
Finally, you can click on the title's thumbnail or title to open it to its first page in the [Viewer](#)^[32]. If the title is an audio file, you will be taken to the [Audio Player](#)^[90] page.

[Browse](#)^[18] | [Viewer](#)^[32] | [Search](#)^[54] | [Map Search](#)^[78] | [Print](#)^[82] | [Audio Files](#)^[88] | [Text Correction](#)^[98] | [User Annotation](#)^[110]

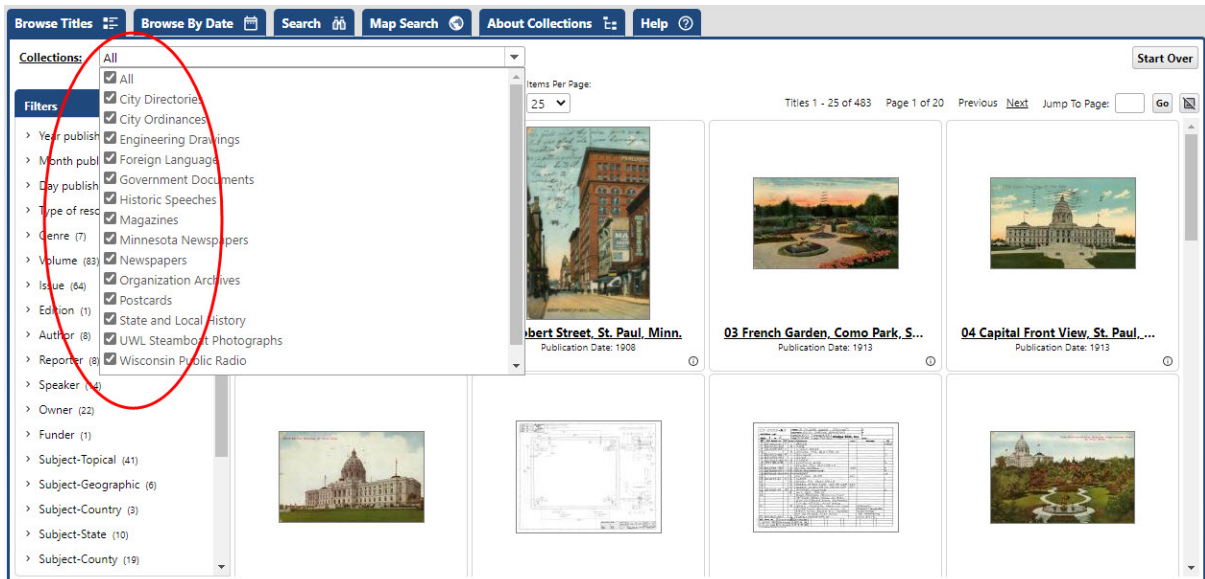
[Print Entire Manual](#)

5.3 Choosing a Collection to Browse

To browse, you must **first choose which collection or collections you want to browse**. On the **Browse Titles** page, you'll see a **Collections** field directly below the navigation tabs. Depending on how your ProSeek is set up, you'll either see the word "All" in the Collections field or the words "Please select." If the word "All" appears, then ProSeek will display all items in all collections. If the words "Please select" appear, then no collection or collections have been selected. In either case, you may still choose which collection(s) you want to browse.



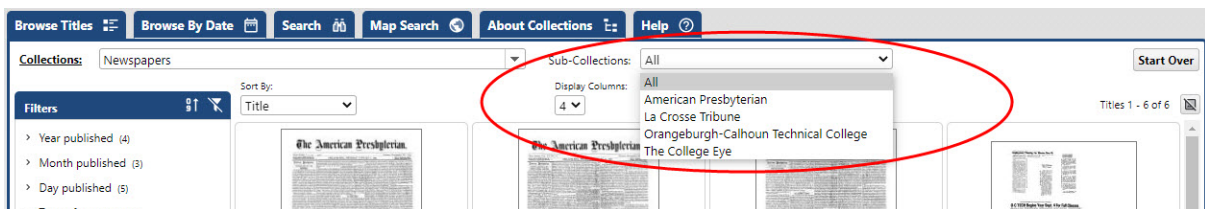
- Click on the Collections field. A dropdown list will appear showing the default list.
 - If "All" is the default, all the collections will have check marks in the box to the left of the name. To de-select All collections, click anywhere in the All box in the dropdown menu.
 - If "Please select" is the default, no check boxes will appear as no collections have been chosen. To choose All collections, click anywhere in the All box in the dropdown menu.
- To choose a specific collection or several collections:
 - Click on the box to the left of the collection name in the dropdown list. A check mark will appear in the box. Continue to make your choices until all the collections you want to browse have been chosen. *NOTE: In some ProSeek applications, you will only be able to choose All collections or just one other collection, depending on how your ProSeek has been configured. When this occurs, no check box will appear before the collection names.*



- Click anywhere outside of the Collection drop down menu to finalize your Browse list.

Sub-Collections

In some cases, the collection you choose will have **sub-collections**. If that's the case, a Sub-Collection field will appear to the right of the main collection choice field. The default selection will be "All" but you may choose one of the listed sub-collections for browsing.



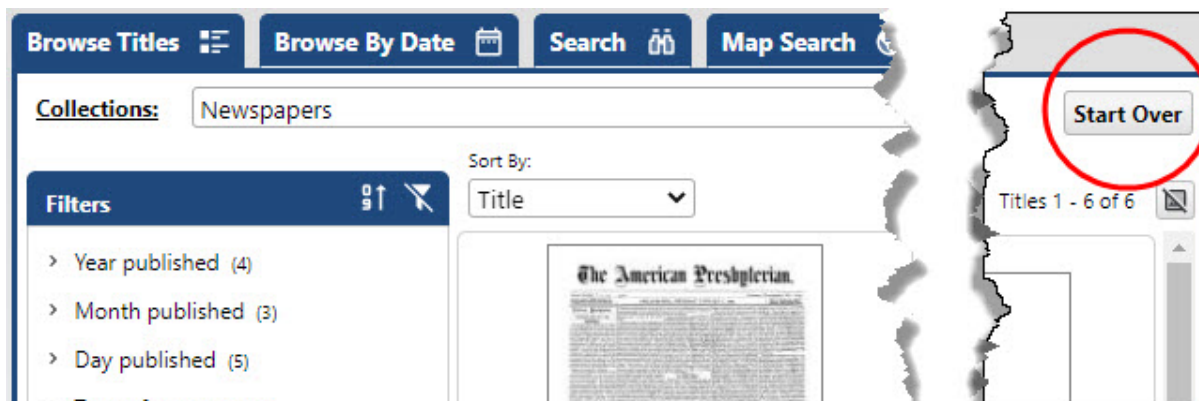
To choose a sub-collection

2. Click on the downward arrow on the right of the sub-collection field.
3. Place your cursor over the name of the sub-collection you want to browse
4. Click on your mouse to choose the sub-collection.

NOTE: The sub-collection option will only appear if you choose one collection and that collection has sub-collections. If you choose two or more collections in the main collection choice area, no sub-collection choices will be available, even if one or more of the chosen collections may have sub collections.

Choosing Different Collections

If you want to browse a different set of collections, you can reset your choices by click on the **Start Over** button at the far right of the Collection Choices section.



[Browse](#)^[18] | [Viewer](#)^[32] | [Search](#)^[54] | [Map Search](#)^[78] | [Print](#)^[82] | [Audio Files](#)^[88] | [Text Correction](#)^[98] | [User Annotation](#)^[110]

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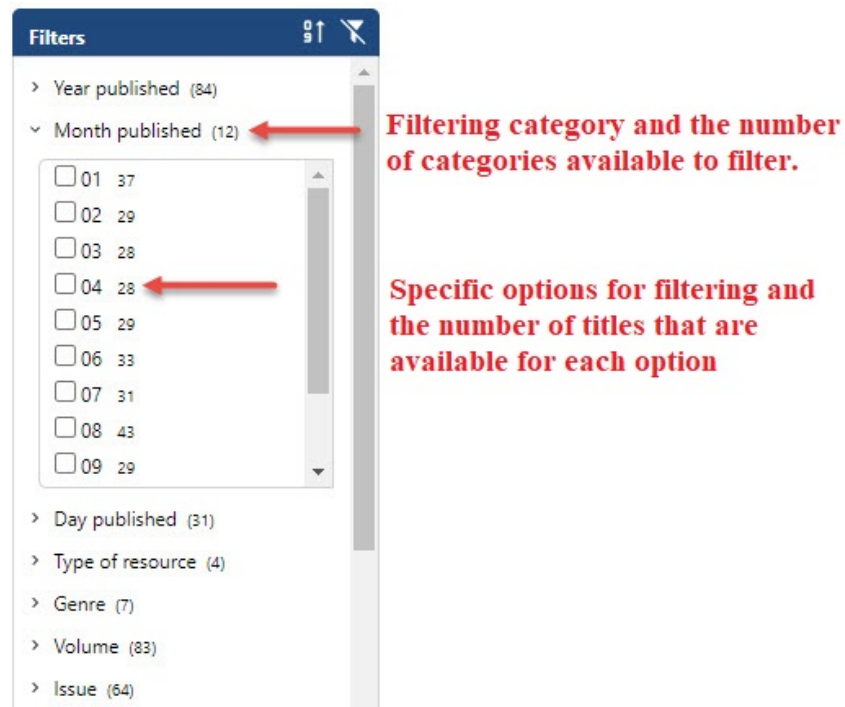
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5.4 Categories for Filtering Browsing

Browse Categories

You'll find the Browse Categories section of the Browse Titles page on the far left of the page, under the Collections field. In this section, you can filter your browse results list by using various categories. These categories may vary, depending on the collection you are browsing as well as the type of metadata collected.

Next to each category name, in parentheses, is a number. This number indicates how many documents may be found in that category. For example, if you choose the category "Month published", and the number 12 appears next to it, that means that there are 12 different types of resources in the collection you are browsing and you can browse using one of those types of resources as your filter. In this example, there are 12 months available for browsing.



To choose a category for filtering your browse searching,

1. Move your cursor to the category you would like to use as a filter.
2. Click on that name. A box appears with the category types that you may use for filtering your browse search.
3. Click on the category type you want to use as your filter. A check mark will appear in the box to the left of the name and the results of the filtering will appear automatically in the display area.

To de-select that category,

1. Click on the name of the category type. This deselects that filter and you will now see the box with all the category types for that category.

The filter header will allow you to enable/disable the filtering feature as well as how the category types are sorted.



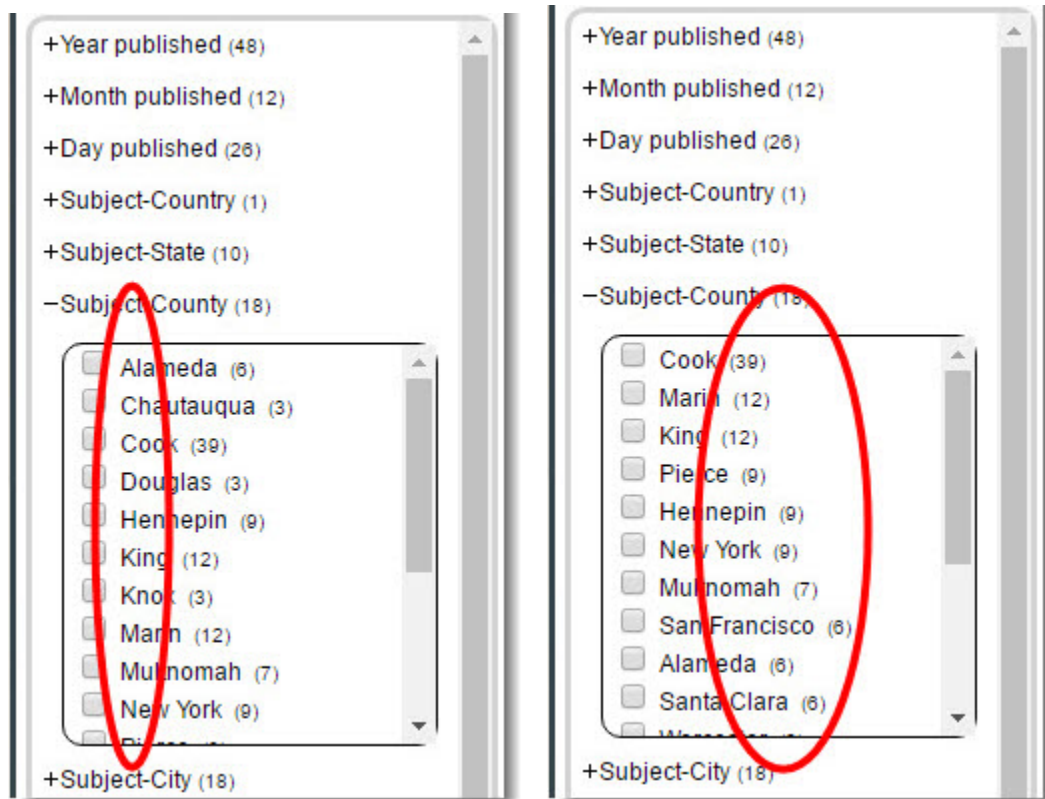
Click to change the sort order to alphabetical



Click to change the sort order to count

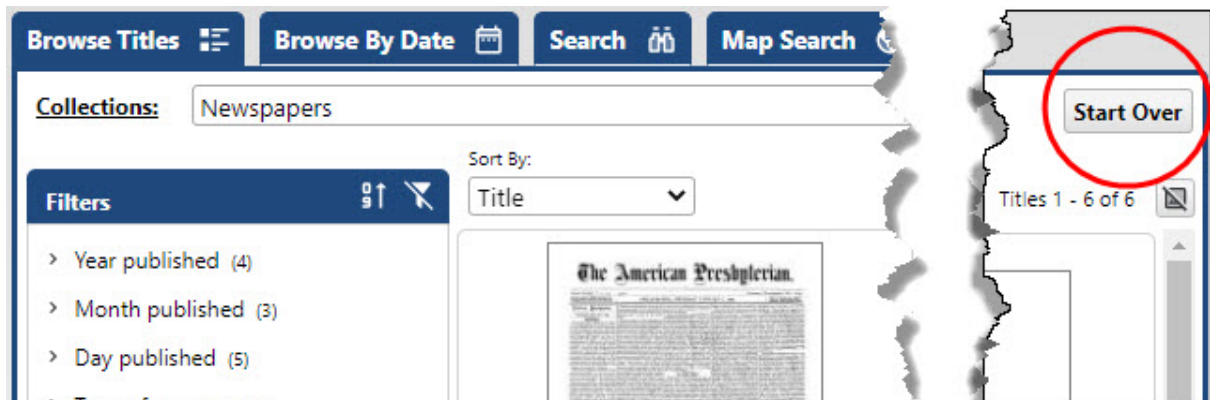


Click to enable/disable the filter feature



Choosing Different Categories

If you want to filter with different categories, you can reset your choices by click on the Start Over button at the far right of the Collection Choices section.



[Browse](#) ¹⁸¹ | [Viewer](#) ³²¹ | [Search](#) ⁵⁴¹ | [Map Search](#) ⁷⁸¹ | [Print](#) ⁸²¹ | [Audio Files](#) ⁸⁸¹ | [Text Correction](#) ⁹⁸¹ | [User Annotation](#) ¹¹⁰¹

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5.5 Browse Results Display Options

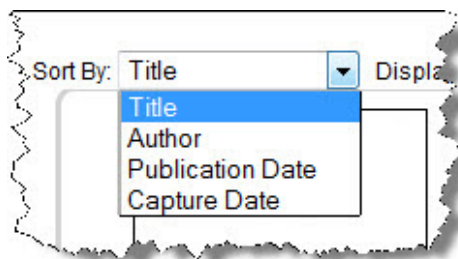
The listing of your Browse Results are displayed on the Browse Titles page. The basic display of titles will be either as text or as thumbnail images. These titles will be organized in several columns on the page and sorted by one of four options. Depending on how your ProSeek had been set up, you may see all the results or some number of results per page. Many of these display options can be manipulated by you to help you find what you need.

You can manipulate how the results are displayed in several ways: You can (1) sort the results in different ways; (2) choose the number of columns of results to view; (3) see the number of results found and displayed; (4) move to other pages that list results (one page at a time or by jumping to a specific page); and you can (5) choose whether to view thumbnail or text images of the results.

The choices you make here will be displayed in the [Browse Results Display](#)¹⁸ area of the Browse Titles Page.

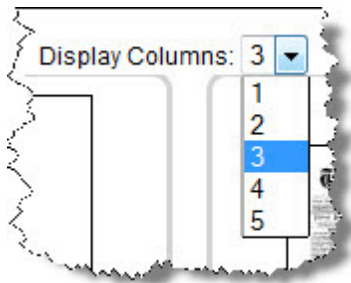


1. **Sort By:** You can sort your Browse results by title, author, publication date, or capture date (the date the material was digitized).



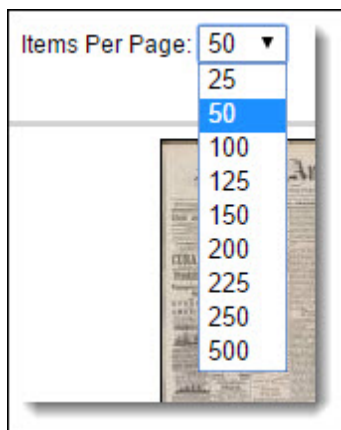
- Click the downward arrow next to the Sort By field. A dropdown menu appears.
- Move the cursor to the name of the type of sort you want: title, author, publication date, or capture date. The name will be highlighted in blue.
- Click the highlighted name to sort your results.

2. **Display Columns:** You can choose the number of columns in which your results will be displayed from 1 to 5 columns.



- A. Click the downward arrow next to the Display Column field. A dropdown menu appears.
- B. Move the cursor to the number of columns you would like to use for the results display. The number will be highlighted in blue.
- C. Click the highlighted number to make your choice of column numbers.

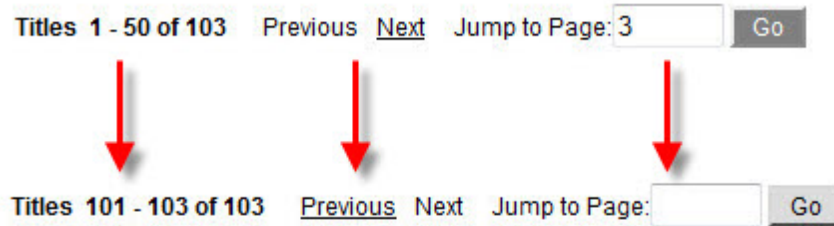
3. **Items Per Page:** You can choose the number of items to display within your browse results list.



- B. Click the downward arrow next to the Items Per Page field. A dropdown menu appears.
- C. Move the cursor to the number of items you would like to view in the results list. The number will be highlighted in blue.
- D. Click the highlighted number you wish to use.

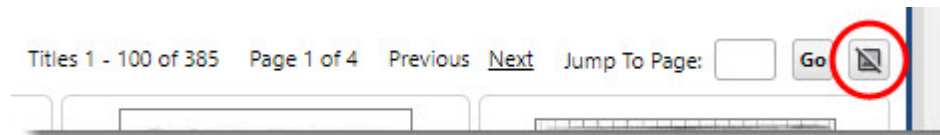
4. **Number of Results Found and Displayed:** Next to the Items Per Page option, you'll see the word "Titles" followed by numbers or a range of numbers. This number lists the total number of results found as well as the number of results displayed on that particular Browse Titles page.


Thus, if your search yielded 5 results, this would be displayed: 1 - 5 of 5. If there are more results that can be displayed on one Browse Results page, you will see something like this: 1 - 25 of 103 or 26 - 50 of 103, depending on the maximum number of results your Browse Titles page is programmed to show.



5. **Move to Other Pages of the Browse Results** If there are multiple pages of results, you will be able to move through the pages by clicking "Previous" or "Next," as appropriate or by typing in the page number of the results page you seek and clicking the "Go" box.

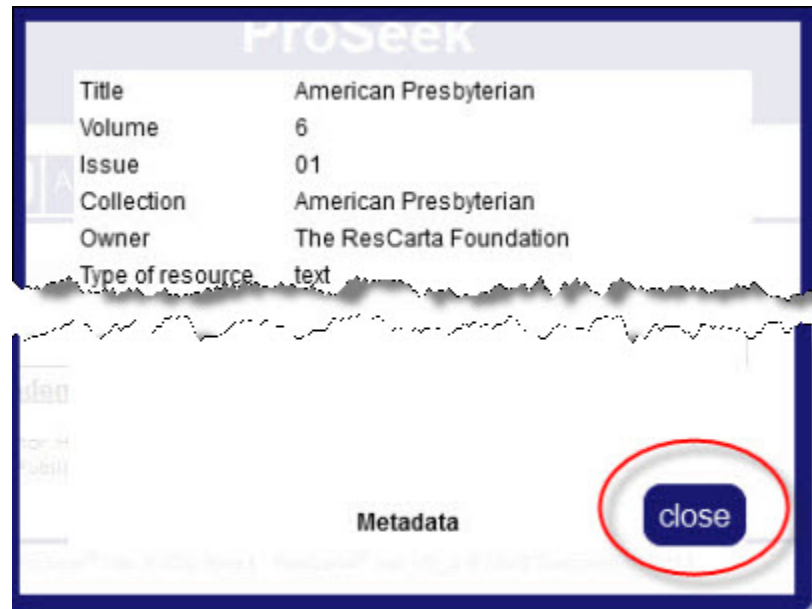
6. **Choose Thumbnails:** On the far right of the Display Choices section of the Browse Titles page is the button you can use to choose to view the text or thumbnail images within your results. Click on the Hide/Show Thumbnails icon to turn the thumbnails on or off.



