

Using The Nelson Dispatch On-line Archive

How to Gain Access

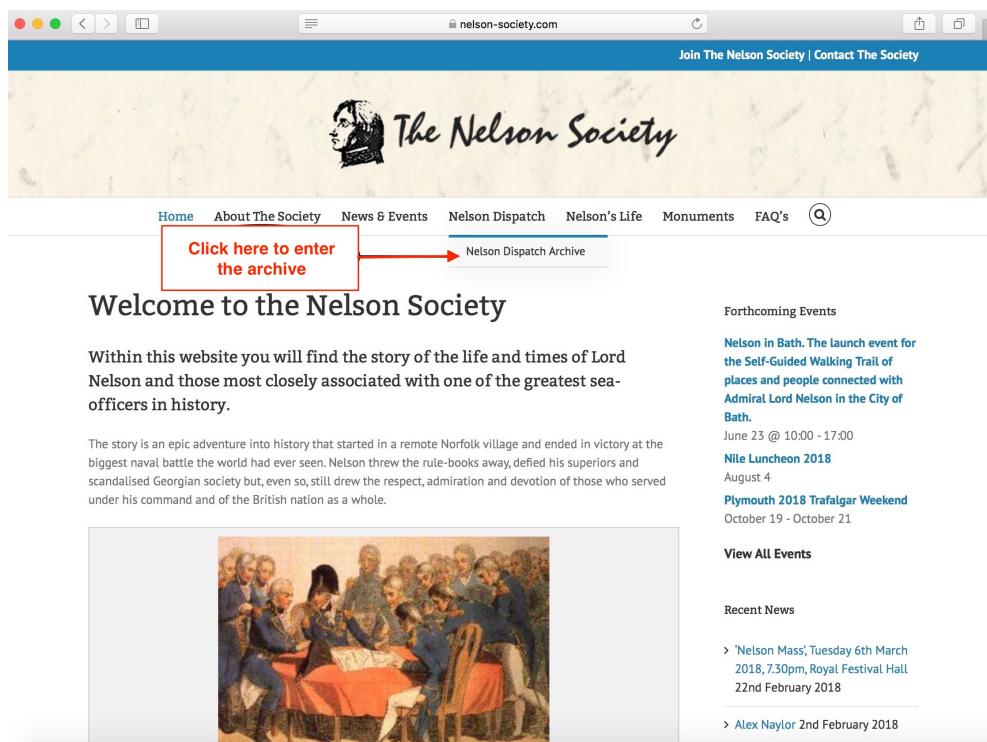
The on-line archive is only available to members of The Nelson Society. If you are not a member and wish to join you can do this from The Nelson Society website, <http://www.nelson-society.com/>.

Before you can use the on-line archive you must obtain a password. This can be done by contacting The Nelson Society by email on the link at the end of this document. Please state your full name and preferably your membership number. This will then be validated against our membership records and a password will be issued. We aim to make the process as quick as possible but please be aware that The Society is run by volunteers and delays may occur particularly during holiday periods.

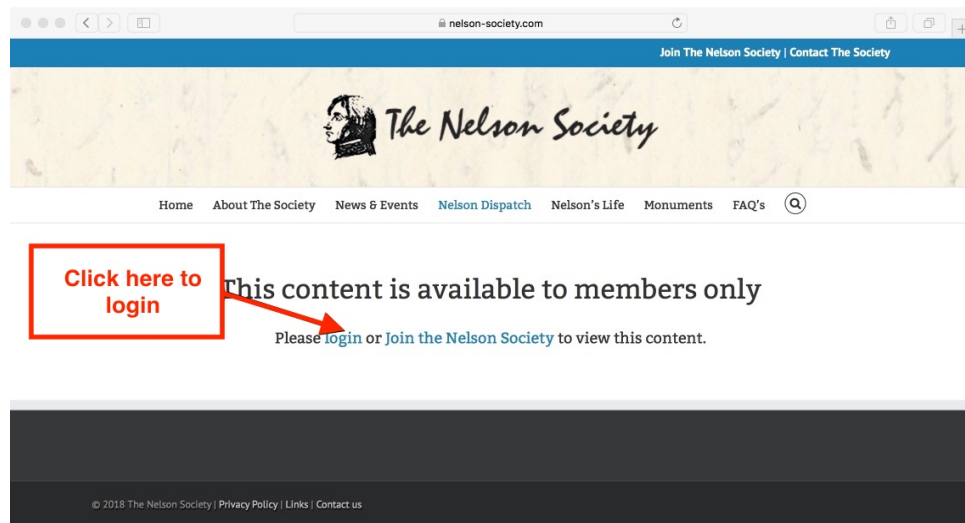
Using the archive is relatively straightforward. Try it and see how you get on. If you encounter problems please refer to the notes below.

