NEW FOREST KNOWLEDGE

www.nfknowledge.org

User Guide

Version 2 – 25 October 2017
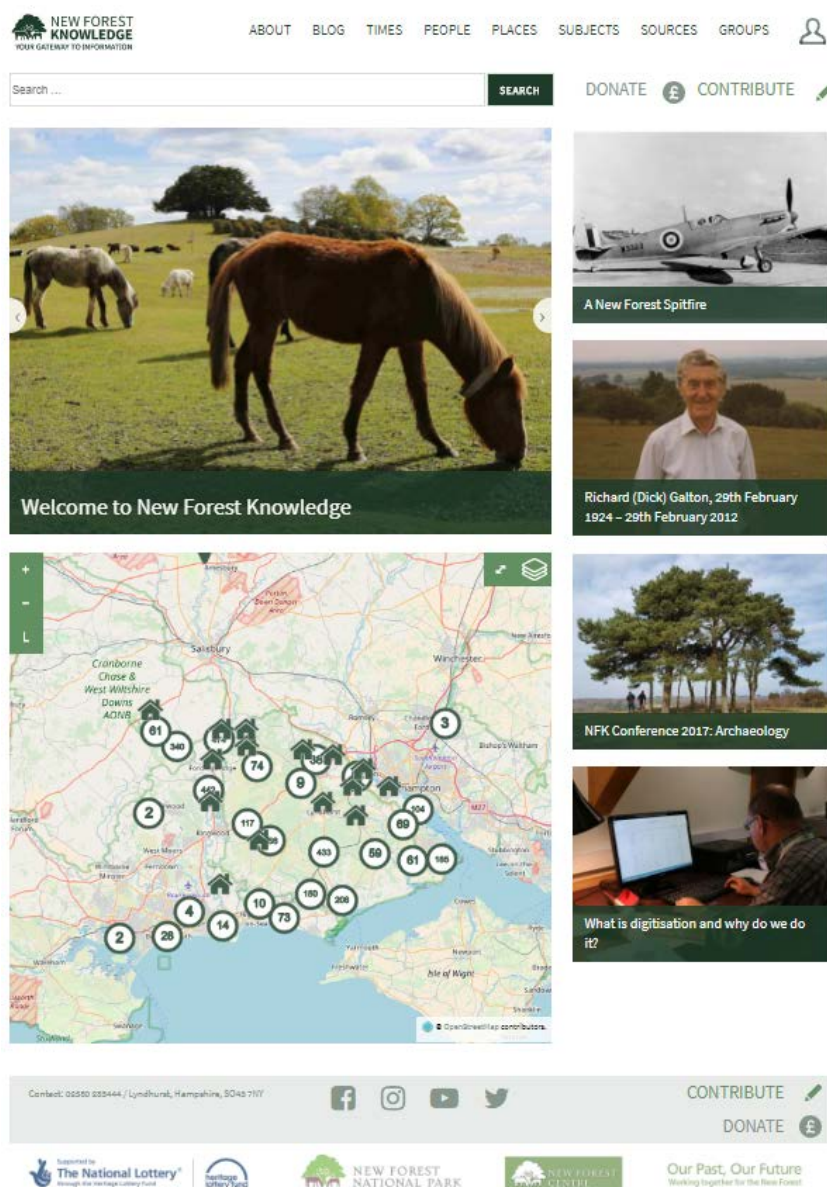
New Forest Knowledge is a website www.nfknowledge.org giving you information on the history, people, places, wildlife and environment of the New Forest from a range of different sources: the New Forest Centre, the British Library, the National Archives, and a number of other museums, libraries and archives.

The website is open to everyone, you only need to register if you want to make comments or add your own contributions.

Home Pages

The website's Home Page shows images and titles from feature articles. Clicking on them brings them up to read. Scroll down to see more articles.

About Pages

Click on **About** to see information about the website, including Guidelines such as this User Guide, Partners in the New Forest Knowledge website, and Copyright information.

Blog

The **Blog** has more articles like those featured on the Home Page and draws attention to events, anniversaries, and changes to the sources of information available on the website. The articles are written by New Forest Knowledge staff and other contributors.

If you know of a contribution to New Forest Knowledge (see the Making Contributions section) and think it would make a good feature article, draw it to the attention of the New Forest Knowledge staff by emailing contact@nfknowlege.org.