Once you've determined how you want the results to be displayed, you can then go to each of the titles and find more information about the title. You may notice this icon  located in the lower right corner of the title area.



When you click on this icon, a pop-up window will appear and you will see the metadata associated for that title. To close that window, just click on the Close button.



Viewing or Listening to a Title

To view one of the titles, simply click on the thumbnail or title to open it to its first page in the [Viewer](#)^[32]. If the title is an audio file, you will be taken to the [Audio Player](#)^[90] page.

[Browse](#)^[18] | [Viewer](#)^[32] | [Search](#)^[54] | [Map Search](#)^[78] | [Print](#)^[82] | [Audio Files](#)^[88] | [Text Correction](#)^[98] | [User Annotation](#)^[110]

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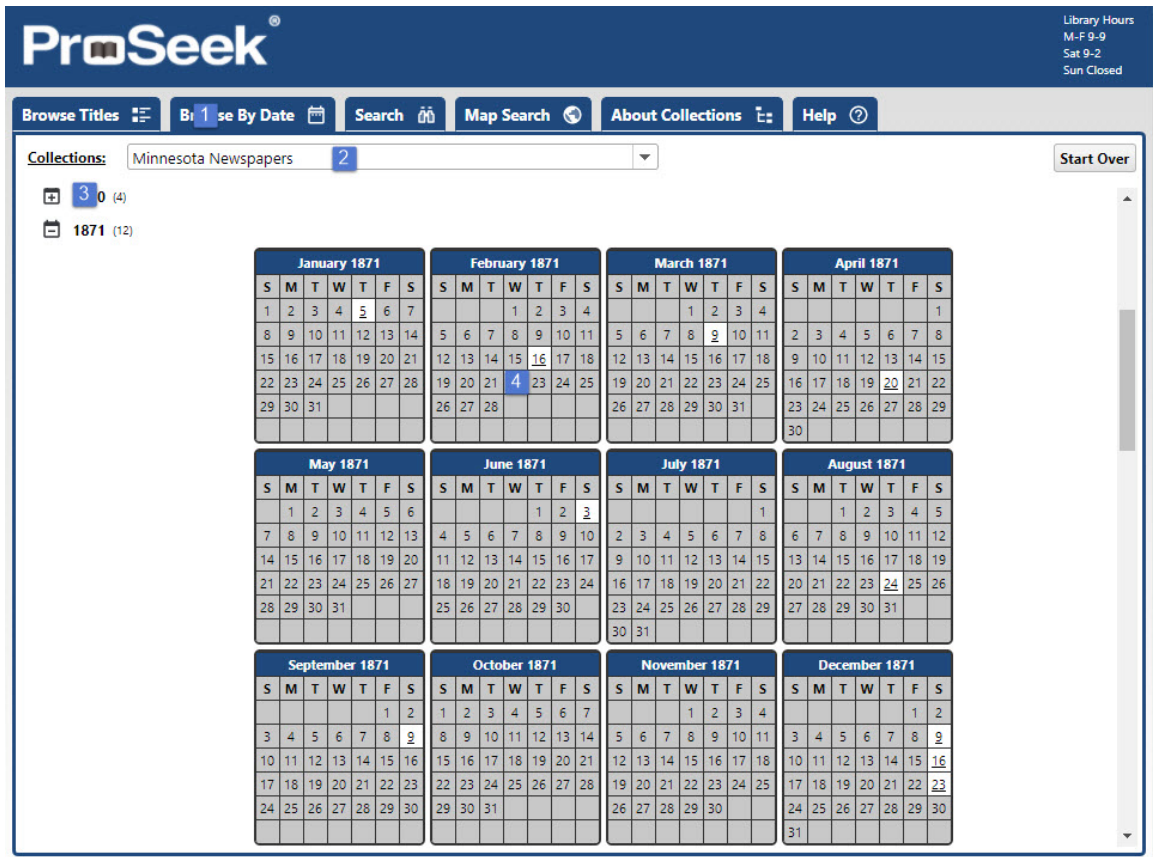
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5.6 Browse by Date

Materials that use a full publication date (year/month/day) in their metadata may be browsed by date. These kinds of materials include serial publications such as newspapers and magazines.

1. Click on the **Browse By Date** tab
2. Select the collection(s) you wish to browse. Refer to [Choosing a Collection to Browse](#)^[20] for instructions on how to select a collection.

3. Clicking on a year will reveal a twelve month calendar display. Dates for which there are materials will have text underlined and a white background on the calendar.
4. Clicking on the appropriate date to open your document to its first page in the [Viewer](#)^[32].



5. Clicking on the Browse dates icon will return you to the Browse by Date results.



[Browse](#)^[18] | [Viewer](#)^[32] | [Search](#)^[54] | [Map Search](#)^[78] | [Print](#)^[82] | [Audio Files](#)^[88] | [Text Correction](#)^[98] | [User Annotation](#)^[110]

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Viewer

6 Viewer

6.1 Viewer

ProSeek lets you view the various documents in your library's collection through its Viewer. The Viewer lets you

- [control the display of the screen](#)^[36]
- [search the document you're viewing](#)^[50]
- [copy text to your clipboard](#)^[45]
- [move to the next document that has your Search term](#)^[49]
- [zoom in and out of the image to help you read and view the image](#)^[41]
- [rotate the image you are viewing](#)^[41]
- [move the image on the screen](#)^[41]
- [go to specific pages through navigation tools](#)^[47]
- [print the images](#)^[82]
- [leave the Viewer to return to the browse or search pages](#)^[50]

You can access these functions through the [Title](#)^[32] and [Viewer](#)^[36] toolbars. Your ProSeek configuration will determine their screen location (top or bottom).

[Browse](#)^[18] | [Viewer](#)^[32] | [Search](#)^[54] | [Map Search](#)^[78] | [Print](#)^[82] | [Audio Files](#)^[88] | [Text Correction](#)^[98] | [User Annotation](#)^[110]

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6.2 Title Toolbar

From the **Title Toolbar**, you'll be able to personalize the screen as well as search the document you're viewing. You'll be able to turn thumbnails on and off, copy text to your clipboard and choose the color you prefer for highlighted text. Additionally, when you're searching, you'll be able to quickly move to the next document that contains your search term.

When you open the **Viewer** from either the [Browse by Titles](#)^[18], [Browse by Date](#)^[28] or [Search](#)^[54] pages, you'll see the following toolbar:

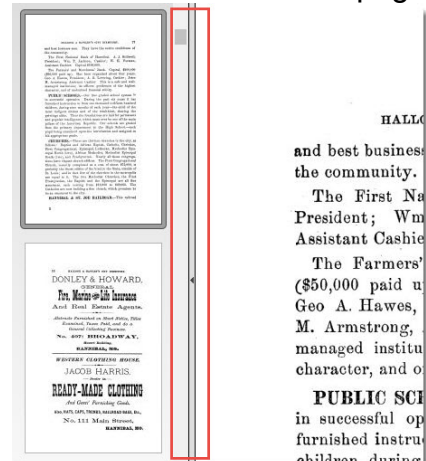


| | | | |
|---|--|----|--|
| 1 | returns you to the Browse Titles [18] list | 9 | the number of hits your search has found in the current document |
| 2 | returns you to the Browse By Date [28] area | 10 | click this icon to save the URL of the current page to your clipboard |
| 3 | returns you to the Search Titles [54] area | 11 | adjust the brightness, contrast and bit-depth of the image |
| 4 | returns you to the Map Search [78] area | 12 | reveals the previous [49] title from your Search Results |
| 5 | returns you to the About Collections [16] area | 13 | reveals the next [49] title from your Search Results |
| 6 | opens ProSeek Help | 14 | change the color of the search term highlight |
| 7 | the title of the document you are viewing | 15 | place to enter a new search term for just that document |
| 8 | allows you to view the Object Metadata | 16 | performs search of term entered only within this document |

NOTE: some icons may only appear when you open the viewer from the Search page.


Hide or Show Thumbnails

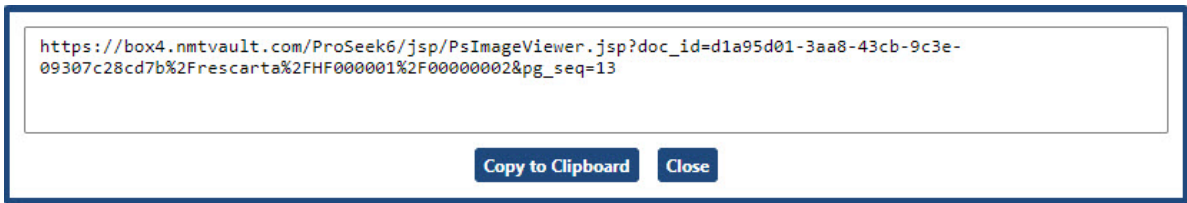
Thumbnail images of each page of the document you open appear by default along the left side of the **Viewer**. The thumbnail of the page you're viewing is outlined with a gray border. There is a hide/show thumbnail bar between the thumbnails and the page viewer. Clicking anywhere in this bar will hide or show thumbnails.




Saving the URL of the Page You're Viewing

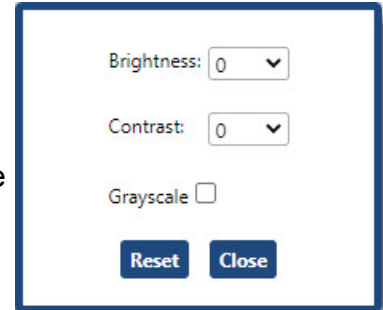
You can save the URL of any page you are viewing to your clipboard for future use. This URL can be used to return you directly to the page currently displayed in the viewer.

1. Click on the URL link icon  on the Title Toolbar in the viewer. A pop-up screen will open with the unique URL associated with this page.
2. Clicking the **Copy to Clipboard** button captures the URL text so it can be pasted as text into another document/email, etc.
3. Click the **Close** button to return to the Viewer.



Adjusting Image Brightness/Contrast/Grayscale

When selecting the sun  icon, a pop-up window will appear allowing you to adjust the images brightness and contrast levels so it may be easier to view/read. It also allows you to convert a color image into grayscale. These adjustments does not modify the original image.



Changing the Highlighting Color


When you want to change the color that ProSeek uses to highlight search term hits:




1. Click on the Paint Board Icon on the Title Toolbar in the **Viewer**. A range of colors from which you can choose will appear.
2. Click on the color you want. The page you are viewing will automatically update to that color.

Searching within the Document Being Viewed

Whether you've opened a document via [Browse By Titles](#)^[18], [Browse By Date](#)^[28] or by a [Search](#)^[54], you can always search just within that document while you are viewing it.

1. Type your search term in the search box located in the upper right corner of the Title Toolbar.
2. Hit enter or click the search icon , located to the right of the search box.



NOTE: When you search within the document you are viewing, the hit number and total number of hits displayed refer to the hits found in the current search, even if you originally opened the document via a search using other search terms. To return to your most recent collection search results, click , [Return to current search list](#)^[50], on the [Viewer Toolbar](#)^[36] on the Viewer page.

[Browse](#)^[18] | [Viewer](#)^[32] | [Search](#)^[54] | [Map Search](#)^[78] | [Print](#)^[82] | [Audio Files](#)^[88] | [Text Correction](#)^[98] | [User Annotation](#)^[110]


[Print Entire Manual](#)

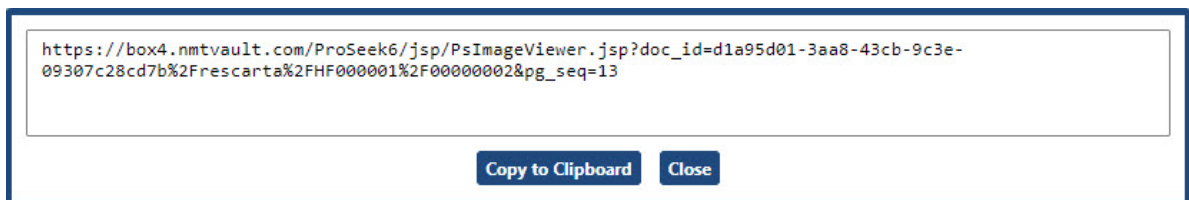
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6.3 Saving the Page URL

You can save the URL of any page you are viewing to your clipboard for future use. This URL can be used to return you directly to the page currently displayed in the Viewer.



1. Click on the URL link icon  on the [Title Toolbar](#)^[32] in the viewer. A pop-up screen will open with the unique URL associated with this page.
2. Clicking the **Copy to Clipboard** button captures the URL text so it can be pasted as text into another document/email, etc.
3. Click the **Close** button to return to the Viewer.



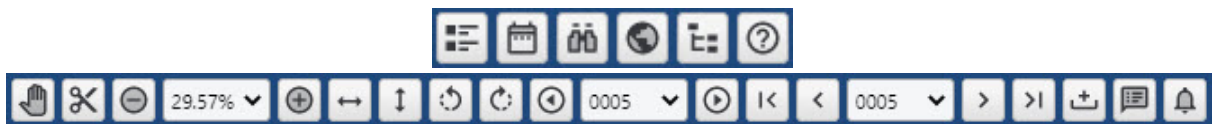
[Browse](#)^[18] | [Viewer](#)^[32] | [Search](#)^[54] | [Map Search](#)^[78] | [Print](#)^[82] | [Audio Files](#)^[88] | [Text Correction](#)^[98] | [User Annotation](#)^[110]

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6.4 Viewer Toolbar

The **Viewer Toolbar** (which may appear on the top or the bottom of the Viewer page, depending on your ProSeek's configuration) provides the display (*zooming, rotating, and moving the image*) and navigation tools (*moving through pages and moving through search term hits*) you'll need to read the title you've opened. You'll also find tools that will let you print pages, view the metadata of the title you're viewing, and direct you back to the [Browse Titles](#)^[18], [Browse by Date](#)^[28], [Search](#)^[54] and [Map Search](#)^[78] pages.




Display Tools


ProSeek's Viewer lets you manipulate page images for easier viewing. With these tools, you can zoom, rotate, and move the image you're viewing.

Zooming

There are several different ways to zoom in and out of an image.

Zoom Icons

To make text and images appear larger, click on the **Zoom in** icon: . Continue clicking until the image is the size you want.


To make text and images appear smaller, click on the **Zoom out** icon: . Continue clicking until the image is the size you want.


Pan Tool

Double click the Pan Tool (hand) cursor to make text and images appear larger. Continue double clicking until the image is the size you want.

NOTE: The Pan Tool is the default cursor in the image; you do not necessarily have to click on the icon to use this tool.

Fit to Width or Fit to Height

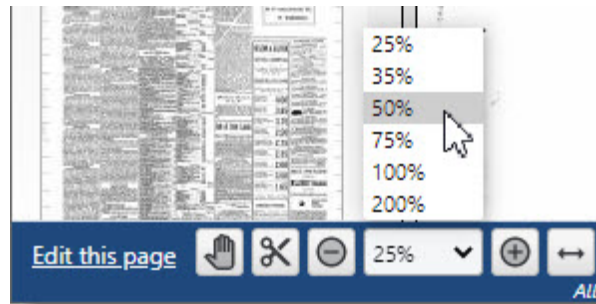
To resize the image to fit the width of your viewer window, click on the **Fit to Width** icon: 

To resize the image to fit the height of your viewer window, click on the **Fit to Height** icon: 

Page Magnification Menu



To Increase or decrease the size of the image by a percentage of the size of the original source material, use the page magnification drop down menu.

1. Click on the arrow to the right of the page magnification size field. This will bring up a range of percentages from which to choose.
2. Click the appropriate percentage.





Rotating

Sometimes the image you are viewing is not in the appropriate position for viewing. To remedy this just

- click on the Rotate Counter Clockwise button  to rotate the image counter-clockwise 90 degrees. Continue clicking the icon until you arrive at the appropriate view.
- click on the Rotate Clockwise button  to rotate the image clockwise 90 degrees. Continue clicking the icon until you arrive at the appropriate view.

Moving the Image

There may be times when you need to move the image on the screen to focus in on a specific part of the image. To do this,

1. Move your cursor over the image to be moved, making sure the Pan Tool cursor  appears.
2. Click and hold your left mouse button and drag the cursor to move the image. You'll notice that the cursor changes to this cursor  when you are allowed to move the image

NOTE: When you use any of the display tools mentioned above, the new zoom level or page view will remain in effect for all pages in the current document unless you change the zoom level or rotate the page back to its original orientation. **When you access a new document, the view is automatically reset.**

Navigation Tools


Whether you opened your document from [Browse Titles](#)^[18], [Browse By Date](#)^[28] or from a page of [Search Results](#)^[62], ProSeek's viewer lets you navigate through the material using the navigation tools found on the Viewer Toolbar.

Going to Search Term Hits

When you've opened an image through the [Search Results](#)^[62] page or when you've searched within the document you are viewing, the search term hits will be highlighted in color. While the default color is yellow, you can change the color with Change Highlighting Color tool located on the [Title Toolbar](#)^[32].

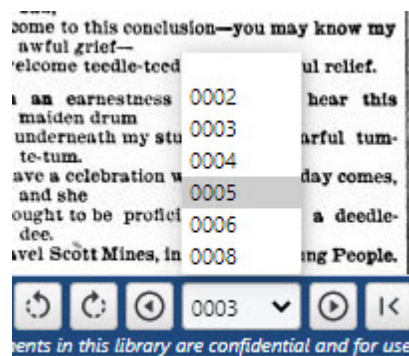
Additionally, when you've opened an image through a search process, View Hit icons on the Viewer Toolbar will be available for your use.

To view the Next Hit, click the Next Hit icon: 

To view the Previous Hit, click the Previous Hit icon: 





To view a hit on a specific page in the material, click the arrow to the right of the page number in the Select Hit Page field and choose a page from the drop down list, scrolling up and down the numbers as appropriate.

NOTE: Only pages with hits from your search will appear on this list.

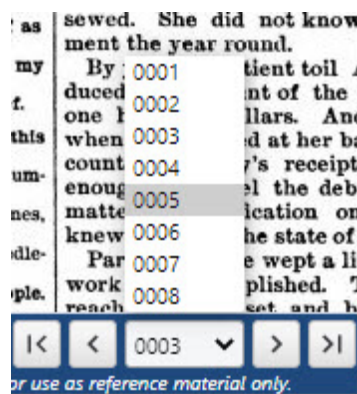


Select Hit Page dropdown

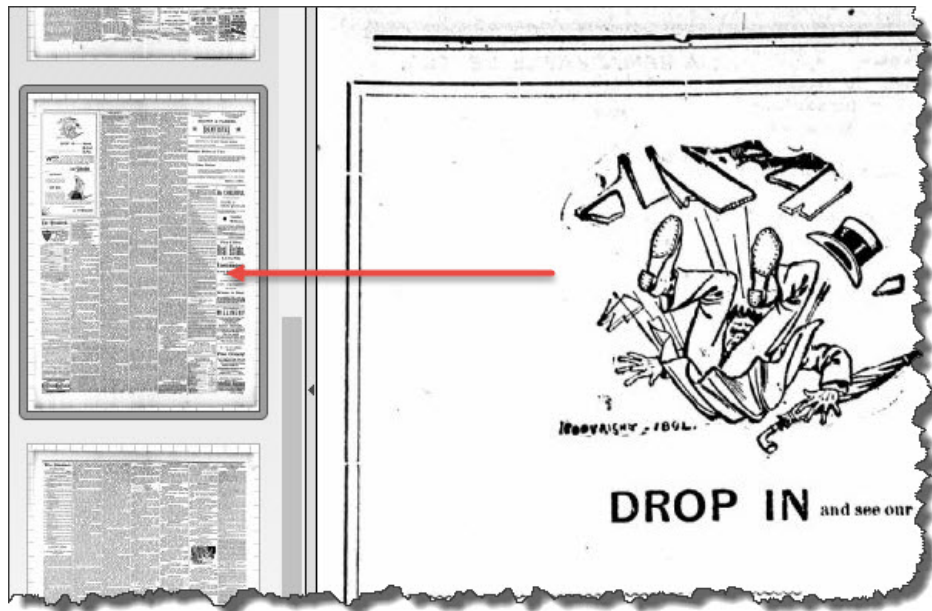
Going to Pages

-  To go to the first page within that title, click the **First Page** icon
-  To go to the last page within that title, click the **Last Page** icon
-  To go to the previous page within that title, click the **Previous Page** icon
-  To go to the next page within that title, click the **Next Page** icon

To go to a specific page in the material, click the arrow to the right of the page number in the Select Page field and choose a page from the drop down list, scrolling up and down the numbers as appropriate.