How to Use the Archive

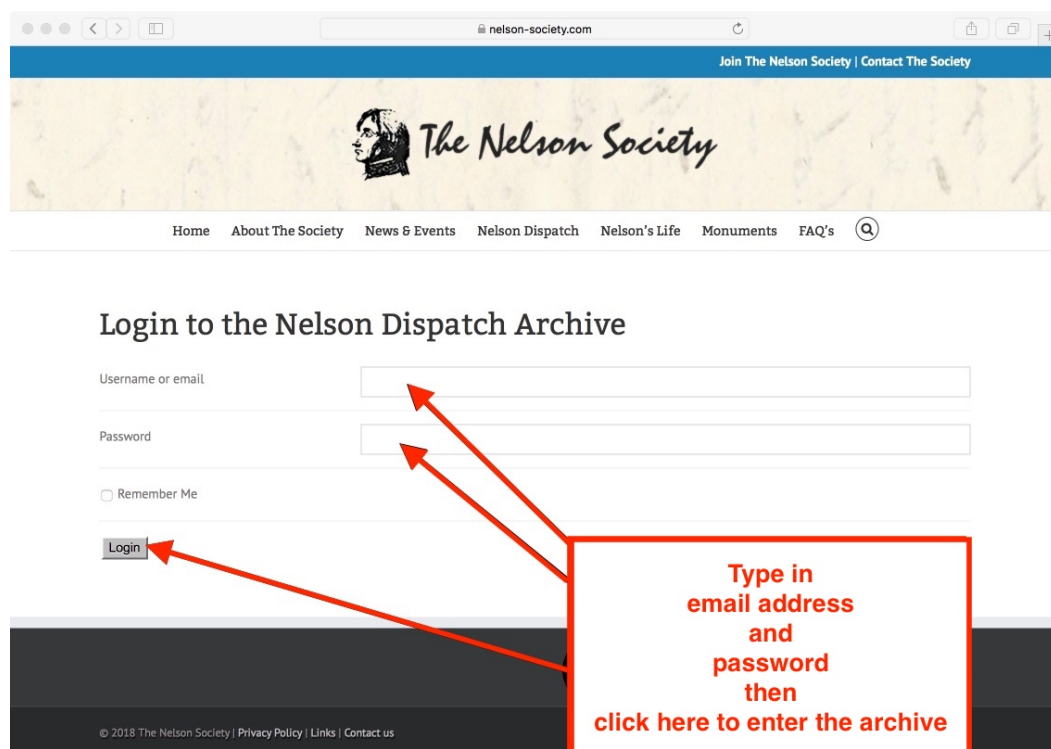
(1) Once you have your password you can enter the archive from The Nelson Society home screen.



(2) Having clicked on the Nelson Dispatch Archive drop down menu you will reach the login page.



(3) Then enter your login details



(4) You will then enter the main archive page.

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The Nelson Society

Home About The Society News & Events Nelson Dispatch Nelson's Life Monuments FAQ's

Nelson Dispatch Archive

Search the archive: Search Your Account | Log out

Volume 12 Part 12 Autumn 2017 > Volume 12 Part 11 Summer 2017 > Volume 12 Part 10 Spring 2017 > Volume 12 Part 9 Winter 2017 > Volume 12 Part 8 Autumn 2016 > Volume 12 Part 7 Summer 2016 >

Volume 12 Part 6 Spring 2016 > Volume 12 Part 5 Winter 2016 > Volume 12 Part 4 Autumn 2015 > Volume 12 Part 3 Summer 2015 > Volume 12 Part 2 Spring 2015 > Volume 12 Part 1 Winter 2015 >

Volume 11 Part 12 Autumn 2014 > Volume 11 Part 11 Summer 2014 > Volume 11 Part 10 Spring 2014 > Volume 11 Part 9 Winter 2014 > Volume 11 Part 8 Oct 2013 > Volume 11 Part 7 Jul 2013 >

