

User Guide

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1. General Considerations

1.1 Adelaide Connect Content

Adelaide Connect contains selective digitised content from across the University of Adelaide's special collections – archives, rare books & manuscripts, art & heritage.

Content initially selected aims to represent all campuses, staff and students, University achievements and events, the prominent and the 'lesser-known' across the history of the University.

Content has also been selected to showcase the diversity and many formats of the special collections – images, publications, texts, objects, maps and plans, audio and video, webpages and blogs.

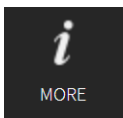
Adelaide Connect ultimately aims to create multiple stories by linking collection asset items with various knowledge items such as Collections, People, Positions, Organisations, Events, Places, Exhibitions, Highlights, and Timelines.

Through *Adelaide Connect*, the University Library on behalf of the University of Adelaide, hopes to engage with various users, including collaborators/partners; academic users; past, present and future students; volunteers and the general public.

Targeted existing and new digitised content will be progressively added by the University Library. Suggestions from users for new content are welcome.

Because *Adelaide Connect* only provides a selection from the special collections, if you do not find what you are looking for, please contact the Special Collections team (refer to **item 5. Contact & Enquiries**) and they may be able to assist you further in locating additional material.

Terms of Use for *Adelaide Connect* are available via the **More Information** button.



1.2 Preferred Browser

Adelaide Connect works best in the Chrome browser.



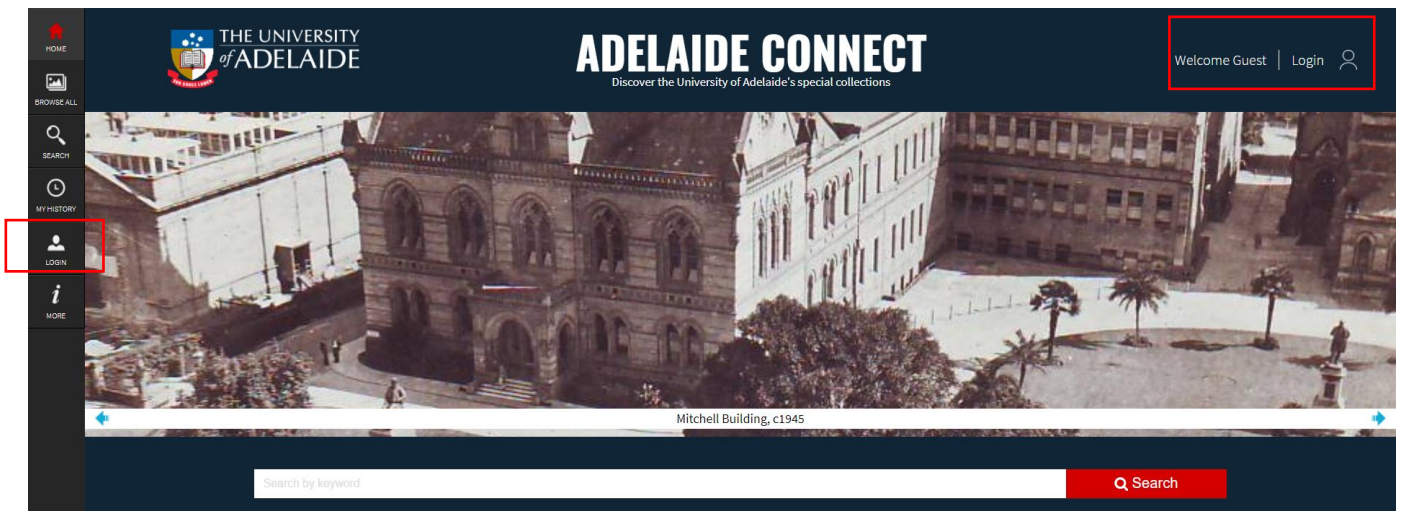
1.3 Acknowledgement

This *User Guide* has been developed based on the *Recollect User Guide* (published 14 April 2021) and the *City of Sydney Archives & History Resources Search Guide*.

2. Login

Adelaide Connect does not require you to login as a member to view and use the site. However, additional features are available if you login, such as the **My Collection** feature (refer to **item 7.** below).

To initially register and login, click on the **login** button on the left-hand side of the viewing panel or in the top right-hand corner of the screen.



Complete the relevant section/s of the **login/register form**.

Login / Register

Login here

Email

Password

Login

[Forgotten your password? Reset it here](#)

[Read our Privacy Policy and Terms of Use](#)

Login using social media

f Login with Facebook >

in Login with LinkedIn >

Login with your University of Adelaide account >

Register now

Your name

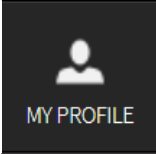
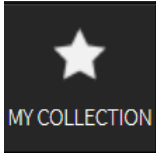
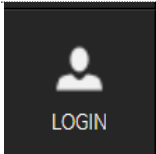

Your email address

Register

You will be sent a password to the email address you provide so please check you have entered it correctly.