To go to a specific page in the document by clicking on a thumbnail, click on the thumbnail of the page you want to view.



Other Tools

Use the following icons to:



Selecting this icon will allow you to [print](#)^[82] pages from any object.



Selecting this icon will allow you to browse other titles. You will be leaving ProSeek's Viewer.



Selecting this icon will allow you to browse titles by date. You will be leaving ProSeek's Viewer.



Selecting this icon will allow you to view titles in you current search list or to start a new search. You will be leaving ProSeek's Viewer.



Selecting this icon will allow you to locate titles using a map. You will be leaving ProSeek's Viewer.



[Add an Annotation](#)^[110] (not available in all ProSeek configurations)



[Annotation Notification](#)^[112] (not available in all ProSeek configurations)



[View Help](#)

[Browse](#) ¹⁸ | [Viewer](#) ³² | [Search](#) ⁵⁴ | [Map Search](#) ⁷⁸ | [Print](#) ⁸² | [Audio Files](#) ⁸⁸ | [Text Correction](#) ⁹⁸ | [User Annotation](#) ¹¹⁰

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6.5 Display Tools: Zooming, Rotating and Moving

The Display Tools icons are found on the [Viewer Toolbar](#) ³⁶. With these tools, you can zoom in on an image, rotate an image, and move the image on the screen.





Moving the Image

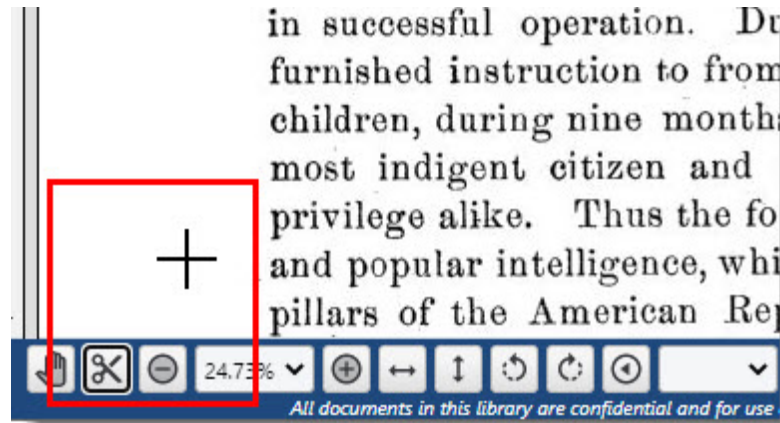
There may be times when you need to move the image on the screen to focus in on a specific part of the image. To do this,

1. By default, ProSeek is ready to use the Pan Tool. 
2. Move your cursor over the image to be moved, making sure the Pan Tool hand appears over page display. If not, then click the Pan Tool icon from within the Viewer toolbar.
3. Click and hold your left mouse button and drag the cursor to move the image. You'll notice that the cursor of an open hand will change to a close hand/fist when you move the image around the screen.

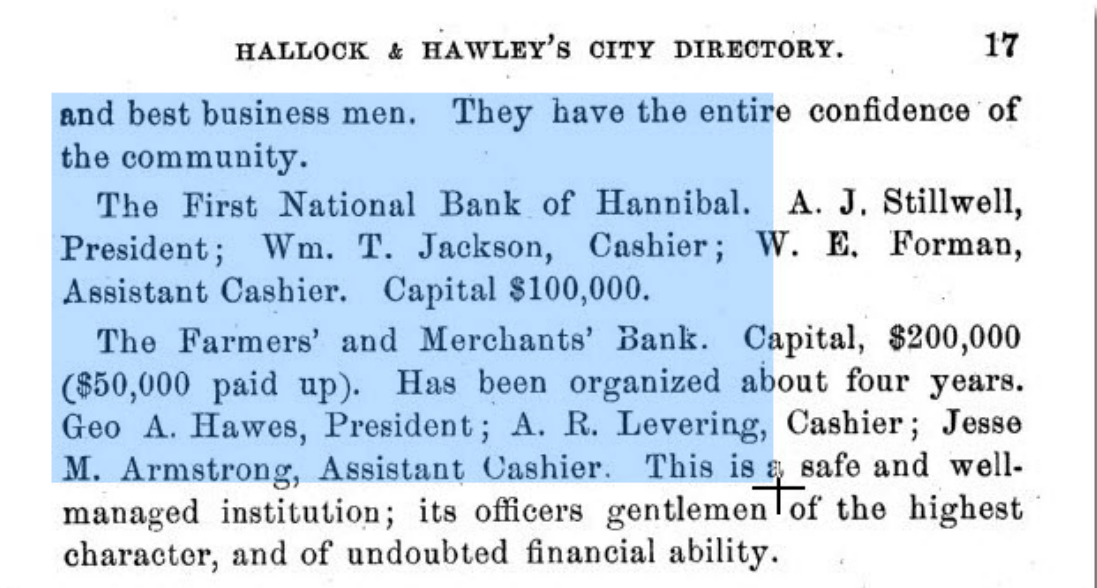
Copying Text / Text Clipping Tool

ProSeek lets you highlight a portion of the page and copy text to your clipboard for future use.

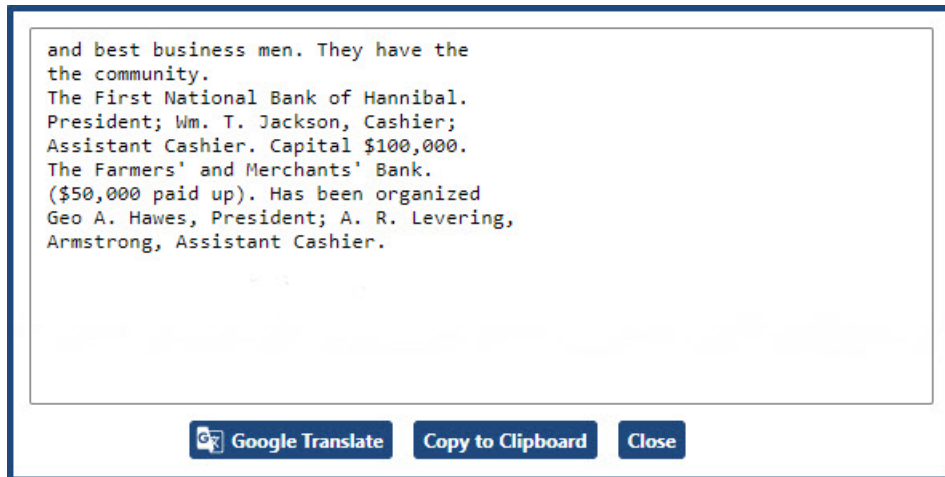
1. Click the Text Clipping icon  on the Title Toolbar in the Viewer. When you move your cursor away from the Text Clipping icon, you will see a cross hair cursor  rather than the normal hand cursor. This indicates that the copy function is working.




2. Move the cross hair cursor to a corner of the text you wish to copy.
3. Click and drag the cross hair cursor to the end of the text you wish to copy.
NOTE: This is the same procedure you would use to copy text in word processing and other programs. The text you select is highlighted in blue.



4. Release the cursor. A pop-up screen will open with the text you selected.
5. Clicking the **Copy to Clipboard** button captures the text so it can be pasted as text into another document/email, etc.
6. Click the **Close** button to return to the Viewer.





NOTE: Clicking on the  button will transfer the captured text to the Google Translate website for translation.

Zooming

There are several different ways to zoom in and out of an image.

Zoom Icons

To make text and images appear larger, click on the **Zoom in** icon: 
 Continue clicking until the image is the size you want.


To make text and images appear smaller, click on the **Zoom out** icon:
 Continue clicking until the image is the size you want.


Pan Tool

Double-click on the image to make text and images appear larger.
 Continue double-clicking until the image is the size you want.

NOTE: The Pan Tool is the default cursor in the image; you do not necessarily have to click on the icon to use this tool.

Fit to Width or Fit to Height

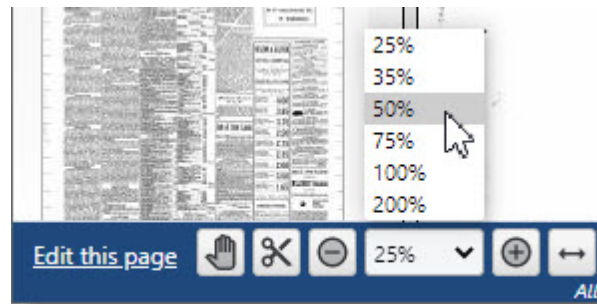
To resize the image to fit the width of your screen, click on the **Fit to Width** icon: 

To resize the image to fit the height of your screen, click on the **Fit to Height** icon: 

Page Magnification Menu



To Increase or decrease the size of the image by a percentage of the size of the original source material, use the page magnification drop down menu.

1. Click on the arrow to the right of the page magnification size field. This will bring up a range of percentages from which to choose.
2. Click the appropriate percentage.



Rotating

Sometimes the image you are viewing is not in the appropriate position for viewing accurately. To remedy this just

- click on the Rotate Counter Clockwise button  to rotate the image counter-clockwise 90 degrees. Continue clicking the icon until you arrive at the appropriate view.
- click on the Rotate Clockwise button  to rotate the image clockwise 90 degrees. Continue clicking the icon until you arrive at the appropriate view.



NOTE: When you use any of the display tools mentioned above, the new zoom level or page view will remain in effect for all pages in the current document unless you change the zoom level or rotate the page back to the its original orientation. **When you access a new document, the view is automatically reset.**

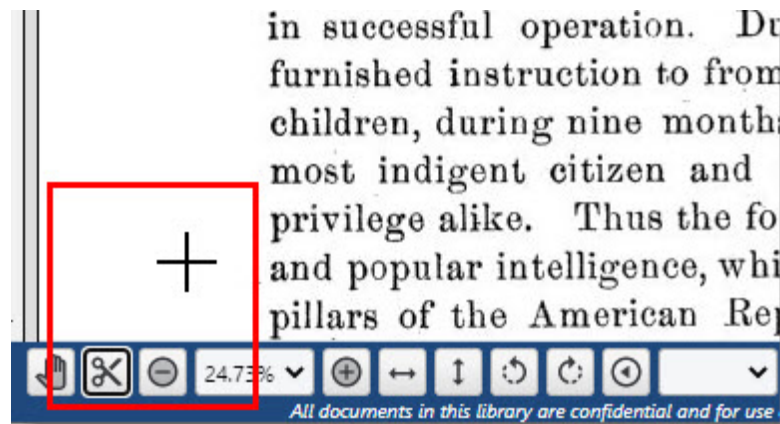
[Browse](#) ¹⁸ | [Viewer](#) ³² | [Search](#) ⁵⁴ | [Map Search](#) ⁷⁸ | [Print](#) ⁸² | [Audio Files](#) ⁸⁸ | [Text Correction](#) ⁹⁸ | [User Annotation](#) ¹¹⁰

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6.6 Copying Text | Google Translate

ProSeek lets you highlight and copy text to your clipboard for future use.

1. Click the Text Clipping icon  from the Title Toolbar in the Viewer. When you move your cursor away from the Text Clipping icon, you will see a cross hair cursor  rather than the normal hand cursor. This indicates that the copy function is working.



2. Move the cross-hair cursor to a corner of the text you wish to copy.
3. Click and drag the cross hair cursor to the end of the text you wish to copy.
NOTE: This is the same procedure you would use to copy text in word processing and other programs. The text you select is highlighted in blue.

HALLOCK & HAWLEY'S CITY DIRECTORY.

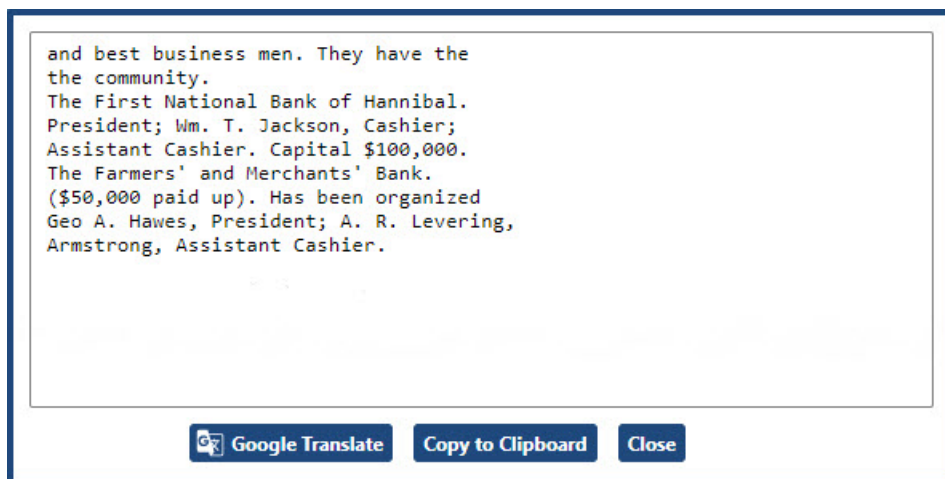
17

and best business men. They have the entire confidence of the community.

The First National Bank of Hannibal. A. J. Stillwell, President; Wm. T. Jackson, Cashier; W. E. Forman, Assistant Cashier. Capital \$100,000.

The Farmers' and Merchants' Bank. Capital, \$200,000 (\$50,000 paid up). Has been organized about four years. Geo A. Hawes, President; A. R. Levering, Cashier; Jesse M. Armstrong, Assistant Cashier. This is a safe and well-managed institution; its officers gentlemen of the highest character, and of undoubted financial ability.

4. Release the cursor. A pop-up screen will open with the text you selected highlighted.
5. Clicking the **Copy to Clipboard** button captures the highlighted text so it can be pasted as text into another document/email, etc.
6. Clicking the **Google Translate** button from the bottom of this window will transfer this text to the Google Translate website.
7. Click the **Close** button to return to the Viewer.



[Browse](#)^[18] | [Viewer](#)^[32] | [Search](#)^[54] | [Map Search](#)^[78] | [Print](#)^[82] | [Audio Files](#)^[88] | [Text Correction](#)^[98] | [User Annotation](#)^[110]

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6.7 Navigation Tools: Going to Search Term Hits and Pages

Going to Search Term Hits and Pages

Whether you opened your document from [Browse by Titles](#)^[18], [Browse By Date](#)^[28] or from a page of [Search Results](#)^[62], ProSeek's viewer lets you navigate through the material using the navigation tools found on the [Viewer Toolbar](#)^[36]. With these tools, you can go to search term hits or go to the pages of your document.



Going to Search Term Hits

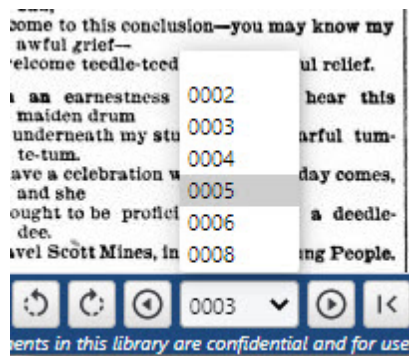
When you've opened an image through the [Search Results](#)^[62] page or when you've searched within the document you are viewing, the search term hits will be highlighted in color. While the default color is yellow, you can change the color with Change Highlighting Color tool located on the [Title Toolbar](#)^[32].

Additionally, when you've opened an image through a search process, View Hit icons on the Viewer Toolbar will be available for your use.

To view the Next Hit, click the Next Hit icon: 





To view the Previous Hit, click the Previous Hit icon: 

To view a hit on a specific page in the material, click the arrow to the right of the page number in the Select Hit Page field and choose a page from the drop down list, scrolling up and down the numbers as appropriate. NOTE: Only pages with hits from your search will appear on this list.

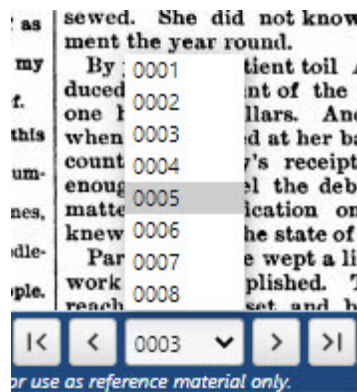


Select Hit Page dropdown

Going to Pages

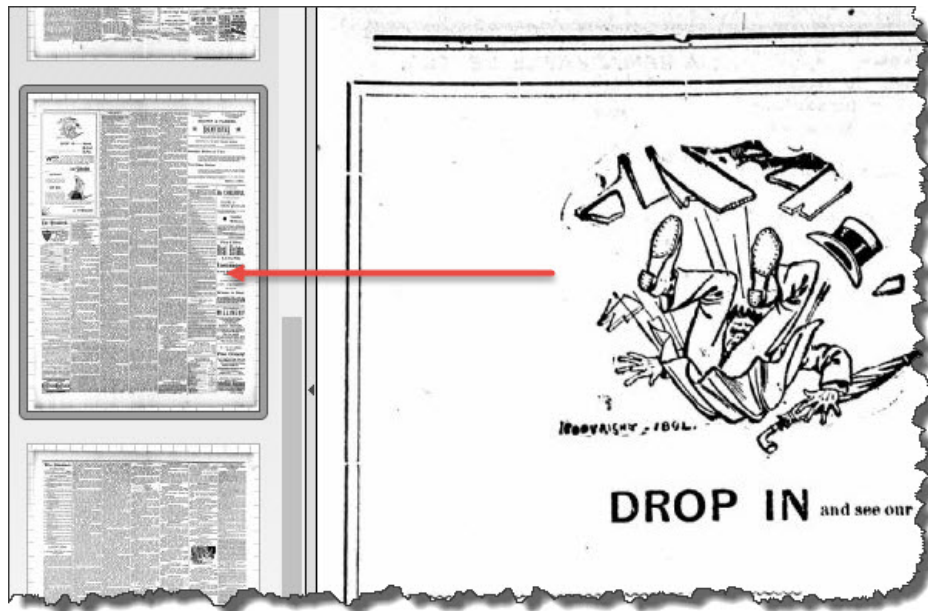
-  To go to the first page within that title, click the **First Page** icon
-  To go to the last page within that title, click the **Last Page** icon
-  To go to the previous page within that title, click the **Previous Page** icon
-  To go to the next page within that title, click the **Next Page** icon

To go to a specific page in the material, click the arrow to the right of the page number in the Select Page field and choose a page from the drop down list, scrolling up and down the numbers as appropriate.



Select Page Dropdown

You can also navigate to a specific page in the document by clicking on the appropriate thumbnail, click on the thumbnail in the left panel.




[Browse](#)^[18] | [Viewer](#)^[32] | [Search](#)^[54] | [Map Search](#)^[78] | [Print](#)^[82] | [Audio Files](#)^[88] | [Text Correction](#)^[98] | [User Annotation](#)^[110]


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6.8 Moving to Documents Within A Search

When you conduct a search and open a document in the [Viewer](#)^[32], ProSeek lets you move to the next and previous document that contains your search term without returning to the search results list.

Use the Previous and Next Search Document icons  located in the [Title Toolbar](#)^[32] in the [Viewer](#)^[32] to move from one document to another.

NOTE: Once you search within a document, you lose your original multi-document search and the Previous and Next Search Documents will no longer work. You will need to return to your search list by clicking on the Return to the current search list icon  located on the [Viewer Toolbar](#).^[36]


[Browse](#)^[18] | [Viewer](#)^[32] | [Search](#)^[54] | [Map Search](#)^[78] | [Print](#)^[82] | [Audio Files](#)^[88] | [Text Correction](#)^[98] | [User Annotation](#)^[110]

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6.9 Searching Within a Document

Whether you've opened a document via [Browse by Titles](#)^[18], [Browse By Date](#)^[28] or by a [Search](#)^[54], you can always search that document while you are viewing it. The tools for this are located on the [Title Toolbar](#)^[32] of ProSeek's Viewer.

1. Type your search term in the search box located in the upper right corner of the Title Toolbar.
2. Hit enter or click the search icon , located to the right of the search box.



NOTE: When you search within the document you are viewing, the hit number and total number of hits displayed refer to the hits *found in the current search*, even if you originally opened the document via a search using other search terms. To return to your most recent collection search results, click , to return to the current search list on the [Viewer Toolbar](#)^[36] on the Viewer page.


[Browse](#)^[18] | [Viewer](#)^[32] | [Search](#)^[54] | [Map Search](#)^[78] | [Print](#)^[82] | [Audio Files](#)^[88] | [Text Correction](#)^[98] | [User Annotation](#)^[110]


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6.10 Leaving the Viewer Tools

The icons for the tools that let you leave the Viewer are found on the [Viewer Toolbar](#)^[36]. Once you've finished examining a document, you have four options to leave ProSeek's viewer:

 Selecting this icon will allow you to [browse](#)^[18] other titles.