1 2 3 ... 9 Next >

This is the main archive page

Click here to move through the archive to find the issues you require

When you have identified the issue you require click on it to open

(5) Clicking on an issue will load it ready for a specific search or general reading. Please be patient

nelson-society.com

The Nelson Society – Nelson Dispatch Archive

TNDV1P11Jan1982.pdf

0 of 0

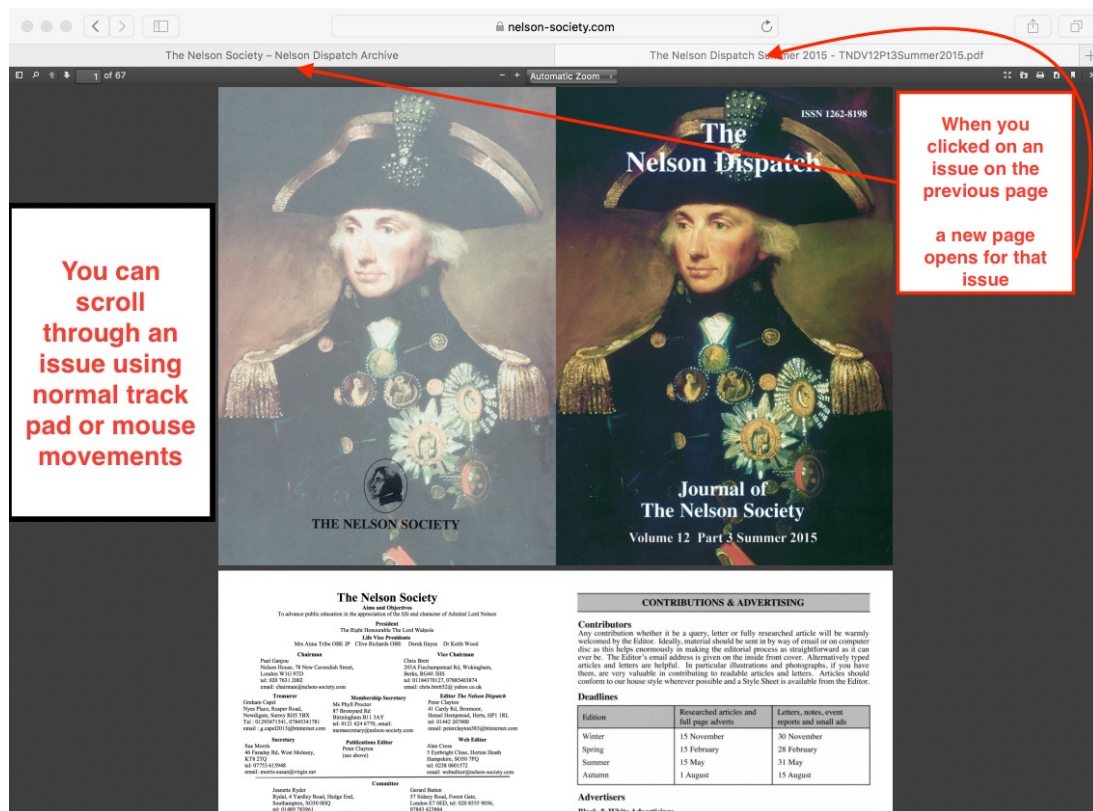
Automatic Zoom

When you click on the issue you require please be patient until it appears.