3. Navigation Panel

Function	Button	Explanation
Home		Home takes you back to the homepage from any page on the site
Browse All		Browse all content available on your site that is available at your user level. Content can be filtered as required
Search		Run a new keyword search with specific filters as required, creating a relevant set of search results for their enquiry. Search results can then be further filtered as required
My History		Logs your viewing history once you have logged in. It displays which Items you have viewed, and what you have searched for in your current session as hyperlinks. Once you log out and / or close your browser window, this information will be cleared







Function	Button	Explanation
My Profile		Allows you to manage your personal information on the site. You can change your password / username / email address, view your contributions and logout (you can also logout using the link at the top right of the screen)
My Collection		If you are logged in as a Member allows you to view and organise Items in your personal Collection. To add an Item to your 'Collection', find it in the site and select the star icon 'Add to My Collection' under 'Tools'. Under 'Organise' in My Collection, you can create and manage Collections. To add an Item to an existing Collection, click on the name of the collection under 'Organise', drag and drop (not mobile compatible) from the 'All Items' area
Login		Allows you to login as a Member.
More		Contains useful links to internal / external pages / forms such as the Contact Us form and the University of Adelaide's Terms of Use.



4. Toolbars

When in an **Item view**, the screen includes a toolbar on the left-hand side of the displayed item, eg



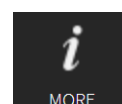
4.1 Item Display Toolbar

	Click to zoom image to 100%.
	Click to fit image into the window (width and height).
	Click to fit image width to window.
	Click to fit image height to window.
	Click to rotate image 90° clockwise to view – this will not edit how others see the Item
	Click to open image in 'Pan and Zoom' mode.
	Click and drag the magnifying glass to adjust zoom from minimum to maximum.

TEXT	Click to open the pop-up window to view the OCR / Transcription on the Item.
	Click to open the pop-up window to view search result hits.
	Click to show/hide the highlighted search results hit in the image of this page.

	Download this item
	Add to My Collection
	Contact us about this
	Citation for this item

5. Contact & Enquiries



General User enquiries can be sent through the '**More Information**' menu on the '**Navigation Panel**'. Selecting the '**Contact Us**' link will take users directly to the enquiry form.


 Contact us

Your name

Your email address

Your message


Send

Item enquiries can be sent when you are viewing an item. Select the **envelope** icon  in the **Toolbar** and fill in the **Contact Us** form.

You can use the contact link to send the University Library:

- more information and/or metadata about an Item
- a reference enquiry type question
- notification that incorrect information on an Item has been posted
- notification of a technical issue with the site
- suggestions for additional/new content from the special collections.

Note: You do not have to be logged in to submit an enquiry.



THE UNIVERSITY of ADELAIDE

ADELAIDE CONNECT
Discover the University of Adelaide's special collections

BARWELL, Mary BA

50%

TEXT

✉

6. Searching

6.1 Browse All


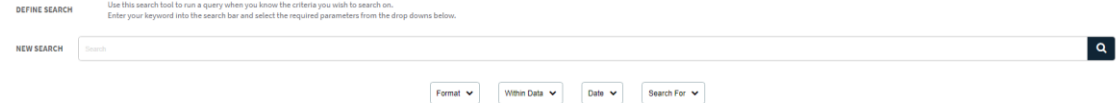
Browse All is available to users who do not have a direct search enquiry. Your search can be refined using the **'Filter by'** options:

- Format/Item Type
- Starts with
- Has the following
- Date.

NOTE: The **Browse All** search page does not allow you to enter or refine keywords. For keyword searches, use a **Simple Search** or **Defined Search**, as described below.

6.2 Simple Search

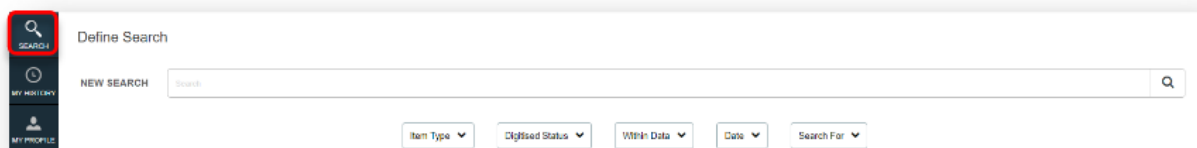
Simple searches are performed using the **search bar** displayed on either the *Adelaide Connect* homepage or on the **Search** page.

Place	Example
The Homepage	
Search Result Page	

To perform a search, enter *key search terms* into the **Search Bar** and click **'Search'** or the **Search Icon**. Search results from Simple Search are determined by relevancy.

6.3 Defined Search

Available from the **'Search'** button on the **'Navigation Panel'**, you can define your search by entering keyword(s) and selecting search filter(s).



6.4 Search Filters and Facets

Search Filters and **Facets** allow refinement of your search by applying additional criteria to your search. You can apply multiple filters and / or facets to your search results to show the Items that are most relevant to your search enquiry.