 Selecting this icon will allow you to browse titles by [date](#)^[28].

 Selecting this icon will allow you to view titles in you current search list or to start a new [search](#)^[54].

 Selecting this icon will allow you to locate titles using a [map](#)^[78].

[Browse](#)^[18] | [Viewer](#)^[32] | [Search](#)^[54] | [Map Search](#)^[78] | [Print](#)^[82] | [Audio Files](#)^[88] |
[Text Correction](#)^[98] | [User Annotation](#)^[110]

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Remove this text from the manual
template if you want it completely blank.

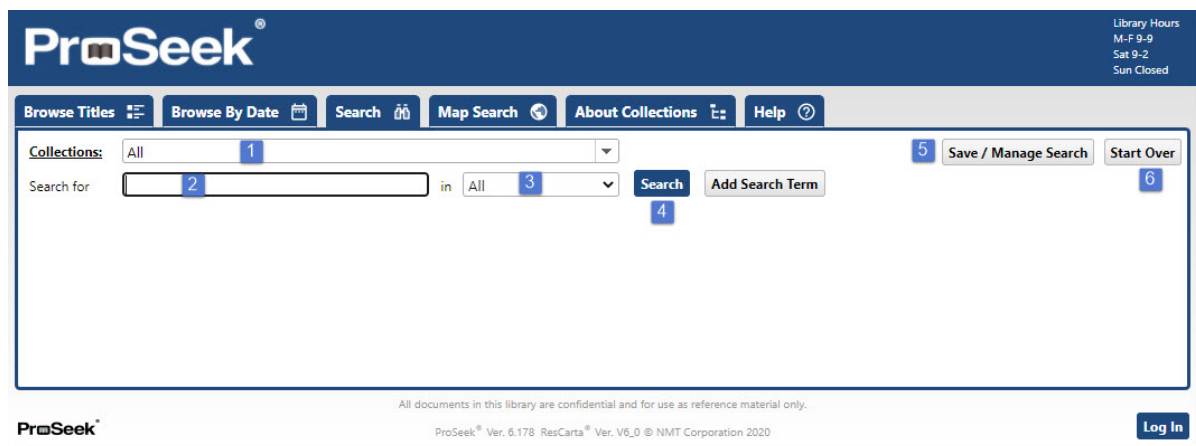
Search

7 Search

7.1 Search

ProSeek lets you search one collection, several collections or all the collections in your digital library, including audio files. You can conduct a broad search or a more narrow search depending on your needs. Additionally, you can save and manage your searches. Generally, you'll follow two steps when you conduct a search. To maximize the effectiveness of your searches, review ProSeek's [Search Tips](#)^[73].

When you first come to the Search page, you'll see this screen:



From this screen, you can

1. [choose the collection or collections you want to search](#)^[56]
2. [enter your search terms](#)^[57]
3. [set your search limit](#)^[61]
4. [finalize the search for the terms you've entered](#)^[62]
5. [save and manage your searches](#)^[69]
6. [start a new search](#)^[73]

After you click the Search button (#4 in the image above), your [search results](#)^[62] will be displayed. Once displayed, you will have a number of format and display choices. From the search results screen, you can:

The screenshot shows the ProSeek search interface. At the top, there's a navigation bar with 'ProSeek' logo and 'Library Hours' (M-F 9-9, Sat 9-2, Sun Closed). Below that are tabs for 'Browse Titles', 'Browse By Date', 'Search', 'Map Search', 'About Collections', and 'Help'. The search bar contains 'smith' and shows '7' hits. A 'Save / Manage Search' button and 'Start Over' button are visible. The search results are displayed in a grid of thumbnails. Callouts 1 through 9 point to various UI elements: 1. Search results count (Titles 1 - 100 of 409), 2. Filter categories (Year published, Month published, etc.), 3. Sort by (Relevance), 4. Display Columns (4), 5. Items Per Page (100), 6. Thumbnail view, 7. Save/Manage Search, 8. Document thumbnail, 9. Search button.

1. see the number of hits your search has found and how many are displayed on your screen
2. narrow your search by using [Search Filter Categories](#)^[65]
3. [choose how you want the results sorted](#)^[64]
4. [choose the number of columns to be used when displaying the results](#)^[64]
5. [determine how many titles will be displayed on each search results list](#)^[64]
6. [choose whether to show the thumbnail images or text images of your results](#)^[64]
7. [copy the URL of your search](#)^[69]
8. click on a title or thumbnail [to open the title](#)^[62]. The title opens in the [Viewer](#)^[32] to the page containing the most relevant matches to your search terms
9. [Navigate to a different page](#)^[68] of search results

To listen to an audio file, see [Audio Player](#)^[93].

To maximize the effectiveness of your searches, review **ProSeek's** [Search Tips](#)^[73].

[Browse](#)^[18] | [Viewer](#)^[32] | [Search](#)^[54] | [Map Search](#)^[78] | [Print](#)^[82] | [Audio Files](#)^[88] | [Text Correction](#)^[98] | [User Annotation](#)^[110]

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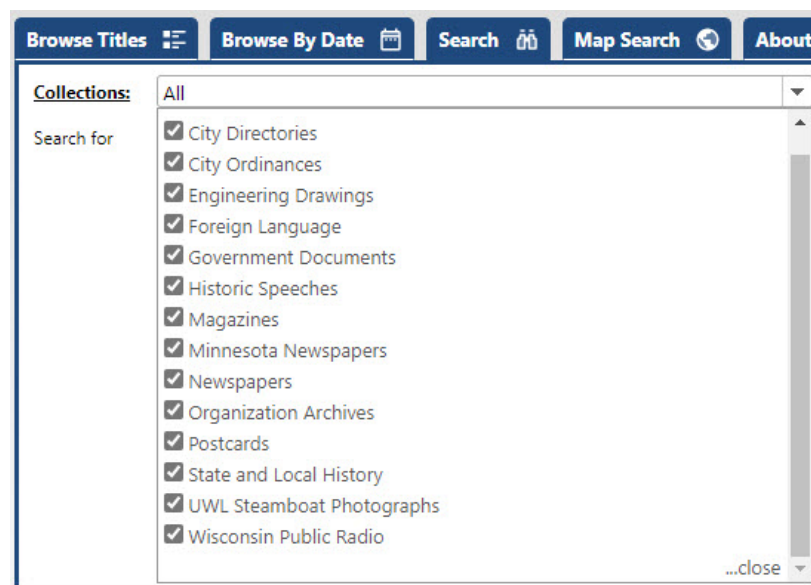
7.2 Choosing a Collection to Search

Generally, the ProSeek Search function starts with *All Collections* as the default search, but you can choose one collection or several by using the Collections drop-down list. In some cases, depending how your ProSeek is configured, you may be only able to search one collection at a time.

1. Click on the Collections field. A drop-down list will appear showing the default list of All collections. If "All" was the default, all the collections will have check marks chosen. To choose All collections, click anywhere in the All box in the drop-down menu.
2. To choose a specific collection or several collections, click on the box to the left of the collection name in the drop-down list. A check mark will appear in the box. Continue to make your choices until all the collections you want to browse have been chosen.

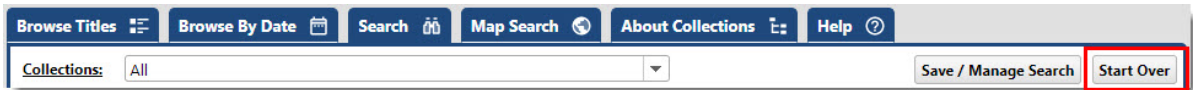
NOTE: In some ProSeek applications, you will only be able to choose All collections or just one other collection, depending on how your ProSeek is configured. When this occurs, no check box will appear before the collection names.

3. Click on the word "close" in the bottom right corner of the drop-down list or anywhere outside the drop-down box to finalize your collection choices and close the list.



Choosing Different Collections to Search

If you want to search a different set of collections, you can reset your choices by click on the Start Over button at the far right of the Collection Choices section.



[Browse](#) | [Viewer](#) | [Search](#) | [Map Search](#) | [Print](#) | [Audio Files](#) | [Text Correction](#) | [User Annotation](#)

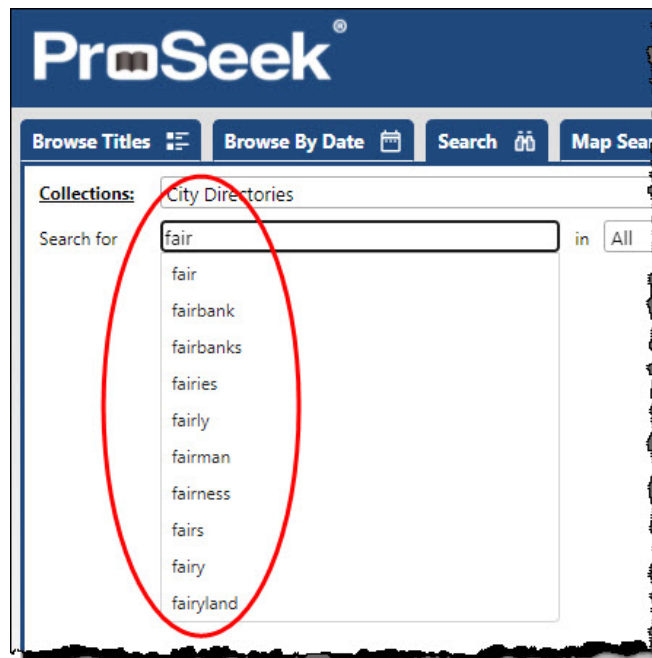
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7.3 Entering Search Terms

Searching for a specific word or words is easy in ProSeek. You choose the collection or collections you want to search, type in your search term, narrow your search as appropriate, and then complete your search. The specific instructions for this are found on this page.

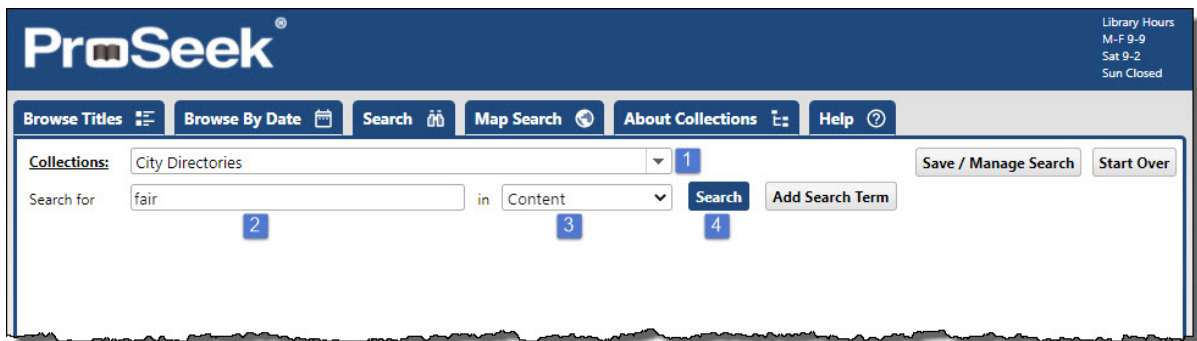
NOTE: ProSeek uses an auto complete feature to provide potential matches for the term you are typing. For example, if you're searching the term "fairview," as you type that term, options will appear in a dropdown menu from which you can choose:



Searching with a Single Term or Phrase

To enter the search term or phrase, you

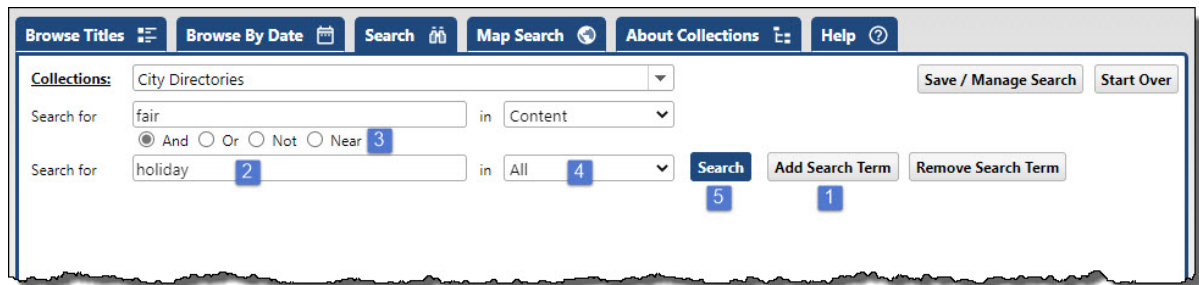
1. Choose the collection or collections you want to search.
2. Type in your search term in the **Search for** field.
3. Identify any search limits you would like placed upon the search.
 - a. Click on the downward arrow in the space next to your search term to open the drop-down menu
 - b. Move your cursor to the option you would like
 - c. Click on the highlighted option.
4. Click on the Search button to get the [Search Results](#)⁶².



Searching for Several Terms

You may also add search terms to your search. Before you click on the Search button to complete the search,

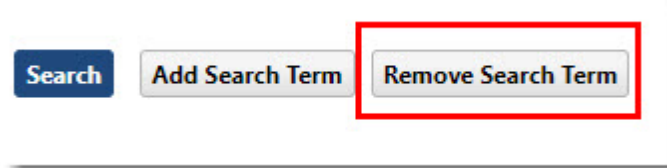
1. Click on the **Add Search Term** button. An empty text field will appear as well as additional options to set any search limits.
2. Type in your additional search term in that field.
3. Choose one of the search Boolean options: “And,” “Or,” “Not,” and “Near”.
 - a. Place your cursor over the circular field next to the option you would like
 - b. Click to select that option.
4. Choose any search limit options from the drop-down menu.
 - a. Click on the downward arrow next to your new search term to open the drop-down menu
 - b. Move your cursor to the option you would like
 - c. Click on the highlighted option.
5. Click on the Search button to get the [Search Results](#)⁶².



You may enter up to five (5) search terms for each of your searches.

To remove a search term,

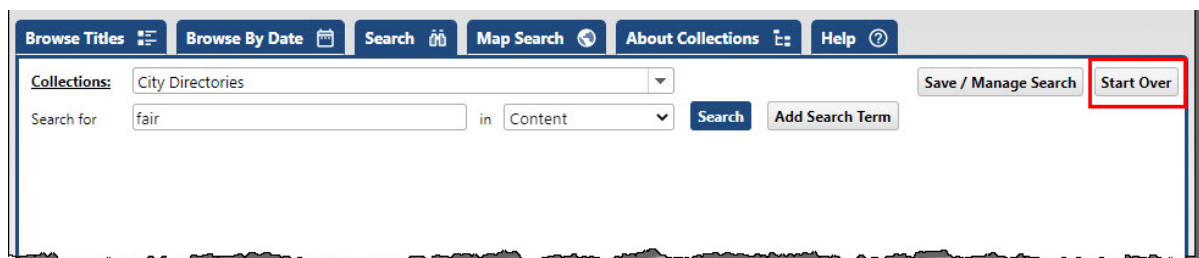
- Click on the **Remove Search Term** button for each of the terms you've entered.



Starting a New Search

To start a completely new search,

- Click on the **Start Over** button located to the far right of the search screen.



Obtaining Search Results

To get your search results, whether you use one term or 5,

- Click on the Search button to the right of the search term you entered.

The screenshot shows the ProSeek search interface. At the top, there are navigation buttons: "Browse Titles", "Browse By Date", "Search", "Map Search", "About Collections", and "Help". Below these, the "Collections" dropdown is set to "City Directories". The search term "fair" is entered in the "Search for" field, and "Content" is selected in the "in" dropdown. The "Search" button is highlighted with a red box, and an "Add Search Term" button is visible to its right.

Searching a Date Range

When you want to limit your search by a date range (chosen from the Search Limit Options drop down menu next to where you enter your search term. You must choose the Date Range search limit before entering your date information. Click search once the date range has been entered. All dates must be entered so they begin with the four-digit year date (YYYY) followed by the 2-digit month (MM) and, if appropriate, the two-digit day (DD), all separated by a dash. The 4-digit year date may be used alone as well. Again, the allowable formats are

| | |
|------------|------------|
| YYYY | 2000 |
| YYYY-MM | 2000-05 |
| YYYY-MM-DD | 2000-05-05 |

NOTE: The month and day must be two digits, using 0 as a filler when appropriate.

The screenshot shows the ProSeek search interface with a date range search. The "Collections" dropdown is set to "City Directories". The "From date" field contains "1870" and the "to date" field contains "1910-05-05". The "in" dropdown is set to "Date Range" and is highlighted with a red box. The "Search" button is visible to the right of the dropdown. In the top right corner, there is a "Library Hours" section: "M-F 9-9", "Sat 9-2", "Sun Closed".

To maximize the effectiveness of your searches, review ProSeek's [Search Tips](#)^[73].

[Browse](#)^[18] | [Viewer](#)^[32] | [Search](#)^[54] | [Map Search](#)^[78] | [Print](#)^[82] | [Audio Files](#)^[88] | [Text Correction](#)^[98] | [User Annotation](#)^[110]

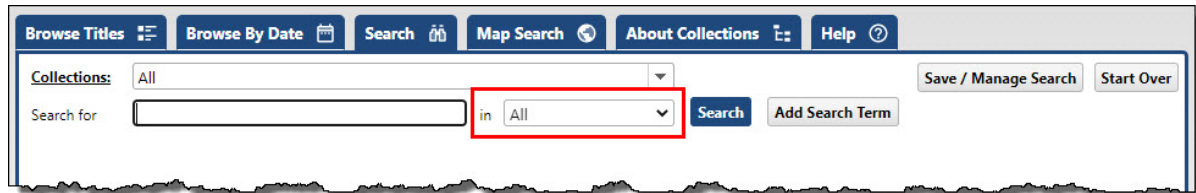
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7.4 Setting Search Limits

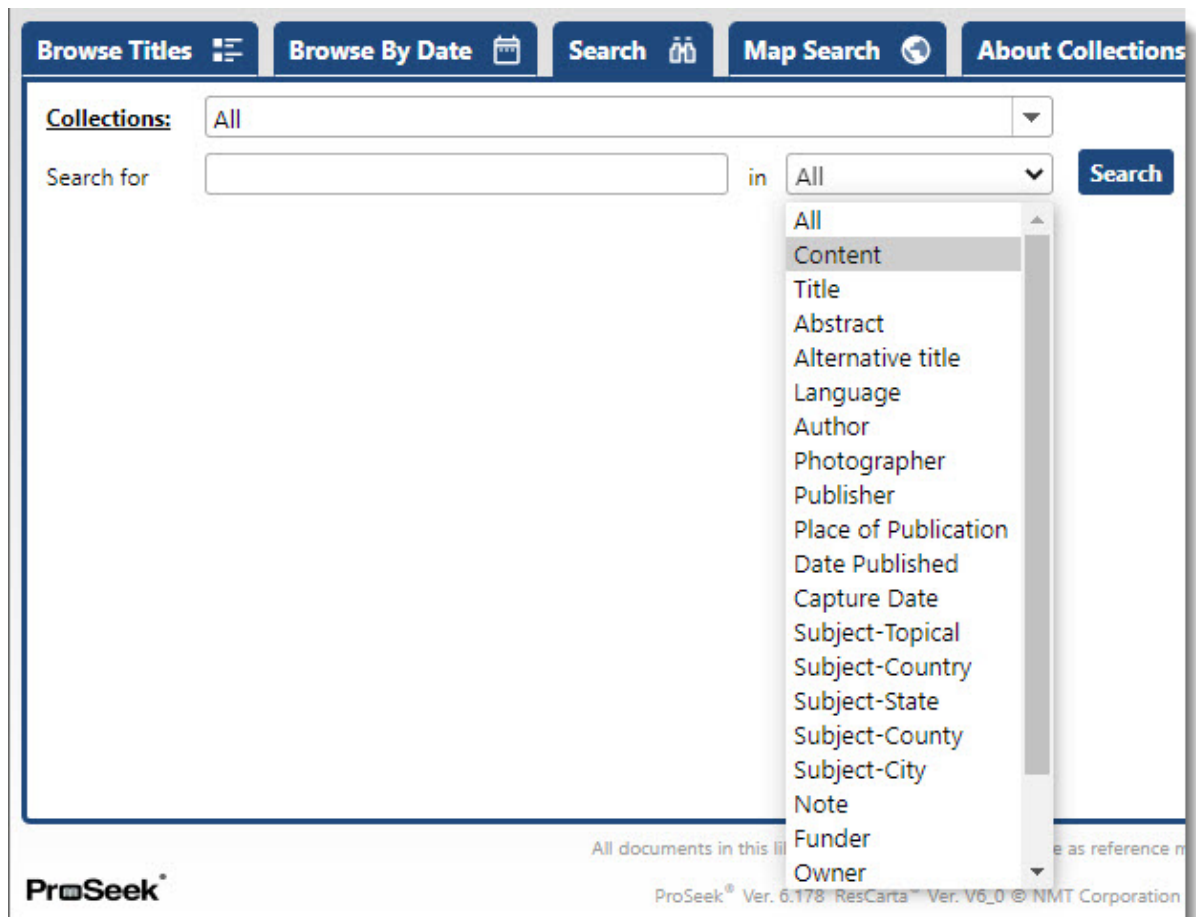
You can narrow your search results by limiting to which metadata fields that will be used to perform the search.