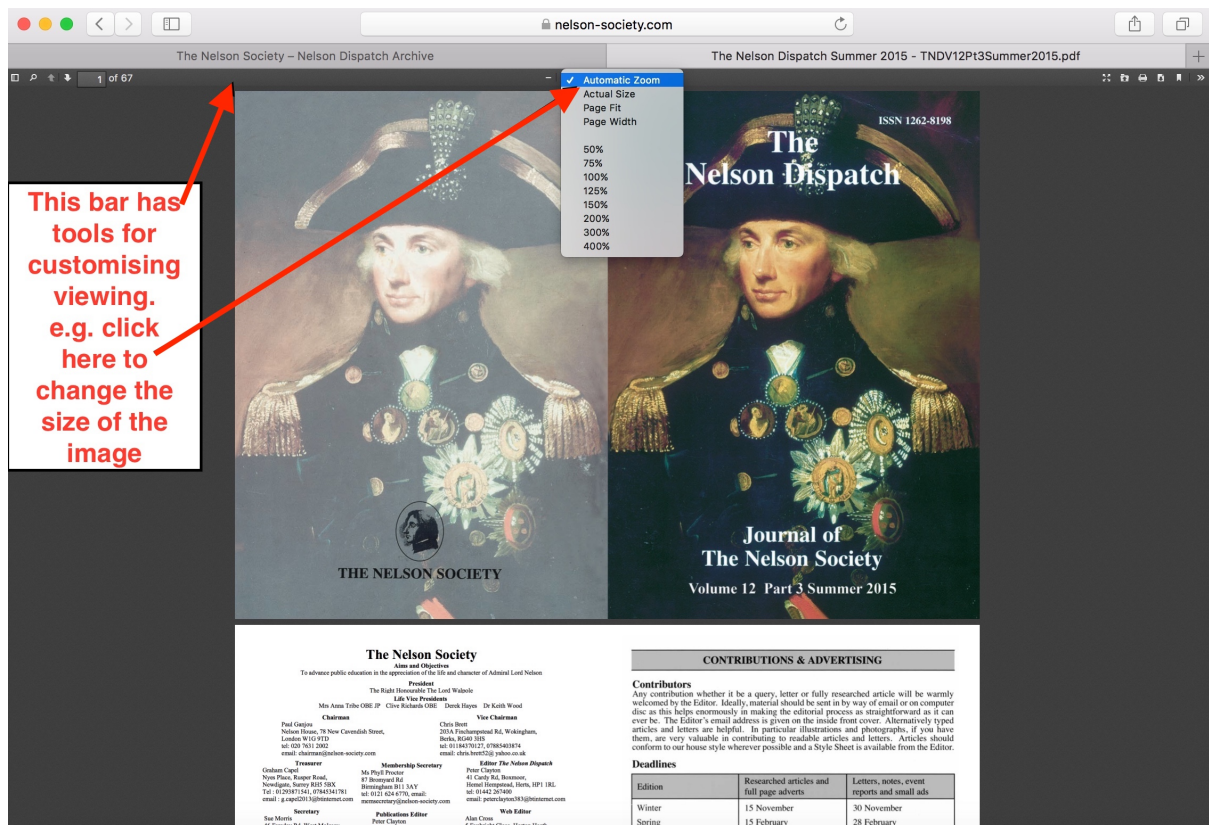
You will see a screen like this while the issue is retrieved and loaded.

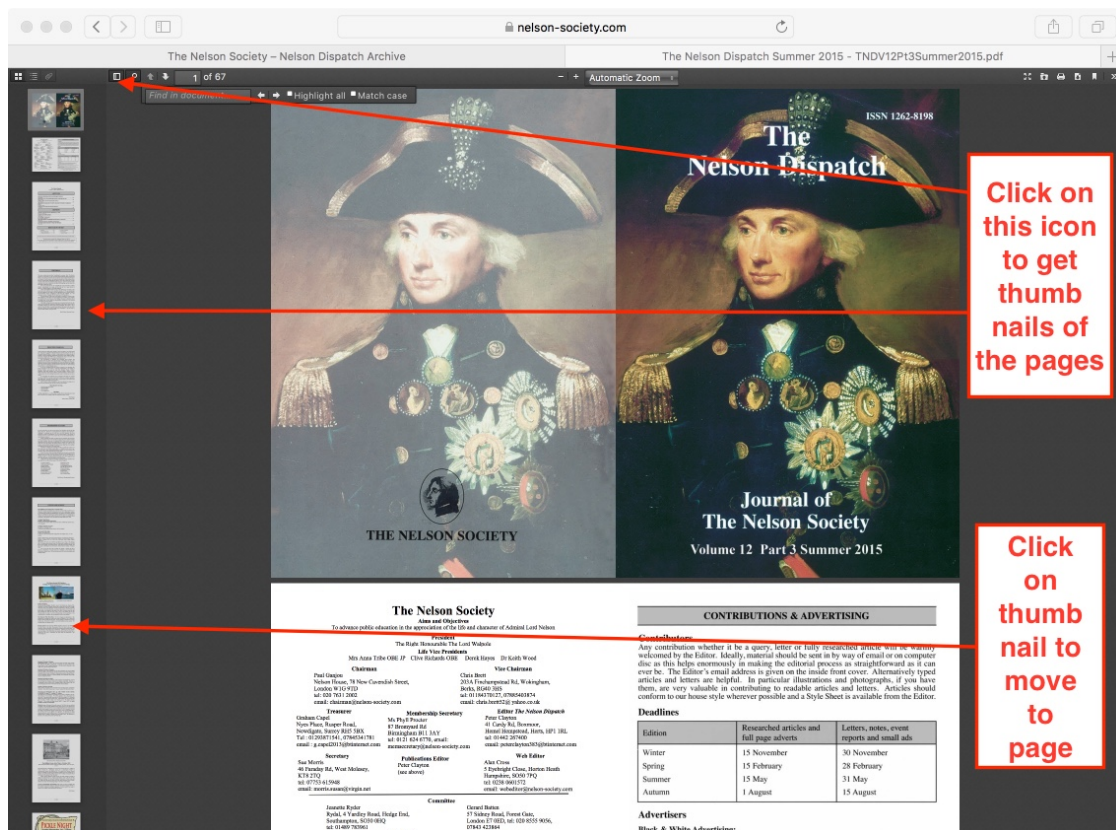
Older machines and slow internet connection may mean it takes a bit longer to load.