6.4.1 Filters

Filters are the initial options available to define your search criteria. In *Adelaide Connect*, these are:

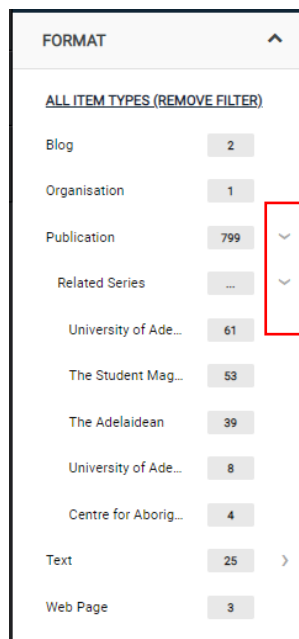
- Item Type
- Starts With
- Has the following

- Within Data
- Date
- Search For.

All filters can be expanded and collapsed using the arrows in the 'Filter By' panel.



Individual filters can be expanded and collapsed using the arrows alongside them.

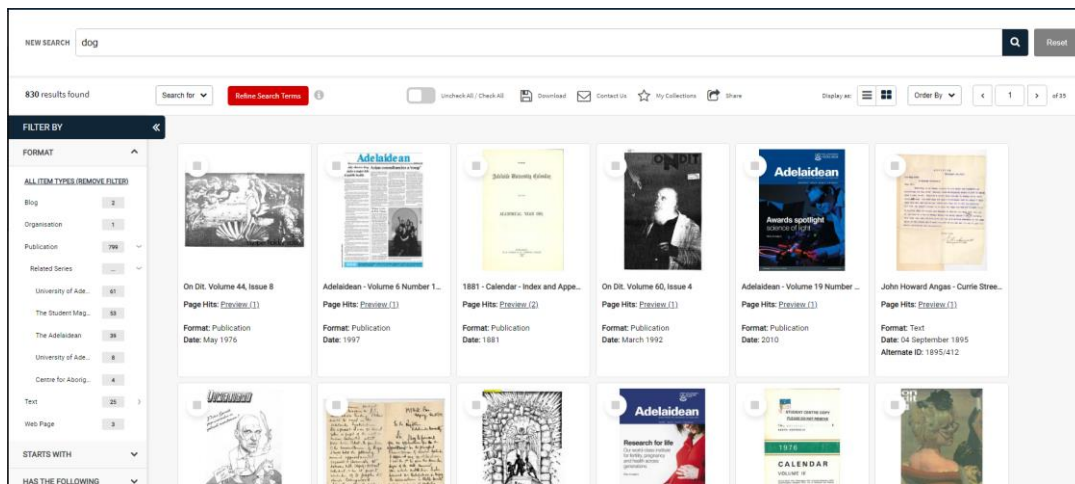


Filters are accessible from:

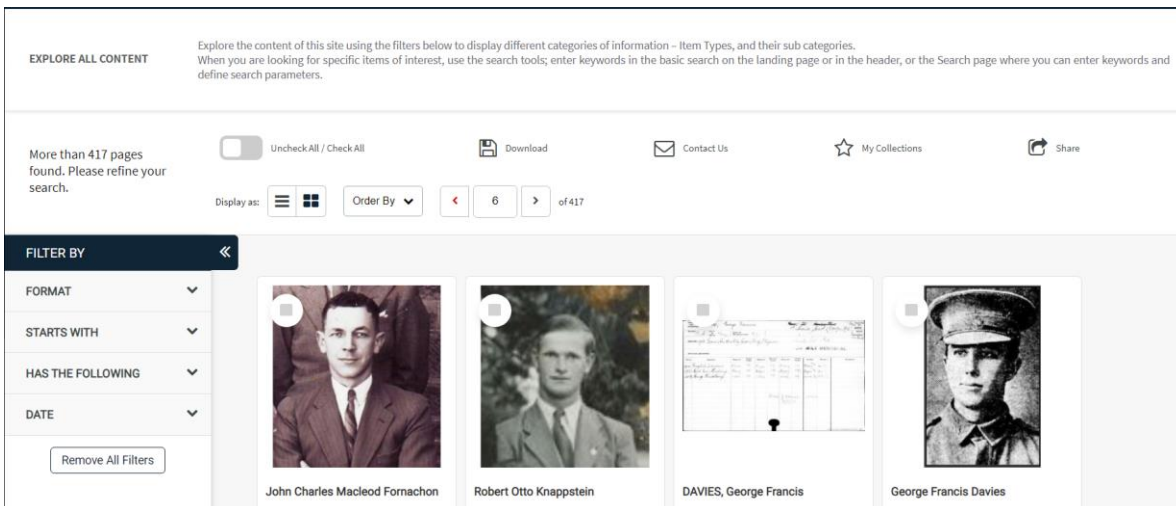
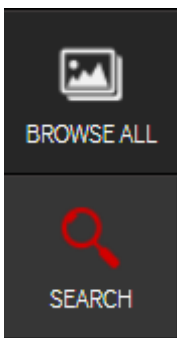
- The **Define Search** page where you can enter keywords and / or select filters **AND**



- The **Search Results** page – you will find this on the left-hand panel of the search page once a search has been run from the 'Define Search' page **AND**



- The **Browse All** page (excluding keyword-related parameters)