1. Locate the Set Search Limits field on the Search page.



2. Click the downward arrow to the right of the field. A drop-down menu will appear listing the different categories that can be used to narrow your search.

As you'll see, you can narrow your search to full Content or just the title or dates or author or any of the other options presented in this list.



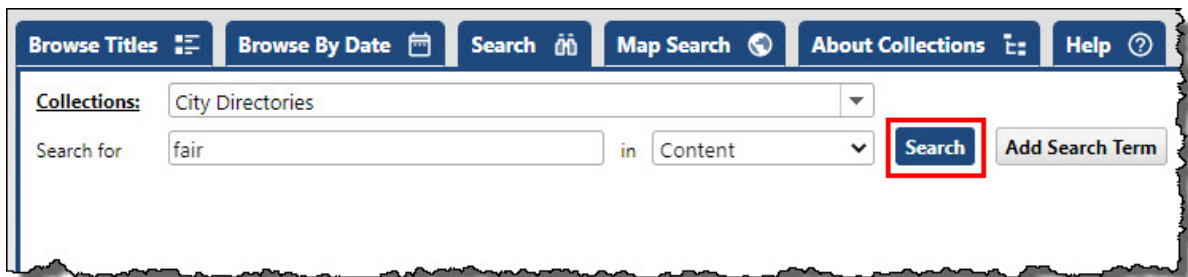
[Browse](#)^[18] | [Viewer](#)^[32] | [Search](#)^[54] | [Map Search](#)^[78] | [Print](#)^[82] | [Audio Files](#)^[88] |
[Text Correction](#)^[98] | [User Annotation](#)^[110]

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7.5 Finalizing a Search

When you are ready to finalize your search, click on the Search button on the Search page:



This will bring up your search results using the [collection](#)^[56] and [display options](#)^[64] you've chosen.

To view a title from the search results,

- Click the title or the thumbnail. The document opens in the [Viewer](#)^[32] to the page containing the most relevant matches to your search terms.

To listen to a file, see [Audio Player](#)^[93].

[Browse](#)^[18] | [Viewer](#)^[32] | [Search](#)^[54] | [Map Search](#)^[78] | [Print](#)^[82] | [Audio Files](#)^[88] |
[Text Correction](#)^[98] | [User Annotation](#)^[110]

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7.6 Search Results

Once you've [completed a search](#)^[62], the Search Results page will appear. This page provides a list of documents found in your most recent search. Additionally, on the

right side of the screen, the page displays the search term, the total number of search results, and the number of results being displayed on the current page.

By default, the Search results are displayed in order of relevancy. To change this

1. Click on the downward arrow in the **Sort By** field located on the left of the screen, above the results list. A drop-down menu of sorting options will appear.
2. Click on your choice of sorting options. The list will resort itself.

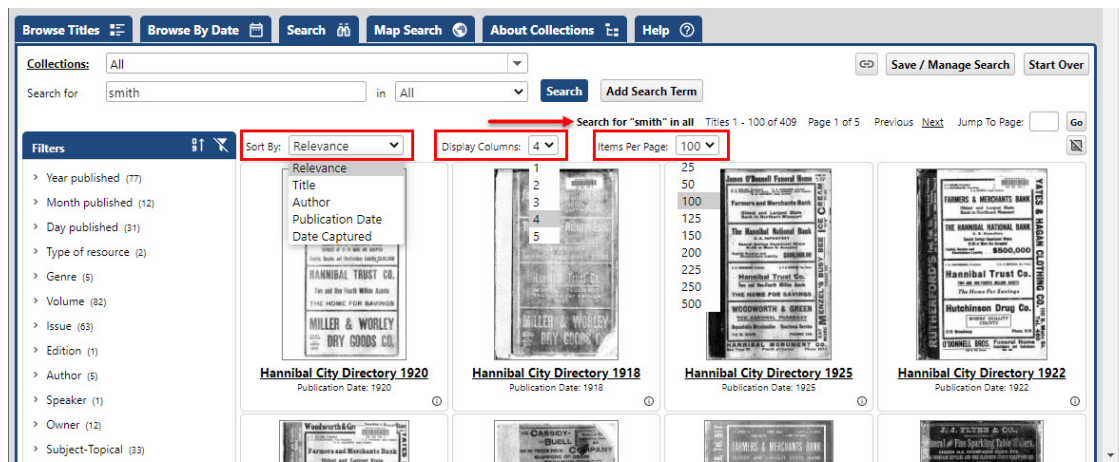
You may also change the number of Display Columns or the number of Items displayed on this page.

1. Click on the downward arrow in the **Display Columns** or **Items Per Page** field.
2. Click on the number of columns/items you would like displayed. The page will reorganize itself.

You may also filter your search results using the [Search Filter Categories](#)^[65].

To view a document:

1. Click on the thumbnail image or title text to open the object. The document opens in the [Viewer](#)^[32] to the page containing the most relevant matches to your search terms.



To listen to a file, see [Audio Player](#)^[93].

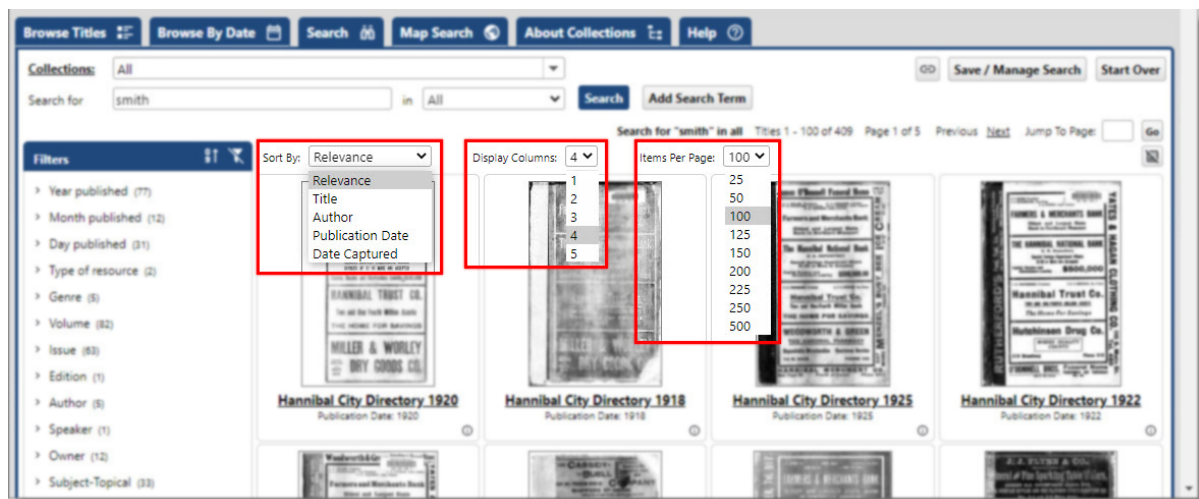
[Browse](#)^[18] | [Viewer](#)^[32] | [Search](#)^[54] | [Map Search](#)^[78] | [Print](#)^[82] | [Audio Files](#)^[88] | [Text Correction](#)^[98] | [User Annotation](#)^[110]

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7.7 Search Results Display Options

Before you start your search as well as on the Search Results page, you can manage how to display your results. You can choose how to sort your results, the number of columns you'd like displayed with your results, and if you want to view thumbnail images or text images of your results.

You may also choose some display options either before or after you complete your search:



Sort By: To choose how you would like to sort your results

- Click on the downward arrow in the Sort By field. A drop-down menu will appear.
- Move your cursor over the option you would like for sorting your results.
- Click on the now highlighted option to make your choice.

Display Columns: To choose how many columns you would your results displayed in on the Search Results page,


- Click on the downward arrow in the Display Columns field. A drop-down menu will appear.
- Move your cursor over the number of columns you would like your results displayed in.
- Click on the now highlighted option to make your choice.

Items Per Page: To determine how many items are displayed on the Search Results page,


- A. Click on the downward arrow in the Items Per Page field. A drop-down menu will appear.
- B. Move your cursor over the number of columns you would like your results displayed in.
- C. Click on the now highlighted option to make your choice.

Thumbnail Images:

To choose to see thumbnail images within your results,

- A. Click the thumbnail icon on the far right of the search screen so this icon is displayed: 

To choose to see only text search results,

- A. Click the thumbnail icon on the far right of the search screen so this icon is displayed: 

You may make these choices on the [Search Results](#)^[62] page as well.

[Browse](#)^[18] | [Viewer](#)^[32] | [Search](#)^[54] | [Map Search](#)^[78] | [Print](#)^[82] | [Audio Files](#)^[88] | [Text Correction](#)^[98] | [User Annotation](#)^[110]

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7.8 Search Filter Categories

The Search Filter categories appear on the far left side of the search page once you've finalized a search by pressing the Search button.

Next to each category name, in parentheses, is a number. This number indicates how many documents may be found in that category. For example, if you choose the category "Month published", and the number 12 appears next to it, that means that there are 12 different months available within the collection you are searching and you can narrow your search more by using one of those types of resources as your filter.

Filtering category and the number of categories available to filter.

Specific options for filtering and the number of titles that are available for each option

| Month | Number of titles |
|-------|------------------|
| 01 | 37 |
| 02 | 29 |
| 03 | 28 |
| 04 | 28 |
| 05 | 29 |
| 06 | 33 |
| 07 | 31 |
| 08 | 43 |
| 09 | 29 |

To choose a category for filtering your Search,

1. Move your cursor to the category you would like to use as a filter.
2. Click on that name. A box appears with the category types that you may use for filtering your search.
3. Click on the category type you want to use as your filter. An X will appear in the box to the left of the name and the results of the filtering will appear automatically in the display area.

To de-select that category,

1. Click on the name of the category type. This deselects that filter and you will now see the box with all the category types for that category.



The filter header will allow you to enable/disable the filtering feature as well as how the category types are sorted.

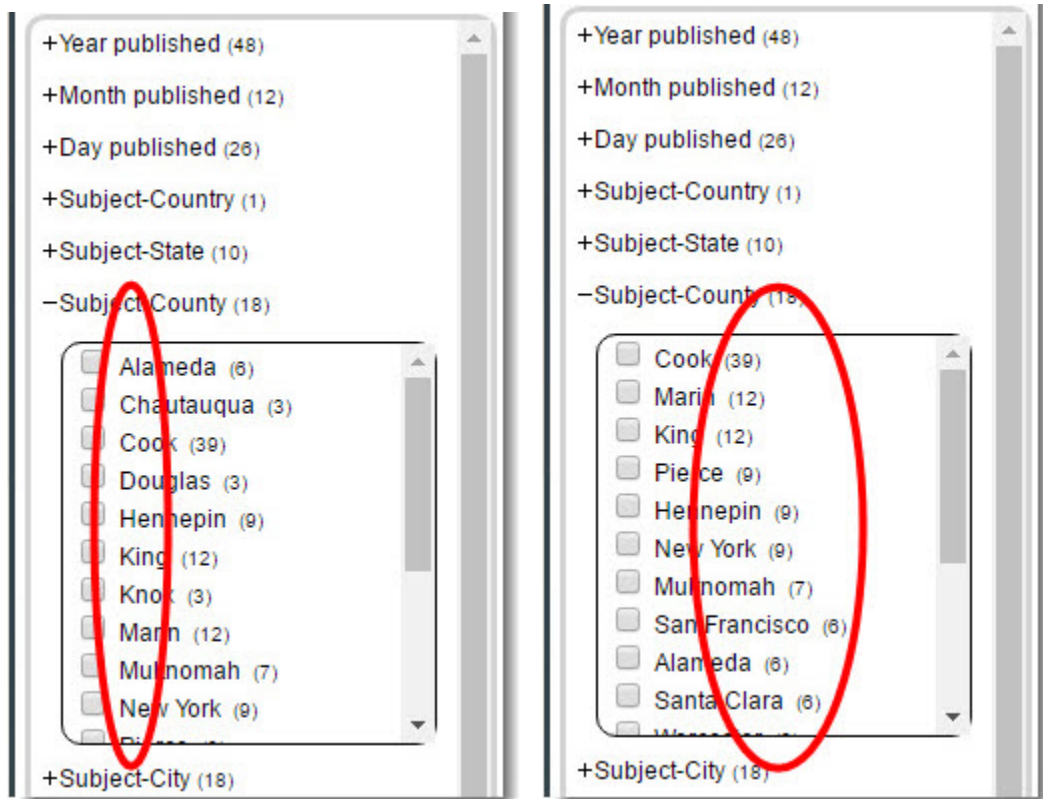


Click to change the sort order to alphabetical



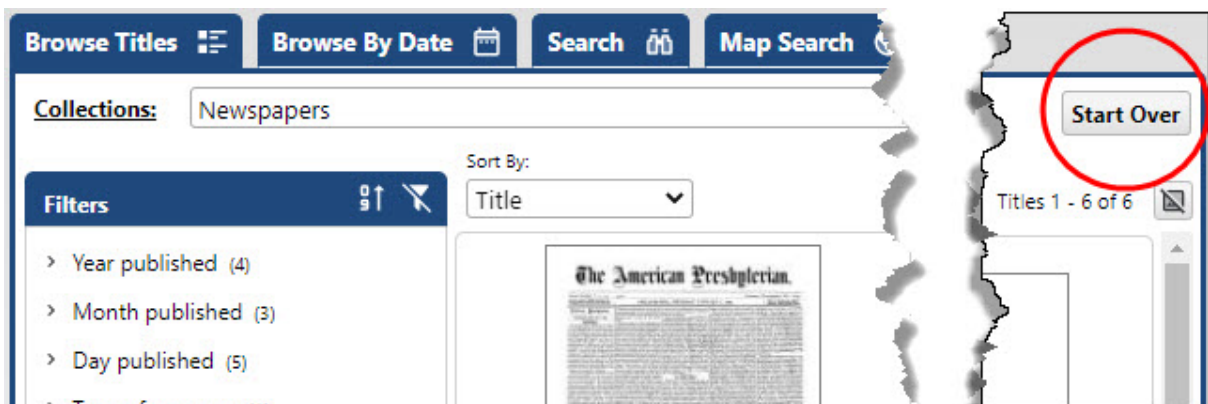
Click to change the sort order to count

  Click to enable/disable the filter feature



Choosing Different Categories

If you want to filter with different categories, you can reset your choices by click on the Start Over button at the far right of the Collection Choices section.



[Browse](#) ^[18] | [Viewer](#) ^[32] | [Search](#) ^[54] | [Map Search](#) ^[78] | [Print](#) ^[82] | [Audio Files](#) ^[88] | [Text Correction](#) ^[98] | [User Annotation](#) ^[110]

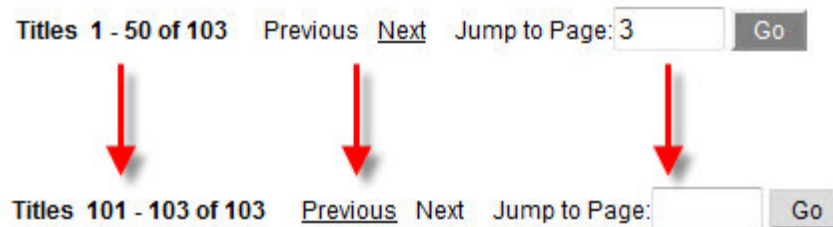
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7.9 Navigating to Additional Search Results

Number of Results Found and Displayed: Next to the Items Per Page option, you'll see the word "Titles" followed by numbers or a range of numbers. This number lists the total number of results found as well as the number of results displayed on the Browse Titles page.


Thus, if your search yielded 5 results, this would be displayed: 1 - 5 of 5. If there are more results that can be displayed on one Browse Results page, you will see something like this: 1 - 25 of 103 or 1 - 50 of 103, depending on the maximum number of results your Browse Titles page is programmed to show.




Move to Other Pages of the Browse Results If there are multiple pages of results, you will be able to move through the pages by clicking "Previous" or "Next," as appropriate or by typing in the page number of the results page you seek and clicking the "Go" box.

7.10 Moving to Documents Within A Search

When you conduct a search and open a document in the [Viewer](#) ^[32], ProSeek lets you move to the next and previous document that contains your search term without returning to the search results list.

Use the Previous and Next Search Document icons  located in the [Title Toolbar](#) ^[32] in the [Viewer](#) ^[32] to move from one document to another.

NOTE: Once you search within a document, you lose your original multi-document search and the Previous and Next Search Documents will no longer work. You will

need to return to your search list by clicking on the Return to the current search list icon  located on the [Viewer Toolbar](#).^[36]

[Browse](#)^[18] | [Viewer](#)^[32] | [Search](#)^[54] | [Map Search](#)^[78] | [Print](#)^[82] | [Audio Files](#)^[88] | [Text Correction](#)^[98] | [User Annotation](#)^[110]

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7.11 Saving and Managing Searches

From the [Search page](#)^[54], you can save and manage your searches in several ways: you can copy and save the URL to the search results page or save, reopen, and delete a saved search by name.

NOTE: If you save a search, your browser may save the search as a cookie. Please make sure you enable cookies on your browser to save your searchers.

Copy the URL of Your Search Page

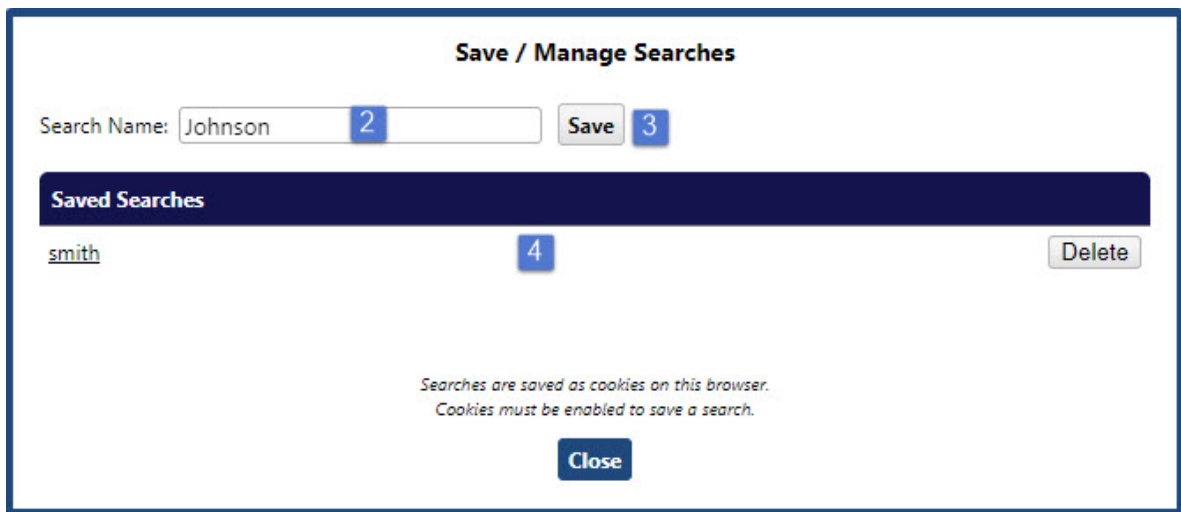
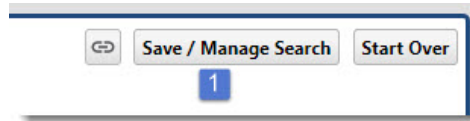
1. Click on the Copy Search Page URL Link icon . A new window appears with the URL displayed for this set of search results.
2. Clicking the **Copy to Clipboard** button captures the URL text so it can be pasted as text into another document/email, etc.
3. Click the **Close** button in the lower right corner to close this window and return to your search results listing.



Save a Search By Name

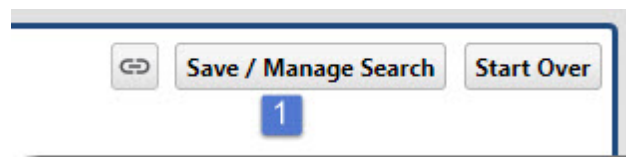
1. Click on the **Save/Manage Search** button on the far right side of the Search page. The **Save/Manage Searches** window appears.
2. Type in a name for your search in the **Search Name** field.
3. Click the **Save** button to the right of the Search Name field. The Save/Manage Searches window will close and you'll be returned to the search results page.