(6) When the issue has loaded it will appear in a new window

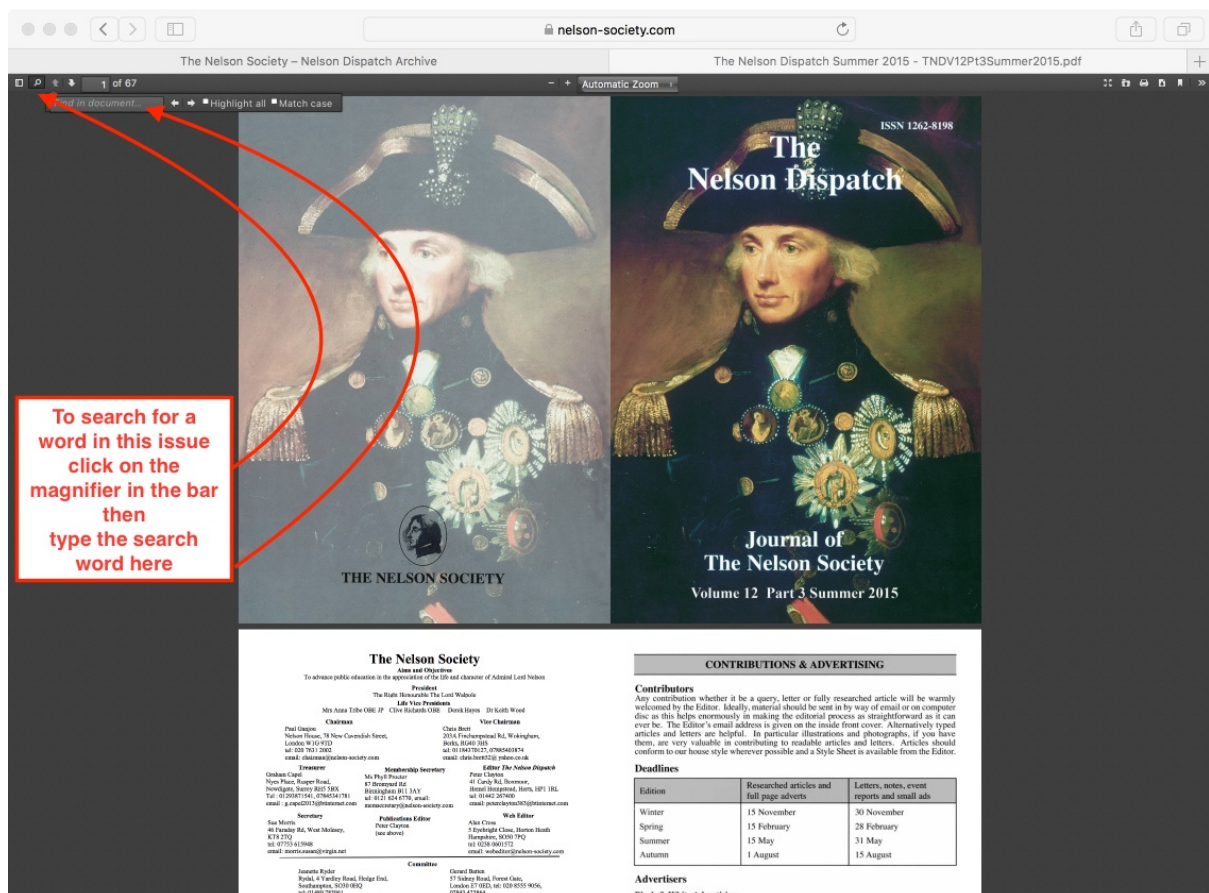


(7) Some of the features available

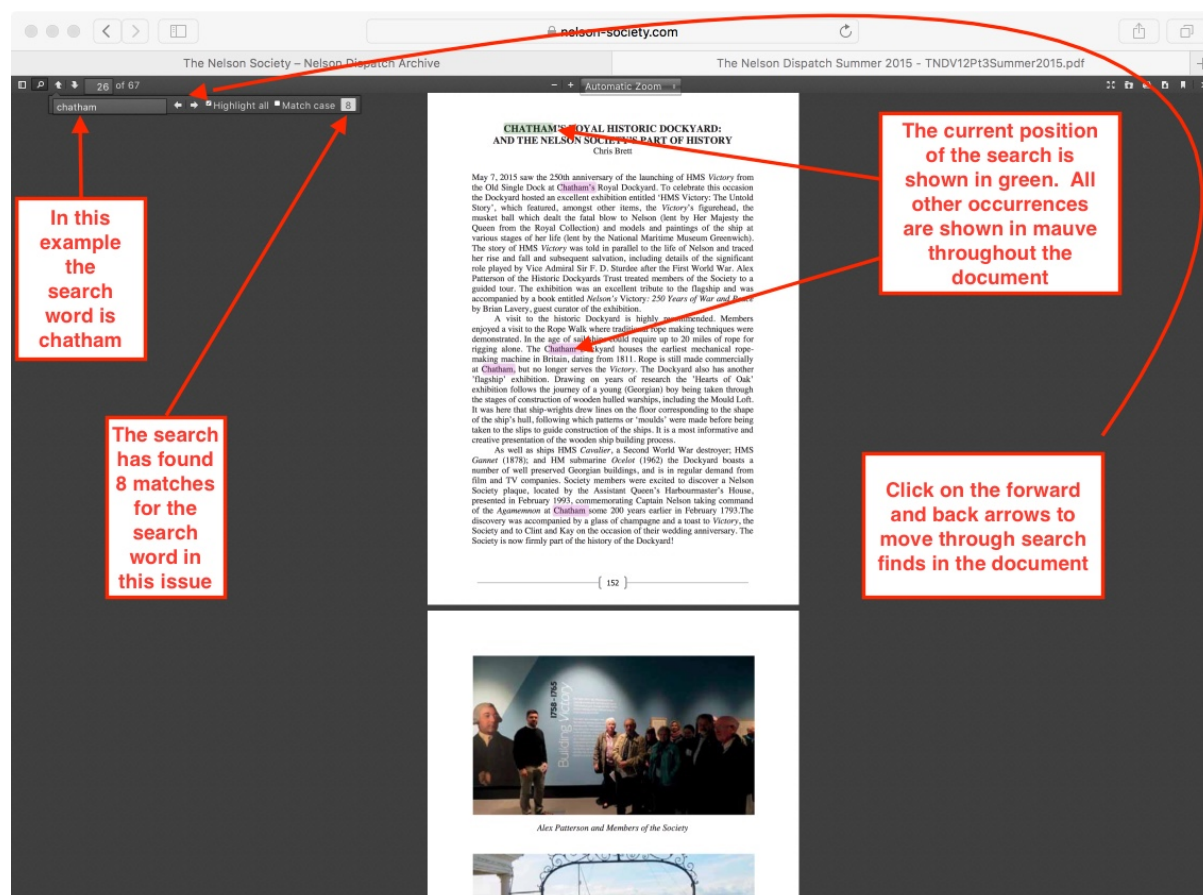




(8) How to search for a key word in an issue



(9) An example showing the results of searching for the word “chatham” in the selected issue.



Although you should be able to read through any on-line issue without problem, there are technical limitations to archive searches. This is a result of the way the archive was created.

The bulk of the archive has been digitised by scanning paper copies of the issues. Software has then been used to automatically identify words from the scanned documents. This process is not perfect but works reasonably well. In our example the search may not pick up all occurrences of the word “chatham” as the automated process may interpret the scanned word as, say, “chat ham” or “atham”. Fortunately this does not occur too often but users should be aware of the potential problem.

More recent issues in the archive have been sourced directly from the computer documents used to create the printed issues of The Nelson Dispatch. In such cases all words within the digital archive documents should be correctly identifiable as no scanning was need to create the archived issue.