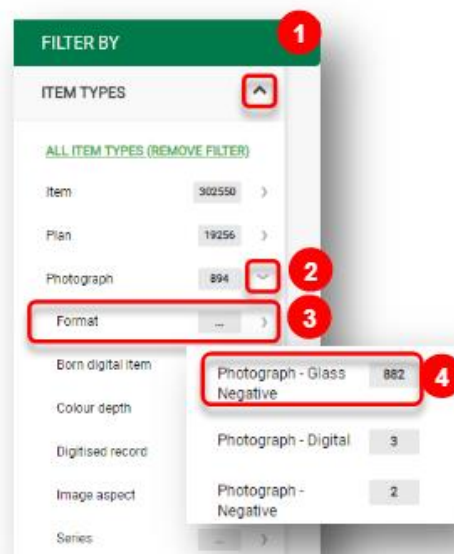
Filter / Facet	Description
Format/Item Type(s): <i>Primary Filter</i>	The primary search filter is by Format/Item Type(s): the search results will be filtered to return selected Format/Item Types only; the Format/Item Type List will retain all the initial relevant Item Types to allow the filter to be updated.
Starts With	Filters search results to include Items that have titles starting with the selected letter e.g. by clicking 'A' or numeric character by clicking '#'. This can be disabled within the Site Variables. <div data-bbox="1093 488 1345 772" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> </div>
Has the following	When one of the following exists in an Item in the search results, you can filter by one or more of these facets: <ul style="list-style-type: none"> - Geotags - Tags (Image and Document) - OCR - Stories/Recollections/Comments
Within Data:	The search results will be filtered to return results related to where the keywords appear. <ul style="list-style-type: none"> - All Fields: returns results where the keyword(s) entered appear in templated metadata fields. - Titles Only: returns results where the keyword(s) entered appear in the Item title. - All Fields and Content: Will return results where the keyword(s) appear in the templated metadata fields or in associated OCR / Text / Transcription fields (default).
Date:	The search results will be filtered to return results by a selected date range. Use the calendars to select your date range or type in the date in the dd/mm/yyyy format. You do not need to type in the / separator; it will automatically jump to month once you have entered two digits into the date and so on. <div data-bbox="1066 1294 1327 1630" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> </div>
Search For:	The search results will be filtered to return results that include: <ul style="list-style-type: none"> - All Keywords Returns results where all keywords appear e.g. Smith AND Street (default). - Any Keywords: Returns results where any of the keywords appear e.g. Smith OR Street. - Exact Phrase Match: Returns results where the keywords entered appear all appear in the order entered e.g. 'Smith Street'.

NOTE: Where there are no filters selected, or all filters are removed, the search results will revert to all Items visible to the user.

6.4.2 Facets

Facets are accessible from the **Search Results** page or the **Browse All** page within the filters in the **'Filter By'** panel:

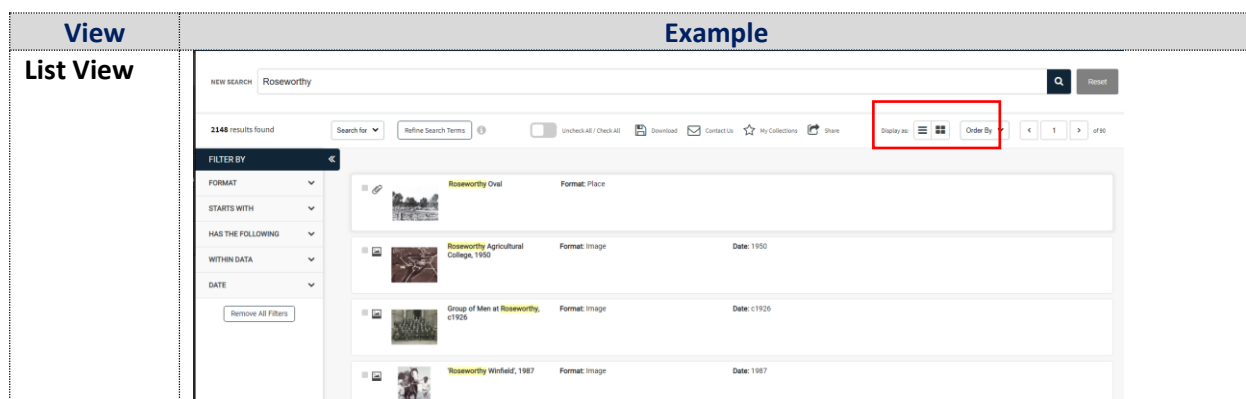
1. Select a filter, eg Item Types by pressing the down arrow (once expanded it will point up)
2. Select a filter option e.g. 'Photograph'
3. Selected metadata fields will appear within the 'Photograph' Item Type filter. Select a field e.g. 'Format'
4. Select a facet (a metadata entry in the selected field) e.g. 'Photograph – Glass Negative'. In this example, results return for all Items where the Item Type is Photograph **AND** the metadata field 'Format' has the entry 'Photograph – Glass Negative'.