Starting Searches

You can access New Forest Knowledge information in two ways:

General Search

Type a query in the Search box at the top of the page. You might type the name of an author of a book like *Heywood Sumner* or the name of documents like *New Forest Acts*.

The result will be a List Page of items which satisfy your search query. The search can be refined using the panel on the left of the page, see the separate **List Page** section.

You can click on the **Map** tab to show the location of the items, for items that have a map location.

If you click to select an item on a List, or select an item on a Map and click again on the pop-up box that appears, an Item Page is displayed showing the detail stored for the item.

> **TIP**
>
> Your browser's Back arrow will always take you back to the previous page and the Forward arrow return you to where you were

Index Search

You can also access information by clicking on one of the Indexes in the main menu at the top of each page: **TIMES**, **PEOPLE**, **PLACES**, **SUBJECTS, SOURCES** and **GROUPS**. The result will be a page of words present in that index. Click on **Featured** to see a page of featured articles related to that index.

Click on a word to receive a List Page showing the items indexed by that word. As with the General Search, the **Map** tab is available and clicking on an item on the List Page retrieves its **Item Page**.

For more on searches, see the **Searching** section.

Starting with Maps

One of the features on the home page is a map showing the geographic location of items of information for which New Forest Knowledge knows the location.

Enlarge the map to full-screen by clicking on the enlarge/reduce button . Zoom the map using the + and – buttons. To see the meaning of the symbols on the map, click the legend button . Numbers in circles represent where there is more than one item in a location. As you zoom into the map, the numbers reduce and at maximum zoom you will end up with one item or a list of items assigned to that specific location.

To learn more about a location, click on it and a pop-up will appear. Click on the pop-up to obtain yet more information, where it is available.

To explore the different information you can display on the map, click on the Layers button . You can select different Overlays of information to display and different Base Maps behind the overlays.

For more on maps, see the **Map Page** section.

TIP

To see map overlays more clearly, turn off the default display from data sources by unticking **All Data Sources**

Different Kinds of Searches

As mentioned in Getting Started section, you can type a **General Search** into the Search box at the top of a page, or begin an **Index Search** by selecting TIMES, PEOPLE, PLACES, SUBJECTS, SOURCES and GROUPS at the top of the page.

Also, when the results of a search are shown on a List Page, you can refine the results by making a further Search from Results. See the **List Page** section.

Typing a Search

Searching with more than one word

If your search has more than one word, by default the search will look for any of the words.

However, you can type the word NOT into a search to refine your search. The words are shown in capitals here for clarity, but do not have to be typed in capitals. For example:

lyndhurst church will result in items which have either lyndhurst or church

lyndhurst NOT church will result in items which have the word lyndhurst but not church

Alternative Spelling

If a word is misspelt or has a different spelling than is present in New Forest Knowledge content, the search will do its best to find items with the alternative spelling.

More about Searches

'New Forest' searches

New Forest Knowledge collects data from some national and Hampshire-wide sources, for example the British Library, National Archive and Hampshire Cultural Trust. These sources may contain thousands of item records. Such large numbers cannot be downloaded to the NFK database, so NFK searches these sources using the words 'New Forest' and the names of the 37 parishes within the New Forest area.

This means that if there records in these data sources which are associated with the New Forest but do not contain the words New Forest or the name of one of its parishes, they may be omitted from the NFK search. We recommend you go to the website of the data source and perform a search on their site to be sure you have found the maximum data available.

A difference between General and Index Searches

Using an Index Search does not always list as many items as a General Search. This is because indexes are compiled from tags included in the individual records received from data sources. The General Search however, searches all text present in a record. If your search words appear anywhere in the item, the General Search item will retrieve the item.

So, when an Index Search does not return the items you expected, you can try entering the search words in a General Search. Explore different types of searches to see what you can discover.

What a List Page Shows

A **List Page** lists all the items resulting either from a General Search or from an Index Search. The results are shown on the grey background.

When an image is present for an item, it is shown to the right. If there is no image and the type of item is known, such as a book or map, a graphic is shown identifying the item as one of these.

Click on the **Map** tab to see the results on a map.

Refining a Search

The panel on the left of the List Page allows you to refine the search you have performed.

Search from Results

Use the Search from Results box on the left to search within the results you have already received.