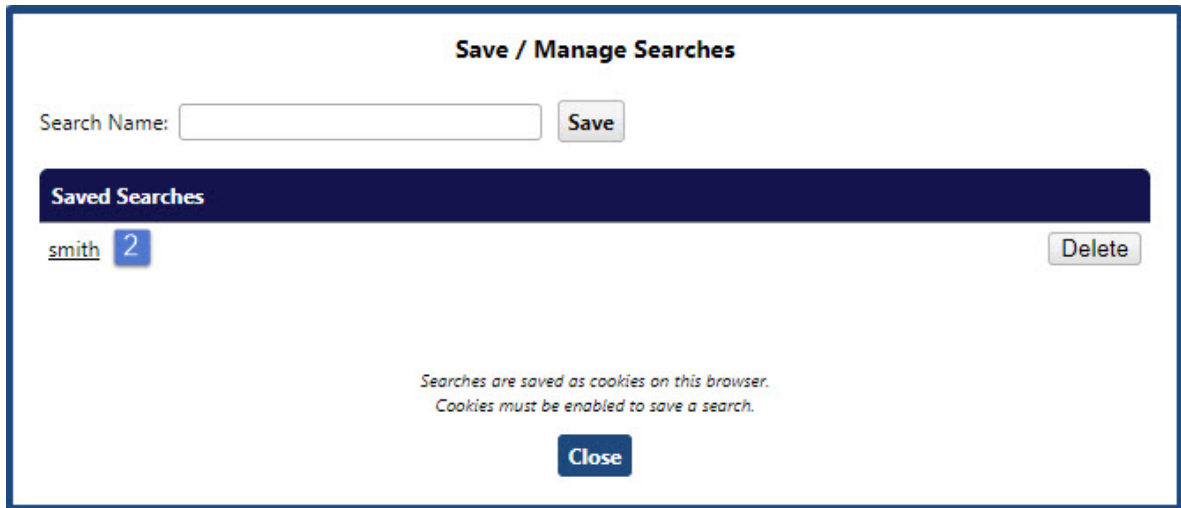
4. To make sure your search has been saved
 - Click on the Save/Manage Search button to open the Save/Manage Searches window.
 - Look under the Saved Searches heading to find the name of your saved search



Reopen a Saved Search

1. Click on the **Save/Manage Search** button on the far right side of the Search results page. The Save/Manage Searches window appears.
2. Click on the name of the search you want to open. The Save/Manage Searches window will close and you'll be returned to the search results page with that search now available.





Save / Manage Searches

Search Name:

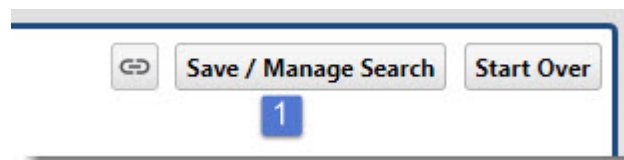
Saved Searches

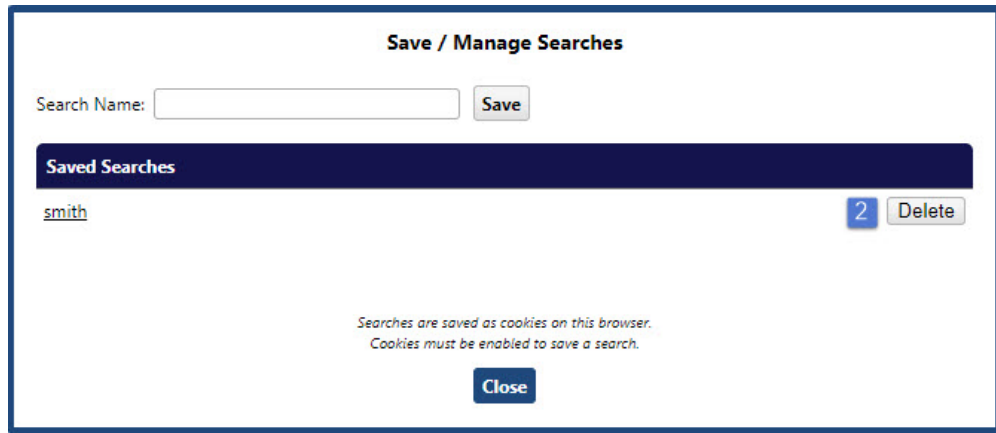
smith 2

Searches are saved as cookies on this browser.
Cookies must be enabled to save a search.

Delete a Saved Search

1. Click on the Save/Manage Search button on the far right side of the Search page. The Save/Manage Searches window appears.
2. Click on the **Delete** button to the right of the search you want to delete. You'll be asked if you are sure you want to delete this search.
 - Choose 'OK' if you want to delete the search. The Save/Manage Searches window will close and you'll be returned to the search page. The saved search will be deleted.
 - Choose 'Cancel' if you don't want to delete the search. You'll be returned to the Save/Manage Searches window where you can choose to delete another search, save a search or close the window.
 - Click the 'Close' button at the bottom of the Save/Manage Searches window when you are ready to return to the search results page.






[Browse](#)^[18] | [Viewer](#)^[32] | [Search](#)^[54] | [Map Search](#)^[78] | [Print](#)^[82] | [Audio Files](#)^[88] | [Text Correction](#)^[98] | [User Annotation](#)^[110]

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7.12 Searching Within a Document

Whether you've opened a document via [Browse by Titles](#)^[18], [Browse By Date](#)^[28] or by a [Search](#)^[54], you can always search that document while you are viewing it. The tools for this are located on the [Title Toolbar](#)^[32] of ProSeek's Viewer.

1. Type your search term in the search box located in the upper right corner of the Title Toolbar.
2. Hit enter or click the search icon , located to the right of the search box.



NOTE: When you search within the document you are viewing, the hit number and total number of hits displayed refer to the hits *found in the current search*, even if you originally opened the document via a search using other search terms. To return to your most recent collection search results, click , to return to the current search list on the [Viewer Toolbar](#)^[36] on the Viewer page.

[Browse](#) ^[18] | [Viewer](#) ^[32] | [Search](#) ^[54] | [Map Search](#) ^[78] | [Print](#) ^[82] | [Audio Files](#) ^[88] | [Text Correction](#) ^[98] | [User Annotation](#) ^[110]

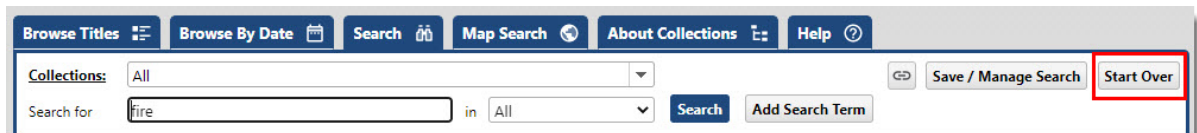
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7.13 Starting a New Search

To start a new search from the Search page,

- Click on the **Start Over** button on the far right side of the Search page. This will clear all the terms that you have entered for your current search. Any searches you have saved, however, using the [Save/Manage Search](#) ^[69] feature will stay saved until you delete those searches from the Save/Manage Searches window.



Searching from the Viewer

To start a new search from the [Viewer](#) ^[50], select the Return To Current Search List icon on the [Viewer Toolbar](#) ^[36]:  When you are returned to the [Search Results](#) ^[62], delete the current search term and type in a new one for your new [Search](#) ^[54].

[Browse](#) ^[18] | [Viewer](#) ^[32] | [Search](#) ^[54] | [Map Search](#) ^[78] | [Print](#) ^[82] | [Audio Files](#) ^[88] | [Text Correction](#) ^[98] | [User Annotation](#) ^[110]

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7.14 Search Tips

ProSeek searches documents for words or phrases *by page*. In general, the best search results are generated by entering a *specific* search term, but you can enter as many words as you like. When you enter more than one word, **ProSeek** searches for the words *as a phrase*, so that search results include instances in which all the words

you entered appear together (in the order you entered them). Only pages that contain the search phrase will appear in the search results list.

When you want to search multiple search terms, not phrases, please use the **Add Search Term** function and choose whether you want to perform a **Page Search** or **Document Search** (see [Search](#)^[54]).

More information about search terms in **ProSeek**:

- Searches are *not* case-sensitive. You can enter your search terms in all capital, mixed case, or all lower case letters.
- Search terms must include a minimum of two characters.
- Words that *cannot* be included in searches *except as part of a phrase*:
 - and
 - has
 - not
 - the
- Characters that *cannot* be included in searches:
 - colon (:)
 - quotation marks ("")

[Browse](#)^[18] | [Viewer](#)^[32] | [Search](#)^[54] | [Map Search](#)^[78] | [Print](#)^[82] | [Audio Files](#)^[88] | [Text Correction](#)^[98] | [User Annotation](#)^[110]

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7.15 Wildcard Search

A wildcard is a character that may be used in a search to represent one or more other characters. Using wildcard characters can broaden your search, allowing you to search for words that have spelling variations or contain a specified pattern or characters. In ProSeek, you can use the question mark (?) or the asterisk (*) as wildcards.

The question mark wildcard represents any single alphanumeric character in the position the ? occupies. The asterisk wildcard represents any number of characters (ranging from zero to one to multiple characters) in the position the * occupies.

For example:

carol? matches carole and carols (six-character words starting with carol, ending with one additional character). This search does not match carol (? must match one character) nor carolling or carolled.

w?re matches any four-character word such as were, wire, or ware but does not match wired, wares nor where.

199? matches four-character records such as 1996,1997, 1998 and so on.

house* matches house, houses, housedress, houseguest, household, and so on.

NOTE:

1. Neither wildcard character may appear at the beginning of a word.
2. Wildcards may appear at the end of a search term except when the wildcard ends a two-character search term. You may successfully use the search term tra* but neither the term tr* nor tr? will yield results.
3. Search term must be at least two (2) characters in length, without wildcard characters.

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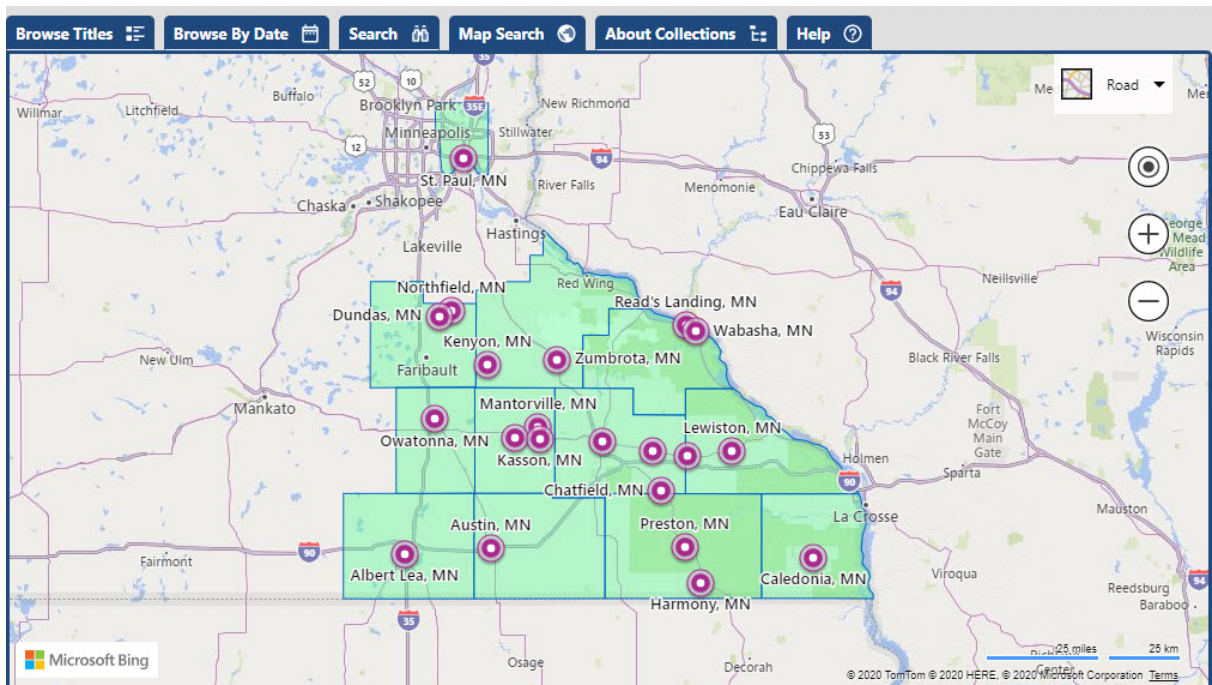
Map Search

8 Map Search

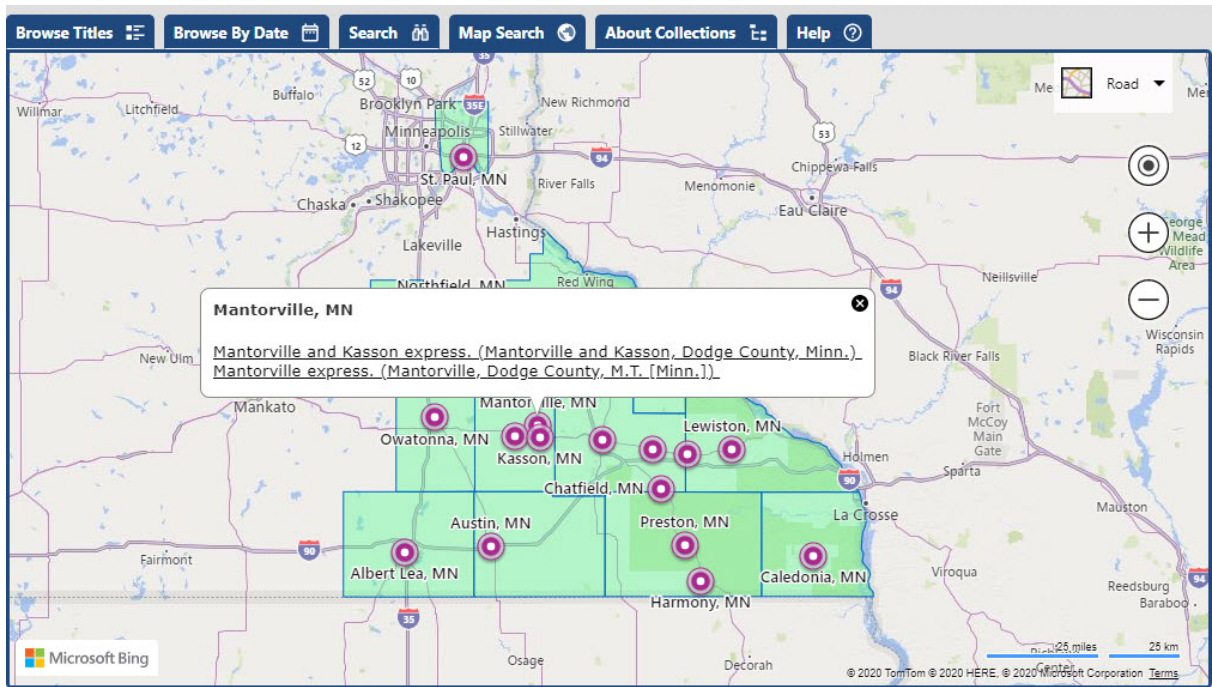
8.1 Map Search

Map Search will utilize your objects metadata and connects to its location using a Bing® Map.

1. Use the map navigation tools to zoom in and out of the locations you wish to view.



2. Clicking on the city pin point will reveal the title(s) for that location



3. Clicking on the title will reveal the title contents within the Browse Results page.

[Browse](#)^[18] | [Viewer](#)^[32] | [Search](#)^[54] | [Map Search](#)^[78] | [Print](#)^[82] | [Audio Files](#)^[88] | [Text Correction](#)^[98] | [User Annotation](#)^[110]

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Print

9 Print


9.1 Print

ProSeek lets you print one page, a selected portion of a page or multiple pages through its Print Bundle feature. The print tools are located on the [Viewer Toolbar](#)^[36] in ProSeek's [Viewer](#)^[36].

1. [Adding Single Full Pages to Print Bundle](#)^[82]
2. [Adding Multiple Full Pages to the Print Bundle](#)^[83]
3. [Adding a Portion of a Page to the Print Bundle](#)^[84]
4. [Print the Print Bundle](#)^[85]

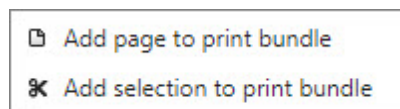
Adding Single Full Pages to the Print Bundle

Once you are in the Viewer and ready to print, follow these instructions.

1. Click on the Add Page to Print Bundle icon  located on the Viewer Toolbar.

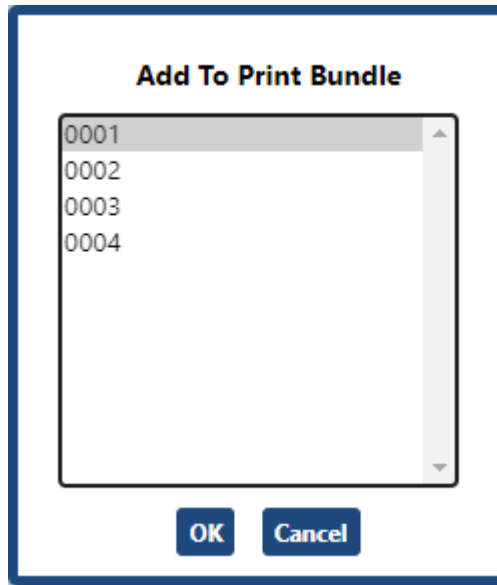


2. Select **Add This Page To Print Bundle** from the sub-menu.



The **Add To Print Bundle** window opens, highlighting the page number of the page currently within the Viewer.

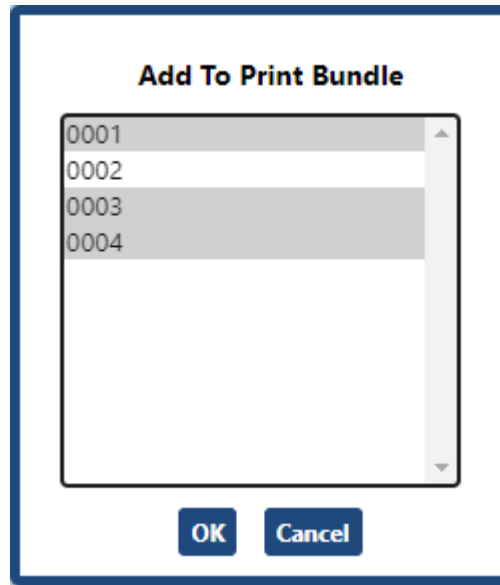
3. Click **OK** on the Add to Print Bundle window to finalize your choice.



Adding Multiple Full Pages to the Print Bundle [\(return to the top\)](#)⁸²


You can also print more than one page at a time:

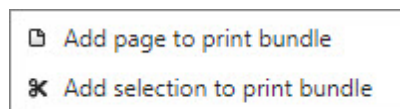
1. Click on the page or pages you want to print using the normal Windows selectors:
 - To print a single page, click on that page number
 - To print a range of sequential pages, click the first page number, hold down the **SHIFT** key, and click the last page number
 - To print a non sequential set of pages, click the first page number, hold down the **CTRL** key, and click the other page number(s)
2. Click **OK** on the Add to Print Bundle window to finalize your choices.



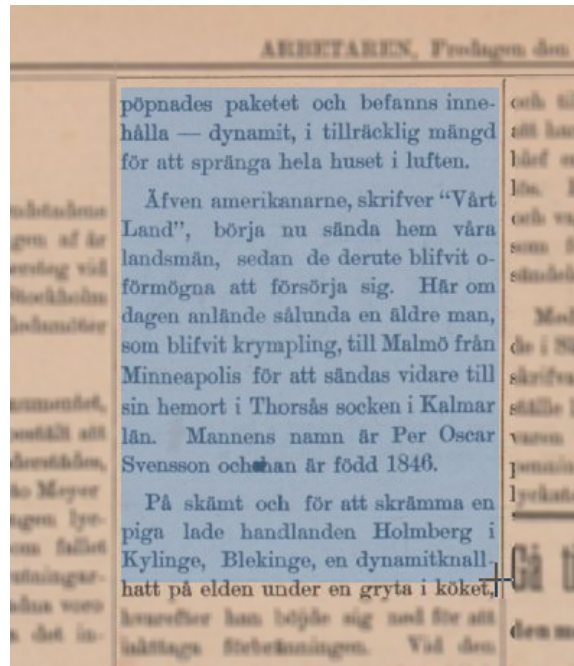
NOTE: you can continue to add to the Print Bundle as you view different material.

Adding a Portion of a Page to the Print Bundle [\(return to the top\)](#)

1. Click on the Add this Page to Print Bundle icon  located on the Viewer Toolbar.
2. Select **Add selection to print bundle** from the sub-menu.



Your cursor will change to a cross-hair cursor. Draw a rectangle around the area of the image you wish to print. Once you release the mouse button, the selected area will be added to the Print Bundle.



Print the Print Bundle [\(return to the top\)](#)^[82]

Once material has been added to the Print Bundle, you will see two new icons on the [Viewer](#)^[32] page's [Viewer Toolbar](#)^[36] to the right of the Add This Page to the Print Bundle icon: the Print Current Bundle icon and the Clear Current Print Bundle icon.



Print Current Bundle

Click this icon to print the chosen pages. This will deliver a PDF file to your browser that you can either save or send to your printer. NOTE: The number next to the icon should reflect the number of pages added to the Print Bundle



Clear Current Print Bundle

Click this icon to delete the contents of the Print Bundle.