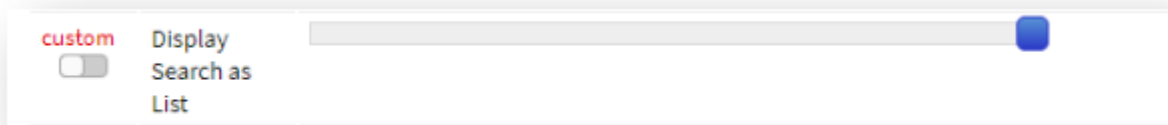
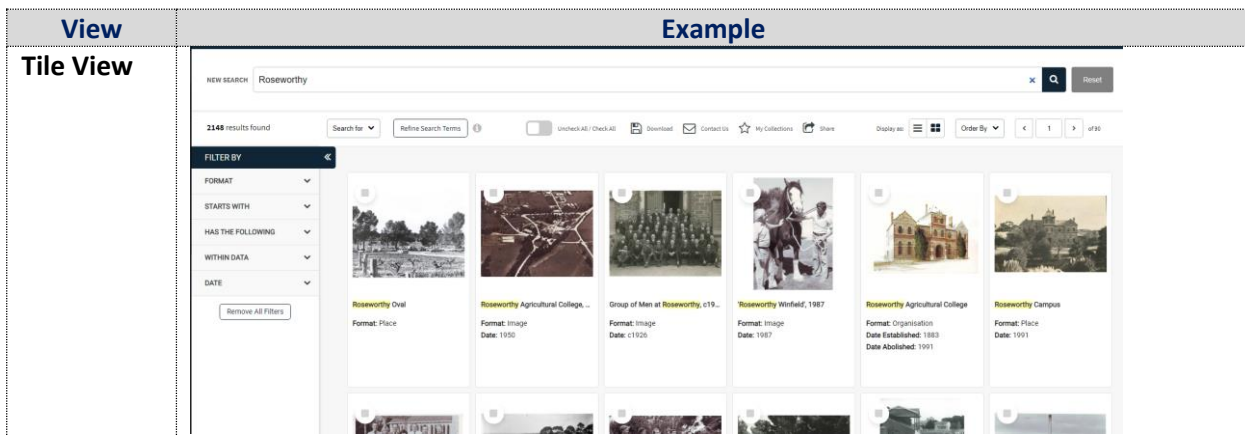


6.5 Search Results

Search Results are displayed on a page that allows the filters above to be applied as required to further refine the search.

Search results can be displayed in **List View / Tile View** (toggle below). You can toggle the view within a search and it will adjust without affecting the search.

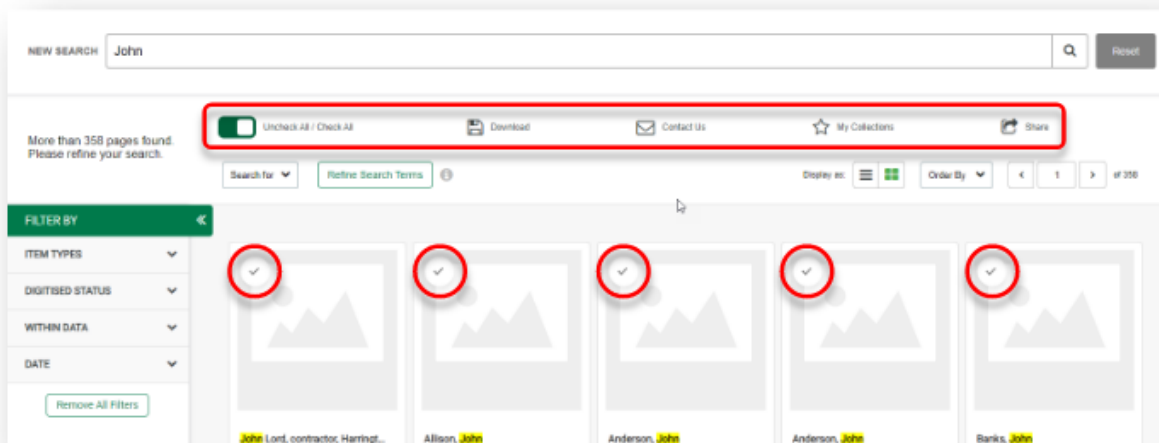




6.6 Save, Download, Share, Enquire

Using either **List View / Tile View**, you can select Item(s) from search results using the checkbox function to:

- Download the Item(s)
- Enquire about the Item(s)
- Add Item(s) to 'My Collection'
- Share Item(s) on social media.



NOTE: To **Download All**, ensure nothing is selected and click **Download**. Interaction can also occur for individual Items in Item View if required. You can **Uncheck All / Check All** using the toggle.

6.6.1 Reset

Search parameters (including **Sort and Filter** options) and subsequent search results are retained until a new search is initiated. Either clicking the **Search button** again or the **Reset** button in the search clears the search results, the search criteria, any filters / facets and reverts to the default Sort Order.



You can complete each of the following in any order:

- Search
- Filter by:
 - Item Types
 - Date
 - Facets
- Change view (List / Grid)
- Select '**Order By**' option (see below).

6.6.2 Clear keywords

You can also run a new search by entering new keywords.

Step	Action	Adelaide Connect Screenshot
1	Click the cross in the Search Bar to clear previous keywords - Search Bar clears (along with any refinements using Refine Keywords function)	
2	Enter new keywords and Select 'Search'	
3	Results are returned using the new keywords	

6.6.3 Search Relevancy

Search uses a ranking system to determine the relevancy of search results to decide the order that they appear. Relevant Items that exactly match keywords are ranked higher in the search results.

