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/](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.

![The Nelson Society Home Screen](image.png)
(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.

(5) Clicking on an issue will load it ready for a specific search or general reading. Please be patient.
(6) When the issue has loaded it will appear in a new window

You can scroll through an issue using normal trackpad or mouse movements

(7) Some of the features available

This bar has tools for customising viewing, e.g., click here to change the size of the image
(8) How to search for a key word in an issue

To search for a word in this issue, click on the magnifier in the bar then type the search word here.
(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

(11) Once an issue has been selected the process within the selected issue is as recorded in section (9)
(12) Continue the search in a different issue or start a new search

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

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

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
(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.

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