[Browse](#)^[18] | [Viewer](#)^[32] | [Search](#)^[54] | [Map Search](#)^[78] | [Print](#)^[82] | [Audio Files](#)^[88] | [Text Correction](#)^[98] | [User Annotation](#)^[110]

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Audio Files

10 Audio Files

10.1 Audio Files

ProSeek audio files may be [Browsed](#)^[88] and [Searched](#)^[89]. You can use the audio player to listen to audio files from either the [Browse](#)^[90] page or the [Search Results](#)^[93] page. You can also select and [copy audio transcripts](#)^[96].

See [Audio Browsing](#)^[88], [Audio Searching](#)^[89], [Audio Player from Browse Page](#)^[90], [Audio Player from Search Results Page](#)^[93] and [Copying Audio Transcript](#)^[96] for more information.

[Browse](#)^[18] | [Viewer](#)^[32] | [Search](#)^[54] | [Map Search](#)^[78] | [Print](#)^[82] | [Audio Files](#)^[88] | [Text Correction](#)^[98] | [User Annotation](#)^[110]

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10.2 Audio Browsing

Browsing allows you to see the titles of the audio files in the library's collection. You can then open the files to listen to them in the [Audio Player](#)^[90] as well as [Search](#)^[89] them.

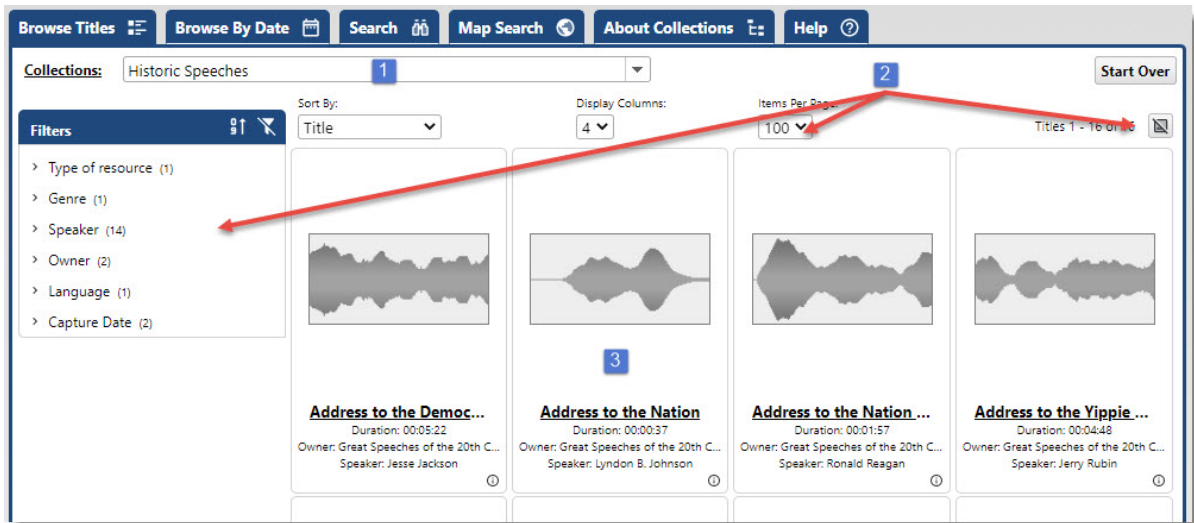
You browse the audio collections in the same way as you browse other collections, whether you browse by title or browse by date.

First, you choose the collection(s) you want to browse. If you know the name of the audio collection(s) you want to browse, choose that collection(s) as your first step when you [Browse by Titles](#)^[18] and [Browse by Date](#)^[28]. Of course, you may also choose to Browse All collections.

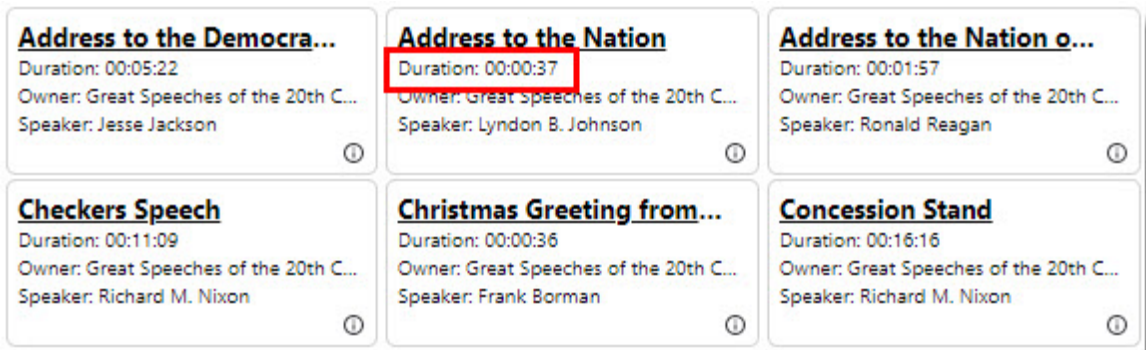
Second, [choose your display options](#)^[25] and [categories for filtering](#)^[22] to narrow your browse results.

Finally, choose the title you want to listen to by clicking on it. This will take you to the [Audio Player](#)^[90].

When your Browse Titles page is set to display thumbnails, the audio thumbnail will display a gray audio wave.



When your Browse page is set to display without thumbnails, the duration of the audio file will help identify titles that are audio files within your collection.



Go to [Browse by Titles](#)^[18] for detailed browsing instructions.

[Browse](#)^[18] | [Viewer](#)^[32] | [Search](#)^[54] | [Map Search](#)^[78] | [Print](#)^[82] | [Audio Files](#)^[88] | [Text Correction](#)^[98] | [User Annotation](#)^[110]

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10.3 Audio Searching

When you want to search audio files, you follow the same steps as when you [Search](#)^[54] other files:

1. Choose your Collection(s).
2. Type in your Search Term(s).
3. Choose your Search Limits.
4. Click search.

To listen to the audio file, click on the Title, and you'll be taken to ProSeek's [Audio Player](#)^[93]. Your search term(s) will be highlighted in the text box on that page.

The screenshot displays the ProSeek search interface. At the top, there are navigation tabs: 'Browse Titles', 'Browse By Date', 'Search', 'Map Search', 'About Collections', and 'Help'. Below these, a search bar contains the text 'farewell' and a dropdown menu is set to 'All'. A 'Search' button is visible. To the right of the search bar are buttons for 'Save / Manage Search' and 'Start Over'. Below the search bar, there are filters on the left and search options on the right, including 'Sort By: Relevance', 'Display Columns: 4', and 'Items Per Page: 100'. The search results are displayed in a grid of four items, each with a waveform image and a title: 'Super long wav file wit...', 'Farewell Address', 'Farewell to Baseball 1939', and 'Farewell to Baseball 1947'. Each item also shows its duration and owner information. At the bottom of the interface, there is a footer with the ProSeek logo, version information, and a 'Log In' button.

For more instructions on Searching, go to [Search](#).^[54]

[Browse](#)^[18] | [Viewer](#)^[32] | [Search](#)^[54] | [Map Search](#)^[78] | [Print](#)^[82] | [Audio Files](#)^[88] | [Text Correction](#)^[98] | [User Annotation](#)^[110]

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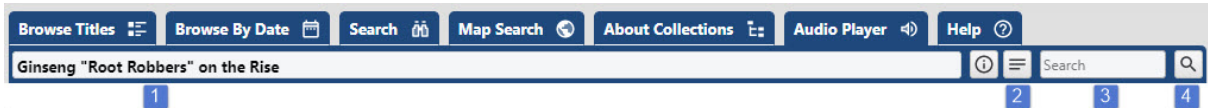
10.4 Audio Player from Browse Page

ProSeek lets you listen to audio files in your library's collection through its Audio Player whether you chose the file from the [Browse Page](#)^[88] or from the [Search Results Page](#)^[89].

To open an audio file from the [Browse Page](#)^[18], simply click on the file you want to listen to. An Audio Player tab will open and reveal the ProSeek Audio Player.

Top Toolbar

On the Top Toolbar, you'll see (1) the title of the audio you've chosen. To the right, you'll see the (2) [View Transcription Text](#)^[96] icon, a (3) search field into which you may type search terms, and (4) the Search icon you click to complete the search.



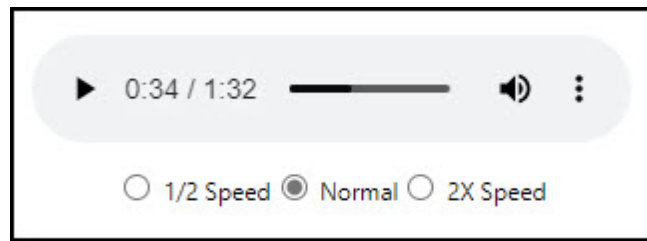
Audio Track

When you first open the Audio Player, the audio track will be in gray. As you play the audio, the gray turns to blue to indicate you've heard that part of the audio file. Clicking anywhere within the audio track will advance the audio to the selected location.








Audio Player Tools

You'll see the audio player tools under the audio track.



You use this like any web-based audio player.


1. Click on the arrow to the far left of the audio player bar . The arrow changes to parallel bars: . Your audio is now playing.
2. Click on the parallel bars  to stop the audio.
3. To mute the audio, click on this icon  found to the right of the audio play bar.


4. Click on the three vertical dots  on the far right to download the audio file.

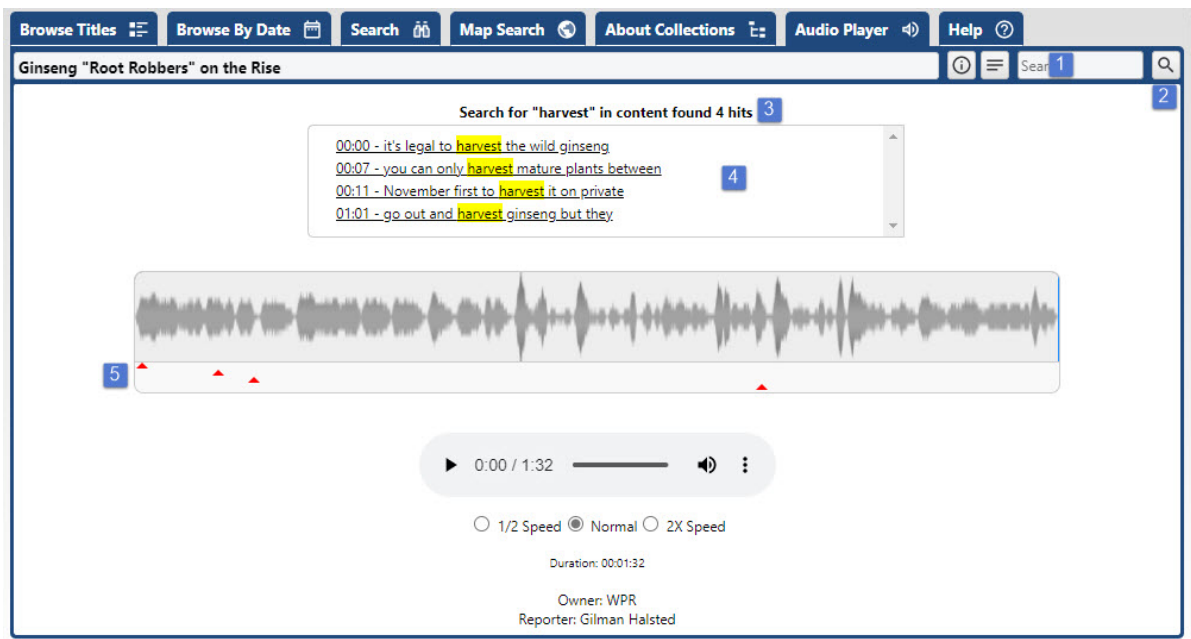
The audio player tool bar also shows the time and duration of the video clip.

Search within the File

If you want to search within the file you have opened,

1. Type in your search term in the search term field on the far right of the Top Toolbar
2. Click on the Search Icon  or hit the Enter key on your keyboard.
3. Your search term and then number of hits will appear on the Top Toolbar.
4. Your search terms, along with a time location and nearby text, will appear in the Audio Text just below the Top Toolbar.
5. Click on the time location in which you are interested to listen to that part of the audio. *Note that when you click on the time location in the text area, the arrow under the audio track at that time location will move up and down to show you the audio track location of your choice.*

NOTE: If you would like to select and copy the full transcript, click on the View Transcription Text icon . Instructions on using the Copy Text function can be found at [Copying Audio Transcript](#). ⁹⁶



[Browse](#) ¹⁸ | [Viewer](#) ³² | [Search](#) ⁵⁴ | [Map Search](#) ⁷⁸ | [Print](#) ⁸² | [Audio Files](#) ⁸⁸ | [Text Correction](#) ⁹⁸ | [User Annotation](#) ¹¹⁰

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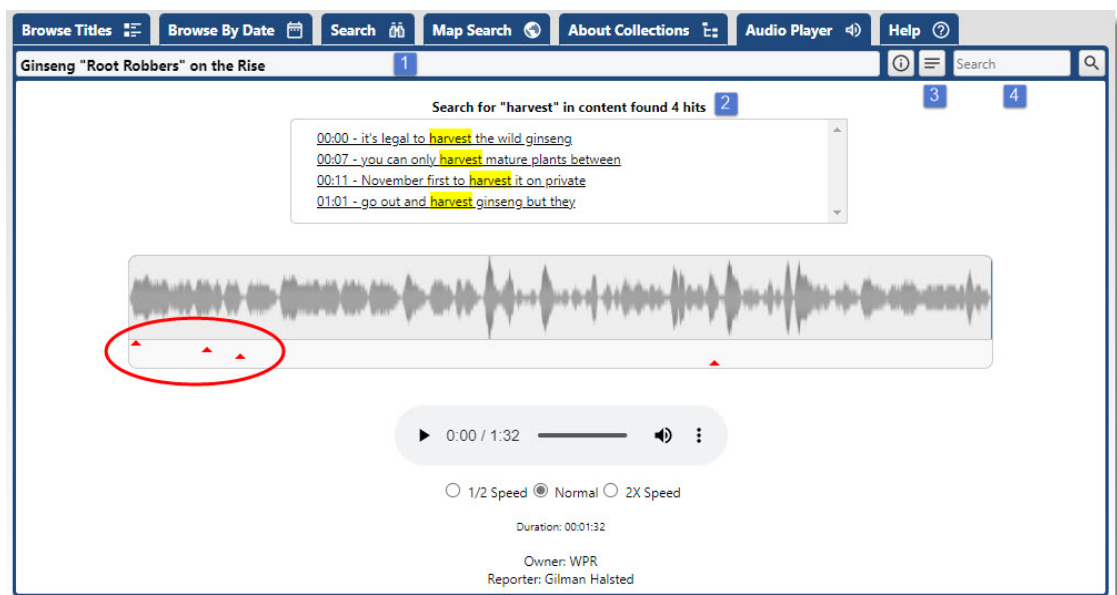
10.5 Audio Player from Search Results Page

ProSeek lets you listen to audio files in your library's collection through its Audio Player whether you chose the file from the [Browse Page](#)^[88] or from the [Search Results Page](#)^[89].

To open an audio file from the [Search Results Page](#)^[62], simply click on the file you want to listen to. An Audio Player tab will open and reveal the ProSeek Audio Player.

Top Toolbar

On the Top Toolbar, you'll see (1) the title of the audio you've chosen to listen to, (2) the search term and how many hits were found, (3) the View Transcription Text icon, and (4) the search term entry field.




Audio Text

Directly underneath the Top Toolbar, you'll see the time location(s) and nearby text of your search term. Your search term is highlighted.

- Click on the time location to listen to that area of the audio file.

When you click on the time location in the text area, the arrow under the audio track at that time location will move up and down to show you the audio track location of your choice.

NOTE: If you would like to select and copy the full transcript, click on the View Transcription Text icon . Instructions on using the Transcription function can be found at [Copying Audio Transcript](#)⁹⁶.

Audio Track

When you first open the Audio Player, the audio track will be in gray. You'll also see blue arrows that indicate where your search term is located in the audio file.

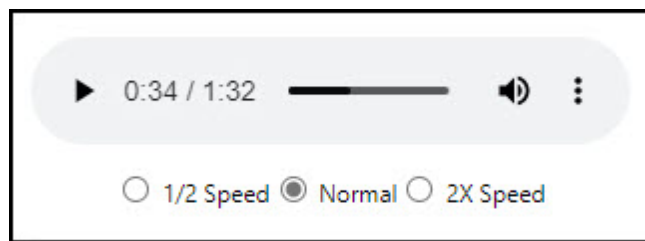
You can play the audio at that time location of the file by clicking on the blue arrow next to the time stamp or on the red arrow under the audio track.





As you play the audio, the gray turns to blue to indicate you've heard that part of the audio file.




Audio Player Tools

You'll see the audio player tools under the audio track. You use this like any web-based audio player.





1. Click on the arrow to the far left of the audio player bar . The arrow changes to parallel bars: . Your audio is now playing.
2. Click on the parallel bars  to stop the audio.
3. To mute the audio, click on this icon  found to the right of the audio play bar.

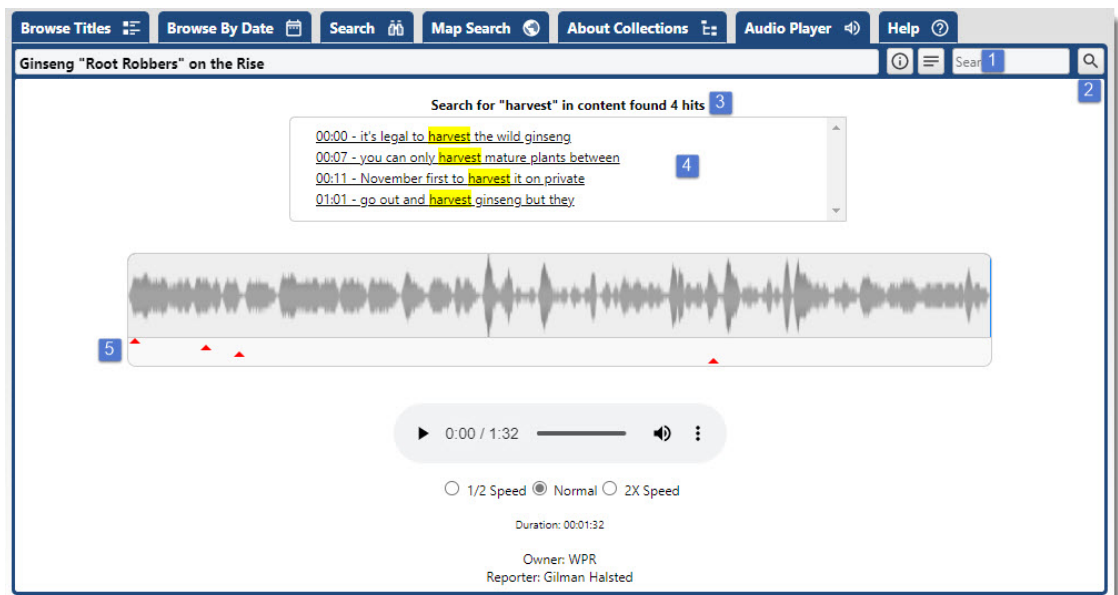
4. Click on the three vertical dots  on the far right to download the audio file.

Search within the File

If you want to search a new term within the file you have opened,

1. Type in your search term in the search term field on the far right of the Top Toolbar
2. Click on the Search Icon  or hit the Enter key on your keyboard.
3. Your search term and then number of hits will appear directly under the Top Toolbar.
4. Your search terms, along with a time location and nearby text, will appear in the Audio Text just below the Top Toolbar.
5. Click on the time location in which you are interested to listen to that part of the audio. *Note that when you click on the time location in the text area, the arrow under the audio track at that time location will move up and down to show you the audio track location of your choice.*

NOTE: If you would like to select and copy the full transcript, click on the View Transcription Text icon . Instructions on using the Transcription function can be found at [Copying Audio Transcript](#).⁹⁶




[Browse](#)¹⁸ | [Viewer](#)³² | [Search](#)⁵⁴ | [Map Search](#)⁷⁸ | [Print](#)⁸² | [Audio Files](#)⁸⁸ | [Text Correction](#)⁹⁸ | [User Annotation](#)¹¹⁰

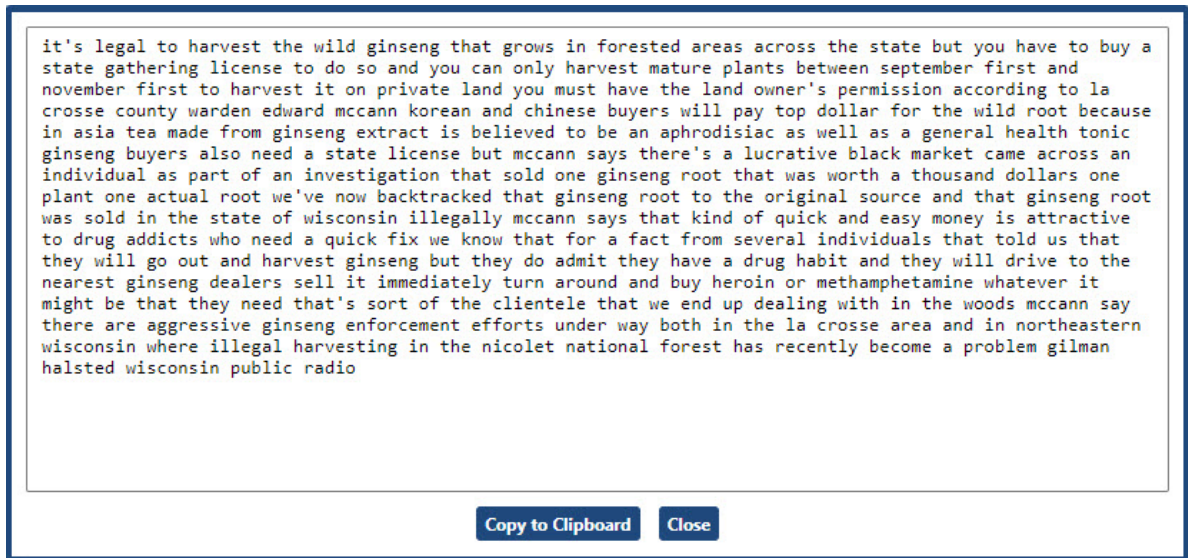
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10.6 Copying Audio Transcript

ProSeek lets you copy audio transcripts to your clipboard for future use.