Non-alphanumeric characters and accents such as macrons can also be matched.

Key examples of the default Relevance ranking order are:

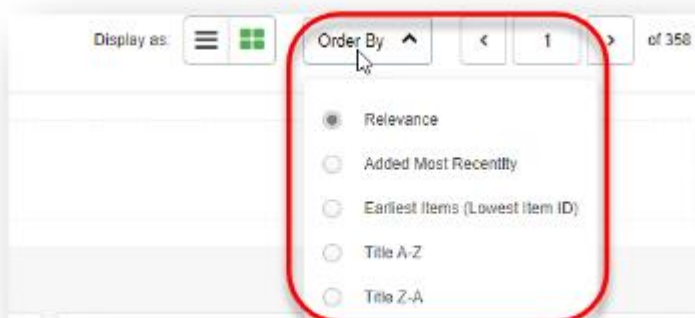
- Match in title ranked higher than other metadata fields
- Address number and Street name relationship is more important than number pattern match.

For example, searches for **queen & Victoria street** with 'All keywords' will return results for:

- queen or Queen
- &
- Victoria or Victoria
- Street or street.

6.6.4 Order by

Sort order can be adjusted as required using the dropdown on the right-hand side.



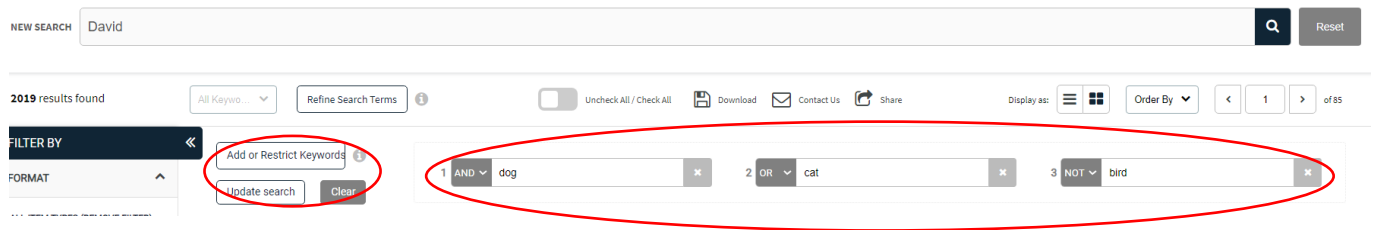
Standard sort order options include:

- **Relevance:** most relevant results – least relevant results (based on Search rankings)
- **Added Most Recently:** Item ID order – Descending (Items added most recently are listed first)
- **Earliest Items (Lowest Item ID):** Item ID order – Ascending (earliest Items are listed first)
- **Title A-Z:** Alphabetical – Ascending
- **Title Z-A:** Alphabetical – Descending.

6.7 Refine Search Terms

Refine Search Terms is available once an initial keyword search has been run and allows you to further adjust your search to include more specific results. It is not available through '**Browse All**'.

Where keywords are relevant to multiple categories or metadata fields, results may need to be further refined. Up to six refinements can be made.



- Enter a keyword search from the 'Define Search' page
- From the search results page select 'Refine Search Terms'
- Click 'Add or Restrict Keywords'
- Select an option from the picklist:
 - **AND**: results must contain these keywords
 - **OR**: results may contain these keywords. Cannot be preceded by NOT
 - **NOT**: results must exclude these keywords. Cannot be followed by OR
- Enter a Keyword
- Repeat steps 3-4 up to five more times as required.

There is a required order of keyword refinement options:

- Where a keyword refinement option is set to 'OR' the previous keyword refinement can be 'AND' or 'OR' but cannot be 'NOT'.
- Where a keyword refinement option is set to 'NOT' the following keyword refinements can be 'AND' or 'NOT' but cannot be 'OR'.