(10) Searching the whole archive

The screenshot shows the 'Nelson Dispatch Archive' search page. The navigation bar includes links for Home, About The Society, News & Events, Nelson Dispatch, Nelson's Life, Monuments, and FAQ's. The search bar contains the word 'Chatham'. Below the search bar, a grid of 24 issue thumbnails is displayed, each labeled with a volume and part number and a date range. Five red callout boxes with arrows point to specific elements:

- (1)** If you wish to search the whole archive (rather than a single issue) go back to the main archive page. (Points to the search bar)
- (2)** Enter the search word, in this example chatham and click on Search. (Points to the search bar)
- (3)** For the example search 4 pages of issues have been identified containing chatham. (Points to the grid of search results)
- (4)** Click on any issue to open that issue and all instances of chatham will be highlighted. Then continue to click through the highlighted items as for a single issue search described earlier. Return to this main archive page and click on another issue to continue the search in that issue. (Points to a specific issue thumbnail in the grid)
- (5)** For each new search word you will need to return to the main archive page and clear the previous search by clicking here. (Points to the 'Clear search & show all journals' link)

(11) Once an issue has been selected the process within the selected issue is as recorded in section (9)

The screenshot shows a PDF document titled 'The Nelson Society' and 'The Nelson Dispatch'. The document is a table of contents for Volume 5, Part 8, October 1995. Two red callout boxes with arrows point to specific elements:

- (1)** In this example chatham has been found 5 times in the issue and the first instance is highlighted in green. (Points to the 'Chatham' search results at the top of the page)
- (2)** To return to the main archive page, either to select a new issue to continue the chatham search, or, to start a completely new search page click here. (Points to the 'Match case' button in the search bar)

(12) Continue the search in a different issue or start a new search

Home About The Society News & Events Nelson Dispatch Nelson's Life Monuments FAQ's

Nelson Dispatch Archive

Search the archive: Your Account | Log out

Search results for: Chatham [Clear search & show all journals](#)

Returning to this main archive page you can select a new issue to continue the search for chatham

Alternatively you can click here to clear the chatham search and restore the complete archive ready for a different search

1 2 3 4 Next >

(13) If you start a new search you will return to the main archive page showing the entire archive.

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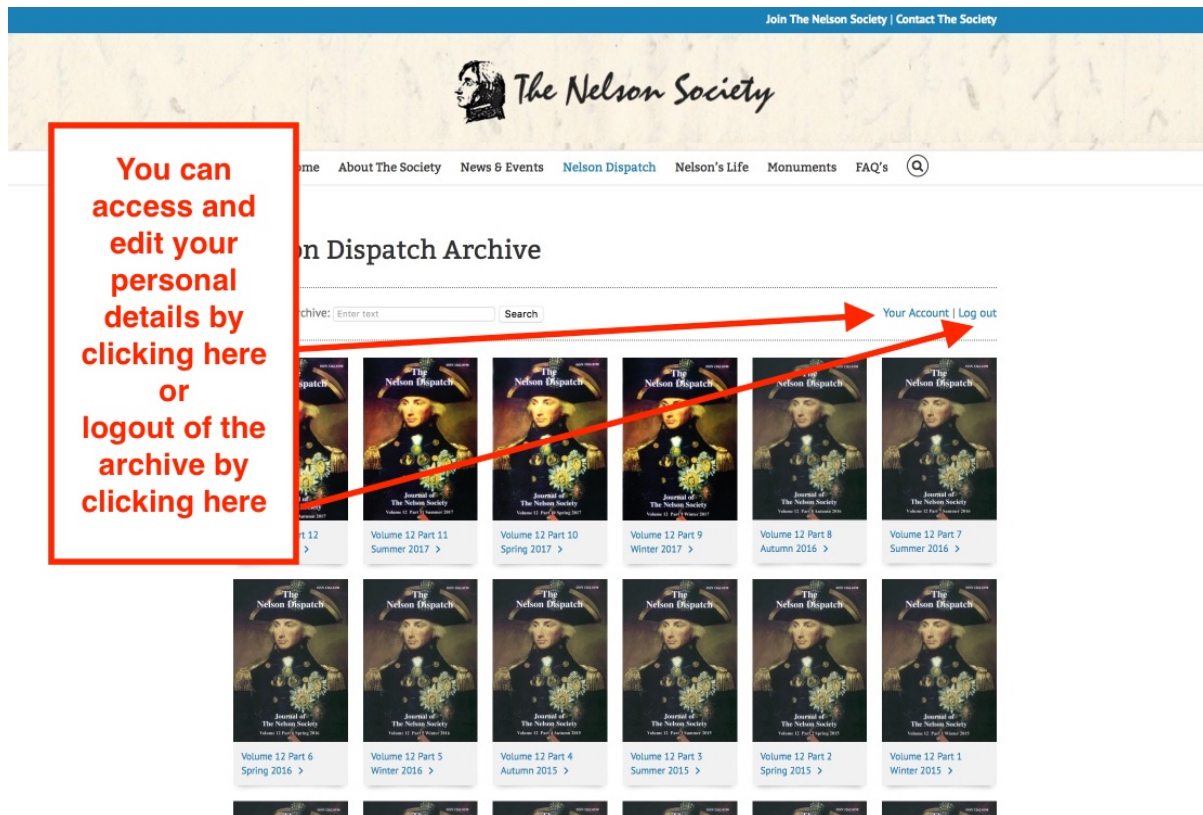
Home About The Society News & Events Nelson Dispatch Nelson's Life Monuments FAQ's