Copy Complete Transcript

1. Click the View Transcription Text icon  on the upper toolbar in the Audio Player. A window will open with audio text.
2. Click Copy to Clipboard to copy all text within the window. The text is now on your clipboard, and you may now paste the text into whatever program you like.
3. Click the 'Close' button to return to the Audio Player.



[Browse](#)^[18] | [Viewer](#)^[32] | [Search](#)^[54] | [Map Search](#)^[78] | [Print](#)^[82] | [Audio Files](#)^[88] | [Text Correction](#)^[98] | [User Annotation](#)^[110]

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Collaborative OCR Text Correction

11 Collaborative OCR Text Correction

11.1 Collaborative OCR Text Correction

NOTE: This feature is not available for all ProSeek installations

Most digitized textual material will contain optical character recognition (OCR) data that enables full text searching. The quality of the OCR text depends on the condition of the original content. This collaborative text correction application will allow registered users to make necessary text corrections and/or additions.

[OCR Editing Process](#)^[98] | [OCR Text Correction Screen](#)^[102]

[Browse](#)^[18] | [Viewer](#)^[32] | [Search](#)^[54] | [Map Search](#)^[78] | [Print](#)^[82] | [Audio Files](#)^[88] | [Text Correction](#)^[98] | [User Annotation](#)^[110]

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11.2 OCR Editing Process

11.2.1 OCR Editing Process

NOTE: This feature is not available for all ProSeek installations

While viewing a newspaper page through the [ProSeek Viewer](#)^[32], a user can click the 'Edit this page' link (located in the lower left-hand corner) to launch the editing tool.



Once selected, you will be asked to Log in by submitting your user name and password before you can use the application.

[Log in/out](#)^[99] | [Top OCR Correction Users Scorecard](#)^[101]

[Browse](#)^[18] | [Viewer](#)^[32] | [Search](#)^[54] | [Map Search](#)^[78] | [Print](#)^[82] | [Audio Files](#)^[88] |
[Text Correction](#)^[98] | [User Annotation](#)^[110]

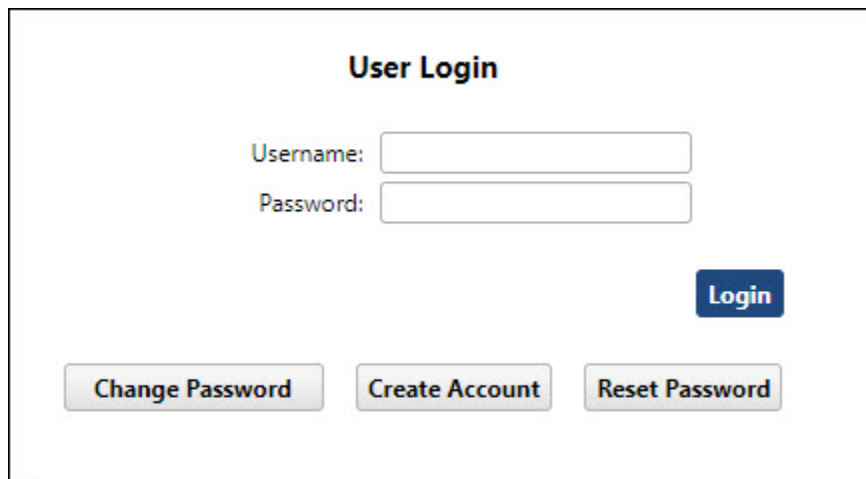
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11.2.2 Login/Logout

NOTE: This feature is not available for all ProSeek installations

The log in screen will prompt for your user name and password. If this is the first time accessing the application, a new user account will need to be created.



The image shows a 'User Login' form. At the top, the title 'User Login' is centered. Below the title, there are two input fields: 'Username:' followed by a text box, and 'Password:' followed by a text box. To the right of the password field is a blue button labeled 'Login'. Below these fields are three buttons: 'Change Password', 'Create Account', and 'Reset Password', all in a light gray style.

Change Password

Provides the ability to change your existing password. Enter the appropriate information and click **Change Password**.

Change Password

Username:

Password:

New password:

Confirm new password:

New Password must be at least 6 characters long and contain at least 1 number, 1 lower case letter and 1 upper case letter.
The password for this site should not be the same as the password used for corporate networks or financial accounts.

Create A User Account

Provides the ability to create a new account. Enter a user name and email address to be associated with your new account. A temporary password will be sent to the email address provided. You will be required to change it when you log in for the first time.

Create Account

Username:

E-Mail Address:

Username can be any combination of letters, numbers and "_"s or "-"s. Between 3 and 50 characters long.

The username may be posted on a public web page, so make it unique to you.

A temporary password will be e-mailed to your e-mail address, you will be required to change it when you login.

Reset My Password

Provides the ability to reset a forgotten password. A temporary password will be sent to your email address. You will be required to change it to a permanent password when you log in.

Reset Password

E-Mail Address:

A temporary password will be e-mailed to your e-mail address, you will be required to change it when you login.

Log out

When you have completed your editing session, you can log out by clicking the Log Out button. This link can be found in the lower right-hand corner of the Browse, Browse By Date, Search and About Collections screens.



NOTE: ProSeek will automatically log you out after 30 minutes of session inactivity.

[OCR Editing Process](#)^[98] | [Top OCR Correction Users Scorecard](#)^[101]

[Browse](#)^[18] | [Viewer](#)^[32] | [Search](#)^[54] | [Map Search](#)^[78] | [Print](#)^[82] | [Audio Files](#)^[88] | [Text Correction](#)^[98] | [User Annotation](#)^[110]

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11.2.3 Top OCR Correction Users Scorecard

NOTE: This feature is not available for all ProSeek installations

A listing of the top OCR editors will be listed on the log in screen to track your progress against other OCR editors

User Login

Username:

Password:

Login

Top OCR Correction Users

| Username | Corrected Words |
|-----------|-----------------|
| Urchant | 571 |
| amaly | 66 |
| edite | 7 |
| Algeria27 | 7 |
| am | 6 |

[OCR Editing Process](#)^[98] | [OCR Text Correction Screen](#)^[102]

[Browse](#)^[18] | [Viewer](#)^[32] | [Search](#)^[54] | [Map Search](#)^[78] | [Print](#)^[82] | [Audio Files](#)^[88] | [Text Correction](#)^[98] | [User Annotation](#)^[110]

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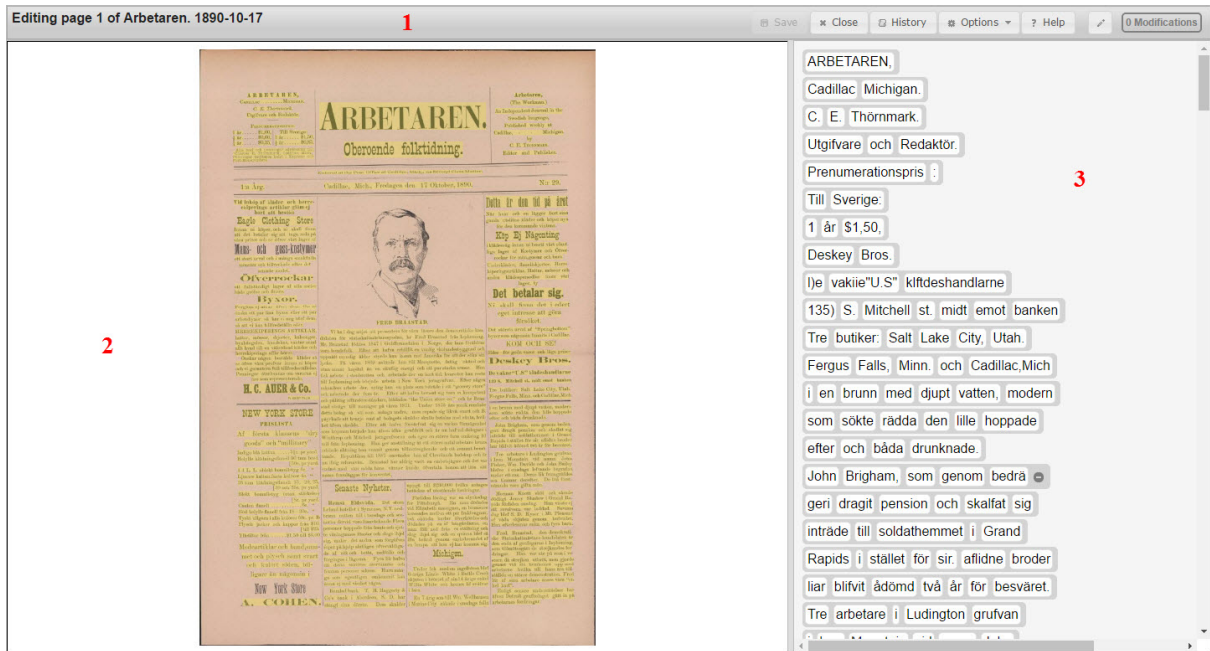
11.3 OCR Text Correction Screen

11.3.1 OCR Text Correction Screen

NOTE: This feature is not available for all ProSeek installations

Once [logged in](#)^[99], the OCR Text Correction Tool will open within a new browser window. The OCR editor will consist of three panes:

- 1 - Toolbar (Top Pane)
- 2 - Image (Left Pane)
- 3 - OCR Text (Right Pane)



[Toolbar \(Top Pane\)](#)¹⁰³ | [Image \(Left Pane\)](#)¹⁰⁵ | [OCR Text \(Right Pane\)](#)¹⁰⁵

[Browse](#)¹⁸ | [Viewer](#)³² | [Search](#)⁵⁴ | [Map Search](#)⁷⁸ | [Print](#)⁸² | [Audio Files](#)⁸⁸ | [Text Correction](#)⁹⁸ | [User Annotation](#)¹¹⁰

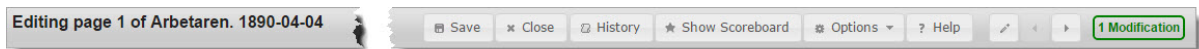
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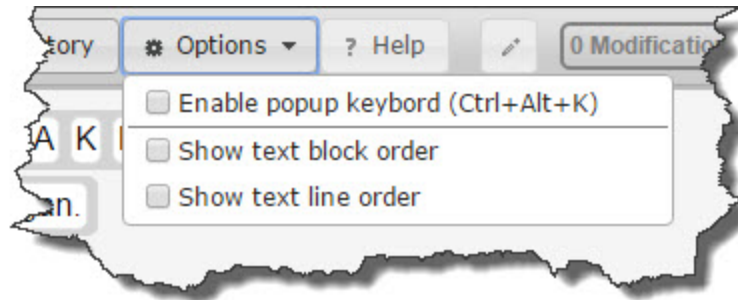
11.3.2 Toolbar (Top Pane)

NOTE: This feature is not available for all ProSeek installations

The Toolbar pane will consist of the page title and other basic tool functions, which include:



- Save** will save all editing changes
- Close** will close the OCR Edit window
- History** will reveal all edits made to this page
- Show Scoreboard** listing of top OCR editors to track your progress against other OCR editors
- Options** displays three different program options



Enable popup keyboard (CTRL+Alt+K)

This will allow users to enter special text characters that contain letter accents.

While in the right pane, select the location in the word that should contain the special character. With the popup keyboard enabled, press CTRL+Alt+K to reveal the special character keyboard. Clicking on the appropriate character will insert the character into the word being edited. Clicking the **Shift** button will allow you to enter capital letters.



NOTE: You may also use the appropriate ASCII character code to enter letters with accents. Example: ALT + 132 = ä

Show text block order

Enabling this function will reveal how the text will transition from text block to text block.

Show text line order

Enabling this function will reveal how the text will transition from text line to text line.

Help

Provides additional online tool help

New Word Tool

This will allow users to add new text where none currently exists.



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11.3.3 Image (Left Pane)

NOTE: This feature is not available for all ProSeek installations

The left pane of this window will display the image of the page you have selected for editing. All the current words captured for this page are highlighted in yellow. As your mouse scrolls over the various parts of the page, it will display boundaries that identify composed blocks, text blocks and text lines to give you a better feel of the text layout.

Zooming

There are three navigation buttons available within the left pane that will allow you to Zoom in, Zoom out, and Fit Page. Scrolling the mouse wheel will also allow zooming in and out of that image.



Selecting a Word for Editing

Double-clicking on a word within the left pane will select that word for editing. The word selected for editing will also be highlighted within the right pane.

Image Panning

Holding a left mouse click on any portion of the image will allow one to pan the image in any direction.

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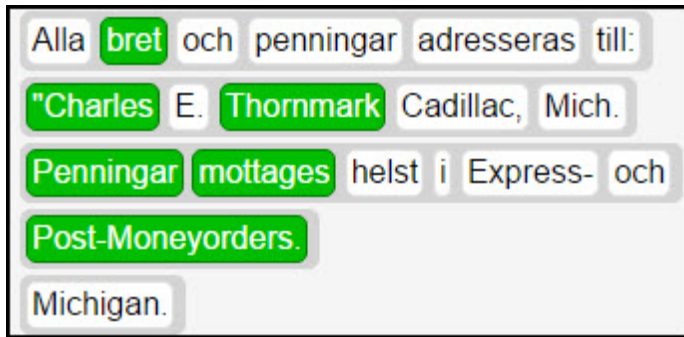
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11.3.4 OCR Text (Right Pane)

NOTE: This feature is not available for all ProSeek installations

Editing Words

Double-clicking on a highlighted line in the left-hand pane will select that word for editing in the right pane. The tab key is used to advance to the next word. Words may also be edited by clicking on the word in the right-hand pane. Words that have been changed will be highlighted in green.



Adding Words

New words may be added by clicking the [New Word Tool](#)¹⁰³ button and drawing a rectangle in the left-hand pane.

Deleting Words

While editing a word, delete all the text and pressing the tab key to advance to the next word. Words may also be deleted by right-clicking on the word in the left- or right-hand pane and selecting **Delete word**.

Combining Words

Words may be combined by right-clicking on the word in the left- or right-hand pane and selecting **Combine with next** or **Combine with previous**.

Splitting Words

Editing a word, adding spaces, and pressing the tab key to advance to the next word will split a word.

Adding Hyphens

Editing the first word in a line and adding a hyphen before the word, or editing the last word in a line and adding a hyphen after the word will hyphenate the word. Hyphens may also be added by right-clicking on the last word in a line and selecting **Insert hyphen after**. A hyphenated word may span multiple lines.

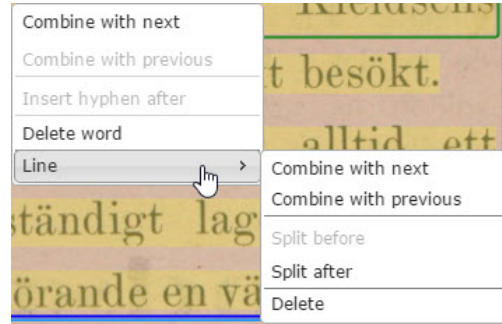
Removing Hyphen

Right-clicking on the hyphen at the end of the line and selecting **Delete hyphen** will remove the hyphen.

Combining/Splitting Lines

Right-clicking on any location in a line will allow you to:

- Combine with the next line
- Combine with the previous line
- Split the line before the selected word
- Split the line after the selected word
- Delete the entire line



[OCR Text Correction Screen](#)^[102] | [Toolbar \(Top Pane\)](#)^[103] | [Image \(Left Pane\)](#)^[105]

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ProSeek User Annotation Tool

12 ProSeek User Annotation Tool

12.1 ProSeek User Annotation Tool


NOTE: This feature is not available for all ProSeek installations

This tool will allow users to insert appropriate comments and/or tags at the newspaper page and article level. A user will be able to enter a textual comment and/or select one or more terms to help identify page content.


Annotation Tools

The icons for the tools that let you enter annotations are found within the Viewer Toolbar.



 add an annotation

 allows you to be notified if a new annotation is added to this page

 when selected, you will no longer receive notifications when new annotations are added to this page.

[Add an Annotation](#)^[110] | [Annotation Notification](#)^[112] | [Viewing Current Notifications](#)^[112]

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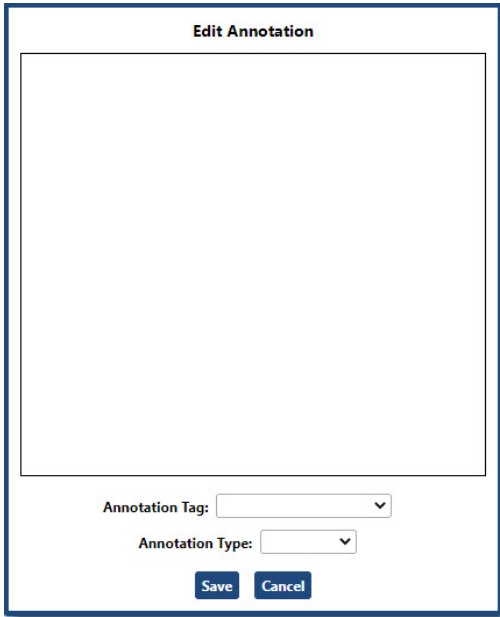
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12.2 Add an Annotation

NOTE: This feature is not available for all ProSeek installations

Once you select the **Add an Annotation** button, your cursor will change from a pointer to a cross-hair cursor. Now you can draw a box around any area of the page where the annotation will be added.

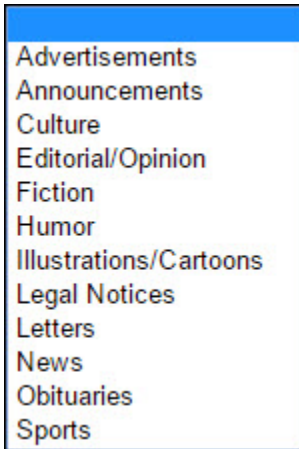
 add an annotation



The text box that appears will allow you to enter any length of text that will describe the area in which you selected.

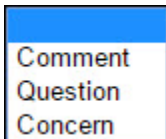
Annotation Tag

When selecting the Annotation Tag downward arrow, you will have the ability to select one of the following tags:



Annotation Type

When selecting the Annotation Type downward arrow, you will have the ability to select one of the following types:



NOTE: The Annotation administrator will be notified when a **question** or **concern** annotation type is selected.

Click **Save** when you are finished entering the annotation.

[ProSeek User Annotation Tool](#)^[110] | [Annotation Notification](#)^[112] | [Viewing Current Notifications](#)^[112]

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12.3 Annotation Notification

NOTE: This feature is not available for all ProSeek installations

Selecting the notification icon will allow you to receive an email that this page has a new annotation. Pressing this icon again will stop you from receiving notifications.

 start receiving notifications

 stop receiving notification

These icons will appear in the [Viewer Toolbar](#)^[36].



[ProSeek User Annotation Tool](#)^[110] | [Add an Annotation](#)^[110] | [Viewing Current Notifications](#)^[112]

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12.4 Viewing Current Notifications

NOTE: This feature is not available for all ProSeek installations

Browse/Search Results Screen

The  icon will appear next to the title that currently contains an annotation.

Page View Screen

When viewing a page within the Viewer, there are two possible ways to determine if that page contains an annotation

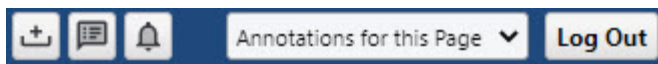
Thumbnail border

The left side of the Viewer page contains thumbnails that can be used for page navigation. If a page contains an annotation, the border around the thumbnail will be a dotted line.



Viewer Toolbar

If the page contains an annotation, the Viewer Toolbar will display a drop-down menu where you can select/view the annotation(s) for this page.



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