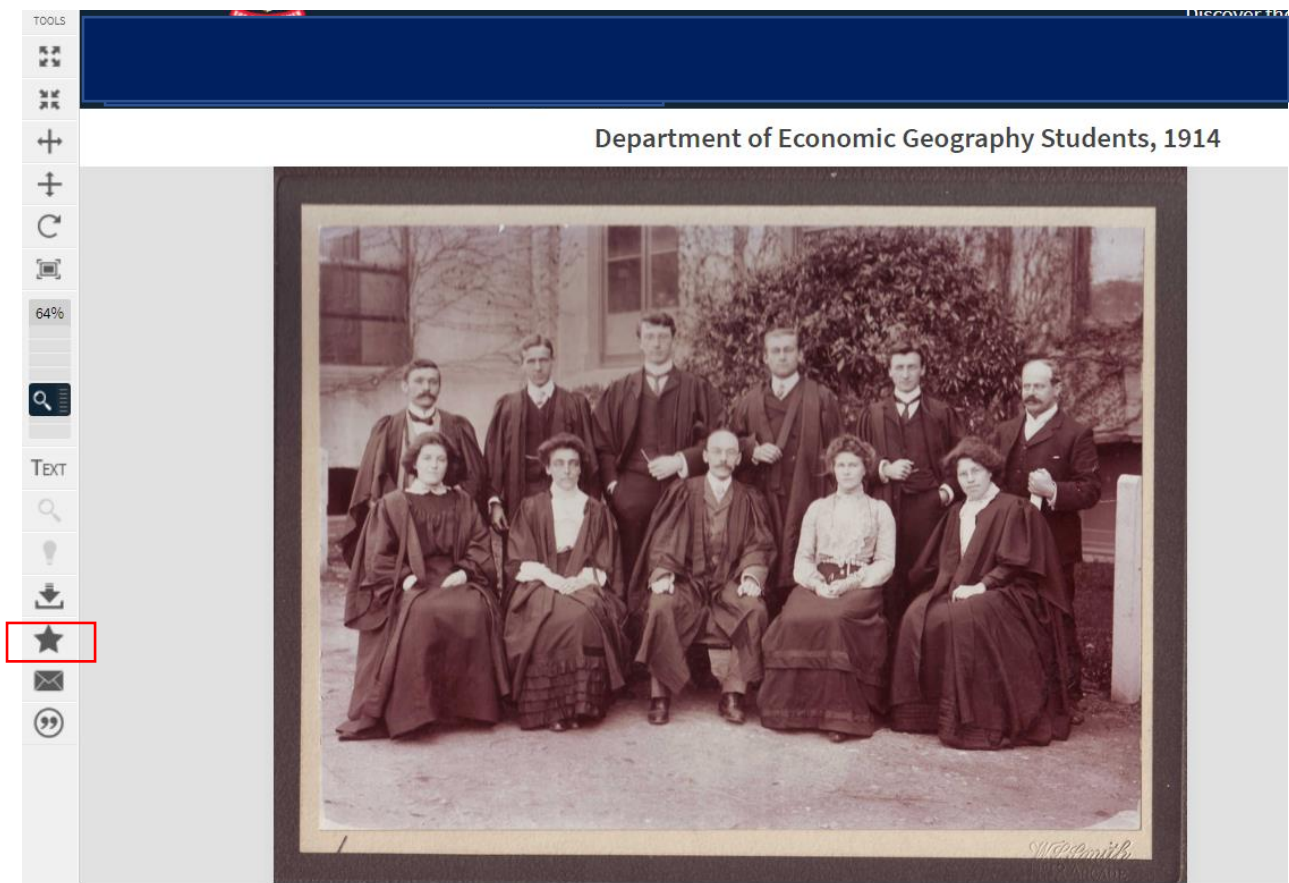
NOTE: By default, the search will rank results with the most keyword matches higher; if keywords appear more times in an Item this Item will be listed before an Item with less keyword matches.

7. My Collection

Adelaide Connect logs all the Items you view and the searches you run as part of '**My History**' for that session (this is cleared after you log out or close your browser).

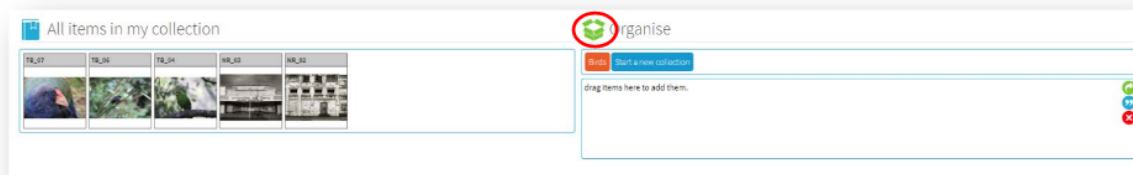
To save Items you want to keep for longer you can bookmark them using the star icon in the vertical toolbar in Item view. This will save them to '**My Collection**'. You will get a confirmation message every time you add a bookmark/add an Item to your collection.

Click on the **My Collection** icon  in the **Navigation Panel** to view your saved Items:





The box on the left is where all collected Items will display and the box on the right can be used to organise the Items into groups.


Select an existing group you wish to work with or click '**Start a new collection**' and enter a name for your group. This will become the active group. In the example below the active group is 'Birds'.



Drag the thumbnails from the collection on the left that you want to add to the group. The Item will still show in the list on the left. You can drag the same Item into multiple groups.

To share the group via email or social media click the  icon.

To rename the group, click the  icon.

To delete the group, click the  icon.

To remove an individual Item from the group hover over the thumbnail and click the red 'x' that appears in the bottom right hand corner. The Item will be deleted from the group but will remain in your main collection on the left.

To remove an Item from your main collection, click the red 'x' that appears in the bottom right hand corner of the thumbnail in the 'All Items in my collection' window. It will also be removed from any Group.

Note: This feature is designed for desktop/PC use only (not mobile devices).

8. Sharing from Adelaide Connect

Adelaide Connect is designed to be compatible with sharing content and searches with other people. Links shared from *Adelaide Connect* will only be visible to those with access to the shared Items / page to ensure site security. Users clicking a shared link will be taken to the login screen if they are not already logged in, then it redirects to the selected Items / page.