Nelson Dispatch Archive

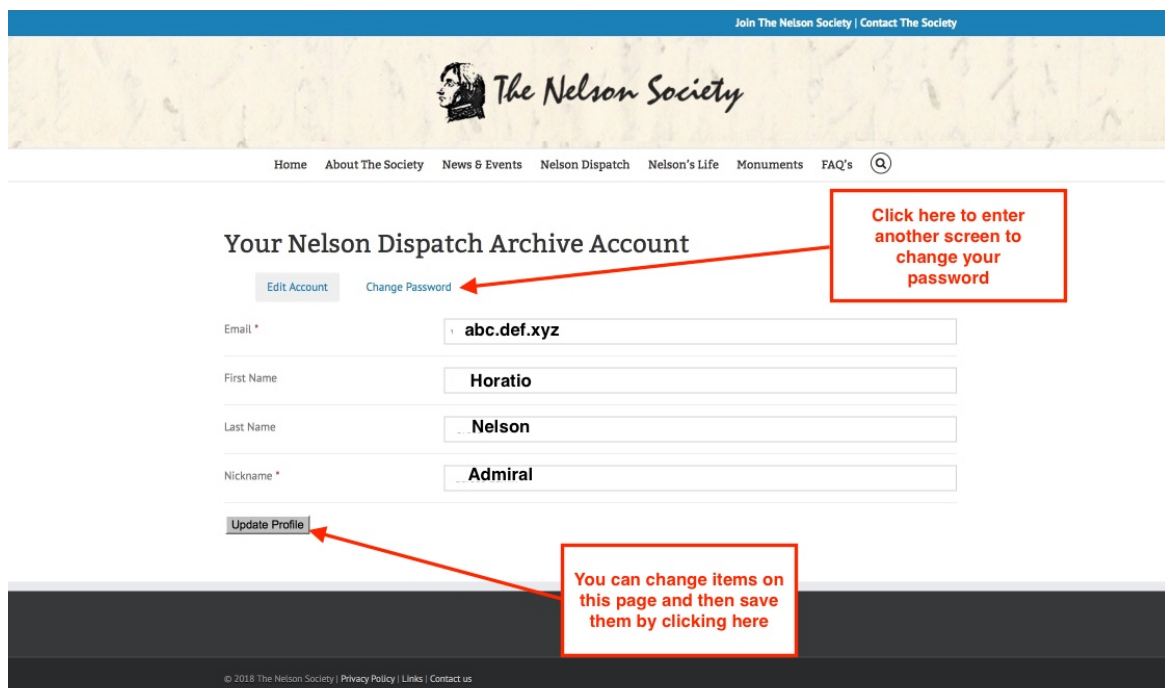
Search the archive: Your Account | Log out

Here the complete archive has been restored following the clearing of the chatham search

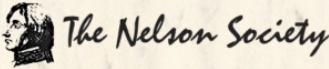
(14) You can access your personal details and make changes from the main archive page



(15) When you access your account you can change items including your password



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Your Nelson Dispatch Archive Account

[Edit Account](#) [Change Password](#)

Password

☐ Show Password

Repeat Password

[Update Password](#)

If required type in a new password here and confirm it here.

Then click update here to store the change

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(16) If you experience difficulties please email The Nelson Society and we will try to assist.

If you require a password email The Nelson Society including your full name and preferably your membership number. Thank you.

webeditor@nelson-society.com