Using Indexes

Below **Search from Results,** the panel lists the indexes in which items in the list appear. The down arrow beside an index shows you the different entries in the index and the number of items present for each entry.

Click on a tick box beside an entry to refine the list so it only includes items with that entry. You may select multiple tick boxes. Click again to deselect them.

Date Range and Sort By

Where date information is present for items, the **Date Range** slider allows you to select items by date.

The **Sort By** box allows you to change the sequence of the list.

> **TIP**
>
> If you are only looking for items which have images, Sort By has the useful option of sequencing the listed items by **Images First**

What an Item Page Shows

An **Item Page** shows the information recorded for an item, and results from you clicking on the item on a List Page, or clicking in a pop-up box on a Map.

An Item Page for an image

An Item Page for an archaeological item

The Item Information

For each item, an image is shown if one is present, followed by the textual information about the item.

If multiple images are available for an item, they will be shown in a gallery and can be selected from it.

Enlarging the image

Clicking on an image will result in it being enlarged. The enlarged image can be zoomed by clicking the - and + magnifying buttons at the top of the image, and enlarged to its maximum size by double-clicking the image.

The image can be moved to see the part in which you are interested by clicking on the image and holding the mouse button down as you move it.

Map

If the item has a map location, a thumbnail of the Map is shown at top right of the page, showing the location. Click on the enlarge/reduce button to see the map full size.

For more on Maps, see the **Map Page** section.

Data Source and Copyright

At the bottom right is shown the source of the data and copyright information.

Read more from the Original Source

This option, if available, can be selected to link to the website of the data source to allow you to access more information.

Comments

Comments people have made on this item can be viewed by clicking Comments.

To find out how to add your own Comments, see the **Making Comments** section.

Locations on a Map

A **Map Page** shows items of information by location. It results from double clicking the map image on the Home Page, by selecting the **Map** tab on a List Page, or by clicking on the map on an Item Page.

Items which have no location cannot be shown on a map, thus not all items present on a List Page may be present on the associated Map Page.

The map can be enlarged ⬈, zoomed in by + and out by -, and also zoomed in by double clicking the map.

Different symbols are shown on the map and their meaning is revealed by clicking the legend button L .

A circle with a number within 47 shows the number of items present as a cluster at that location. If you click on the circle, a List Page will appear listing the items in the cluster. As you zoom into the map the numbers reduce, ending up with symbols representing specific locations.

The house symbol 🏠 represents a list of items which do not have an exact location recorded for them. Their location has been assigned from the text in the item's record containing the name of a place - parish, town or village - recorded in New Forest Knowledge's PLACES index.

To learn more about a location, click on its symbol and a pop-up box will appear. Click on the pop-up box to obtain yet more information, where it is available.

Map Layers

Map layers are of two types: Overlays and Base Maps. By default, the map shows a base map from Open Street Map, and an overlay showing New Forest Knowledge items from data sources which have a geographic location.

To explore other overlays and base maps, click the layers button ⬧ . For an explanation of the map layers available, see the **About** pages of the website.

Overlays

Select other overlays by first clicking on a + next to the type of overlay you want. Then, tick the box to the left of an individual overlay. You can tick and untick more than one overlay.
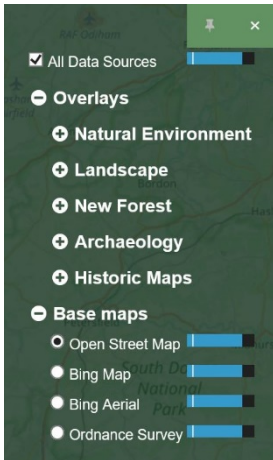
To see map overlays more clearly, turn off the default display from data sources by unticking **All Data Sources**.

For each different overlay, the meaning of the information in the overlay s revealed by the legend button ⬛ .

> **TIP**
>
> To keep the Layers box on the page after you next click on the map, click the pin button at the top of the box

Base Maps

Select other base map layers by clicking on the one you want to use. More than one base map layer cannot be selected at the same time.

Transparency

For each overlay and base map layer selected, you can vary its transparency by moving its slider, allowing you to see more than one layer at the same time.

Originator

The originator of each selected overlay and base map layer is found on the bottom right of the map. Click on the name of the originator, where available, to be directed to their website.

You are welcome to make Comments on existing pages on the website, and to Contribute new pages. To do either, you must be registered with the website and log in.