To share an item, you can either:

- use the icons at the bottom of the left panel in Item view to share an Item to Twitter, Facebook, LinkedIn, Tumblr *OR*
- open the link in a blank email and send on **OR**
- copy the URL of either an Item, a page, or search results and paste it into an email.

connect.adelaide.edu.au/nodes/view/5327

HOME

Clone

THE UNIVERSITY of ADELAIDE

ADELAIDE CONNECT
Discover the University of Adelaide's special collections

Wool Sorting, 1960

Organisation

- Roseworthy Agricultural College

Related Series

- Roseworthy Agricultural College Photographs

Batch ID: 32


ASSET ID: 147618

68%

TEXT

Twitter Facebook LinkedIn Tumblr Email

9. Download Content

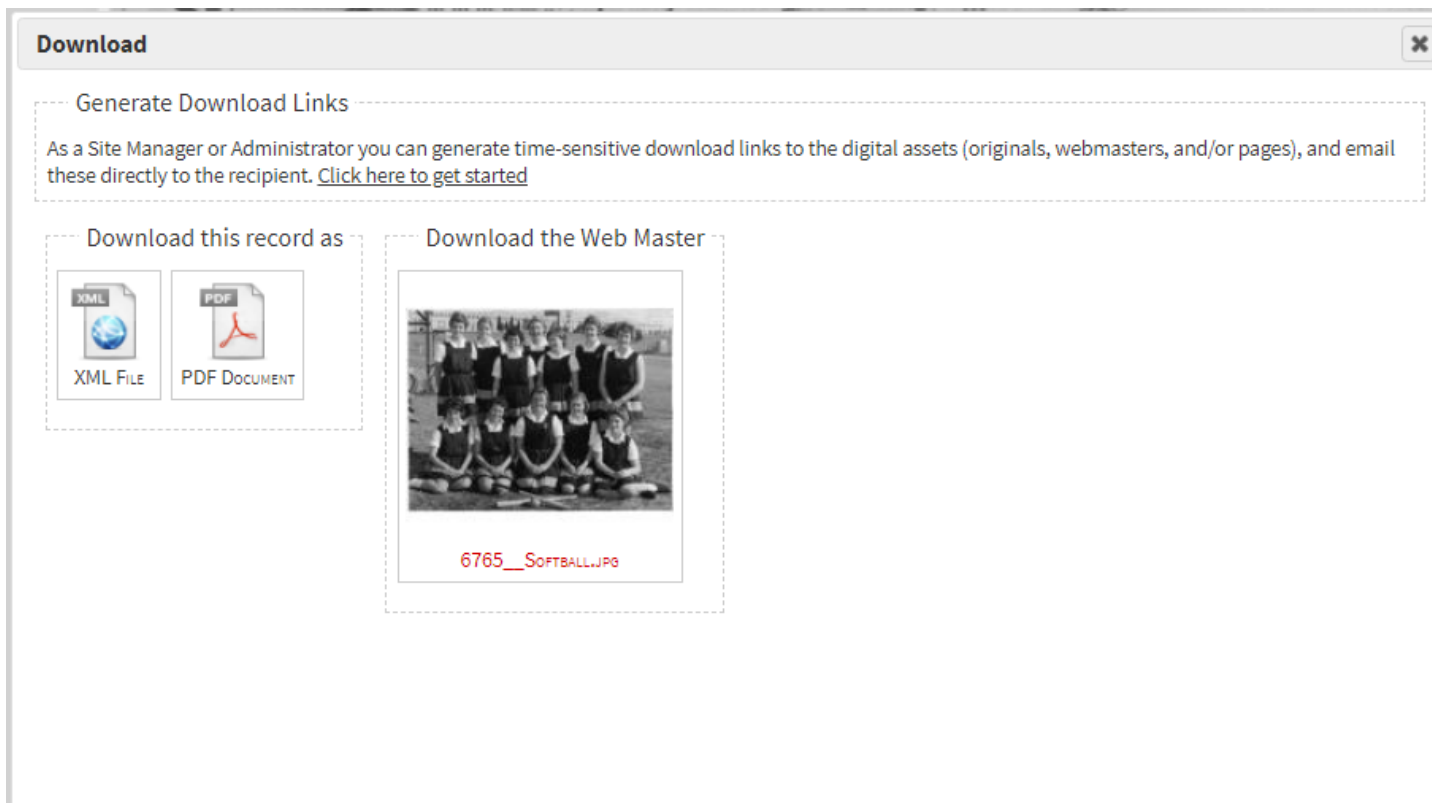
The **Download** icon  is available on the vertical toolbar when viewing an Item.

Depending on the download and access settings, users may be able to download the:

- Original Asset (original digital file/s of the Item)
- Webmaster (compressed digital file of the Original)
- metadata (record information of the Item)
- combination of the above.



Click on the **Download** icon and a pop-up will display with the download options available for that Item.



Download options may include any or all of the following, depending on the item:

1. An **XML File** of the Item's Metadata (the record information)
2. A **PDF** that includes the Item's Metadata and Assets (files e.g. images). Note: The Assets may not be included depending on the Item Type and whether you have permissions to do so. For example, a video file cannot be included in a PDF.
3. The **Original file/s**. This will only be available if the Site Manager / Administrator has made it available to you.
4. The **Web Master** file/s. This will only be available if the Site Manager / Administrator has made it available to you