Click on the user symbol 👤 at the top of the page and select Login or Register.

Log In

Log in by entering your email address and password. If you have registered for the website through Facebook or Google, the icons below password can be used instead. Should you forget your password, it can be reset through by selecting Lost Password.

If you were registered with the New Forest Remembers website whose data is included in the New Forest Knowledge, you can log in without reregistering. Enter the email address you used for New Forest Remembers and click Lost Password. This will reactivate your account and link you to any articles you previously contributed to New Forest Remembers.

Each time you log in, Your Profile page will be shown, in case you want to make any changes. To remove this page, click on any menu selection at the top of the page.

Register

To register, enter your email address, first and last name. A registration confirmation will be sent to your email address.

Click on the link in the email and you will be asked to set a password, login and complete a Your Profile page with a little more information about yourself.

If you wish to connect with your social media account, click on the Facebook or Google logo to make the link. This is only possible if the email used for your social media account is the same as that you registered with New Forest Knowledge.

Make Comments

Once registered and logged in, you may suggest corrections to an item or add additional information by adding comments. Click on Comments on the Item Page and type the comment into the box that appears.

Comments are reviewed by New Forest Knowledge staff and published on the website if appropriate.

Make Contributions

What is a Contribution?

Contributions are articles added by registered users. They may contain information relevant to the New Forest's history, people, places, wildlife and environment.

Contributions are treated just like any other items in New Forest Knowledge, and are retrieved by searches in the same way. To see examples of Contributions, select Sources from the main menu and click Contributions.

Before being published on the New Forest Knowledge website, Contributions are reviewed by a member of New Forest Knowledge staff. If there are any queries about your Contribution, you will receive an email from the staff member.

Once you have posted a number of contributions successfully, a staff member can edit your user permissions to enable your contributions to be published immediately without review.

The Contributions Page

Click the Contribute button on any New Forest Knowledge page and the Add Contribution page will appear. The page lists contributions you previously added, each of which you can edit by selecting its title.

For a new contribution, enter Title and Description to identify the contribution. Text and Visual tabs on the Description box allow you to edit the Description.

Tags can be selected to identify the Place, Period, Person and Group.

Make a Group selection if you are making the contribution on behalf of a Group. You must be a member of the Group and have permission of the Group to make the selection.

Adding Latitude and Longitude references allows your contribution to be shown on a Map.

Add media files using Add Files as follows. No media file can be larger than 2 megabytes in size:

> **TIP**
> To find a latitude and longitude reference, use Bing Maps www.bing.com/maps. Right click the location on the map and a pop-up box will give you latitude and longitude references to copy into the Contributions Page

    Image files - These files can be of the types .jpg, .gif and .png

    Document files - Only of the type .pdf. To add document files, first contact NFK staff by email at contact@nfknowledge.org

    Audio files - Only of the type .mp3. To add document files, first contact NFK staff by email at contact@nfknowledge.org

    Video files - Please upload video files to YouTube and put a link to them in your contribution. This makes them easily accessible for other users too

Permission boxes acknowledge the copyright of the material and the creative commons license used by New Forest Knowledge.

Having submitted a contribution, the Contributions page tells you that it is pending review, prior to being published on the website.

What is a Group?

Groups are collections of individuals united by a purpose to explore, understand, conserve or research an aspect of the New Forest. They may be a local history or archaeology society, an animal or plant wildlife group, a cultural or artistic group, from an environmental or conservation organisation, researchers from a college, university or other organisation, or another such group.

To see examples of Groups, select Groups from the main menu. A list of them will be displayed. Click on any to see the details on its Group Page. This page also lists the articles that the Group has contributed.

Registering a Group

To apply to register a group, click on Contribute on any page and then on New Group. Complete the Add New Group page. This will normally be completed by the chairperson or secretary of the Group, and must have permission of the Group.

Before the Group is published on the New Forest Knowledge website, applications are reviewed by a member of New Forest Knowledge staff. If there are any queries about the application, they will be raised by email.

Enter the Title and Description which best describes the Group.

The Contact, Phone and Email should those of the chairperson, secretary or other person nominated to be the contact.

Enter the group's Website address, if any, to allow New Forest Knowledge users to find out more about your group and possibly apply to join.

The Latitude and Longitude should be those which best locate the Group, or can be its meeting location.