Viewing Tool User Guide

The Viewing Tool allows you to view, delete and comment on the data downloaded with the Download Tool. The Tool can be opened with the *Tarkastele ladattua aineistoa* ('View the downloaded data') button that is displayed in the Download Tool after the download is complete if it was possible to download at least the JPG images of the pages. If the ALTO files were also downloaded, clicking the search terms highlighted in orange in the Viewing Tool hit preview will take you to the part of the page where the clicked search term is located. The search terms are also highlighted on the page image. Downloading both the ALTO files and the page images is recommended. Alternatively, the Viewing Tool can be opened with the *Tarkastelutyökalu* ('Viewing Tool') quick start icon. The icon can be found in the *Lataustyökalu* ('Download Tool') directory, i.e. in the same directory this User Guide is located.

In the Viewing Tool user interface, first select the directory in which the downloaded data is saved and the .csv file that was downloaded with the data. Choose the directory with the *Valitse sijainti* ('Choose the location') button. The Tool will access the selected location and set the most recently edited .csv file as the selected .csv file, if there is a .csv file in the directory. You can still change the .csv file after this with the *Valitse csv* ('Choose the .csv') button. The data is automatically imported into the Viewing Tool when the *Tarkastele ladattua aineistoa* ('View the downloaded data') button is clicked, and the files do not need to be separately selected.

On the right side of the Viewing Tool user interface is a list showing hit previews that are created based on the information in the .csv file. On the left side is an image related to the selected hit preview. The image shows the highlighted search terms or a Digi page view. The image of the page related to a hit preview can always be accessed by selecting a preview from the list on the right, or by clicking the search terms found on the page and highlighted in orange in the match context preview, in which case the page image on the left changes and re-focuses on the part where the search term is located. You can zoom in and out on the page image with the left and right mouse buttons by hovering your cursor over the image. You can open the Digi page view related to a hit preview by clicking on a publication name. Publication names are highlighted in yellow in the hit previews listed on the right.

You can filter hit previews with Python regular expressions (https://docs.python.org/3/library/re.html). Enter the regular expression in the *Osumaympäristöjen suodatus* ('Filtering hit previews') text field and press Enter. The filtered parts of text are shown highlighted in green in the hit previews returned, based on the filtering. Reset the filter by deleting the text from the text field and pressing Enter.

The hit previews listed on the user interface are shown on multiple pages if there are more than 25 previews. Switch between the pages with the *Edellinen* ('Previous') and *Seuraava* ('Next') buttons.

You can add a comment to a selected page by entering your comment in the *Valittuun sivuun liittyvä kommentti* ('Comment related to the selected page') text field. The comment is saved in the .csv file. Delete a selected page with the *Poista valittu sivu* ('Delete selected page') button. The button deletes the .jpg and ALTO files and the .csv file row associated with the selected page.

Change the size of the page image/Digi view and the list view with the hit previews by dragging the area between the views left or right with your mouse.

In the space under the *Valittuun sivuun liittyvä kommentti* ('Comment related to the selected page') text field, status information on saving the .csv file and error messages on hit preview filtering are shown as well as *Ei yhteyttä palvelimeen!* ('Server connection error!') messages, if the Digi page view cannot be opened via the Tool.

Examples on filtering the hit previews

The hit previews can be filtered with Python regular expressions: https://en.wikipedia.org/wiki/Regular expression

Filtering with just a keyword: Mikkeli

Returns all hit previews containing the word 'Mikkeli'.

Helluntai-iltana pidettiin Mikkelin kaupungin

Filtering: Mikkeli.*.kaupunki

Returns all hit previews that contain the words 'Mikkeli' AND 'kaupunki' with any characters between them:

Säntti, Mikkelin kaupunkiseurakunnan kirkkohra

Mikkelin pitäjän Savonlahden kylässä, lähellä kaupunkia

Filtering: (Mikkeli | Kuopio).*.kaupunki

Returns all hit previews that contain the word 'Mikkeli' OR 'Kuopio' AND the word 'kaupunki' with any characters between them.

Mikkelin kaupunkiseurakunnan

Mikkelin pitäjän Savonlahden kylässä, lähellä kaupunkia

Aikaisemmin on Kuopion kaupunki kääntynyt

As a default, the filtering is not case sensitive. If you want it to be case sensitive, add ?-i: before the word to be filtered. This makes the filtering case sensitive for all entered characters.

Filtering: (?-i:Mikkeli).*.kuopio

Returns all hit previews that contain the word 'Mikkeli' with a capital M and the word 'Kuopio' no matter the letter cases. Between the words can be any characters.

Mikkelissä t. k. 30 p. ja Kuopiossa

Filtering: Kyläkirjaston Kuvalehti [0-9]{2}.09.1900

Returns all hit previews from the Kyläkirjaston Kuvalehti magazine published in September of 1900.

Kyläkirjaston Kuvalehti 01.09.1900 numero 9 sivu 2

utaan välittävät säännöllistä vuoroliikettä Mikkelin—

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välittävät säännöllistä vuoroliikettä Mikkelin—Anttolan—Juvan Rantoisen—Puumalan—Sulkavan ja Savonlinnan välillä, poiketen välillä oleville laitureille, ottaen mukaansa matkustajia ja rahtitavaraa.

Lähtevat vuorottain Mikkelistä Savonlinnaan k:lo 2,10 i. p., paitsi sunnuntaina k:lo 1 i. p.; Savonlinnasta Mikkeliin k:lo 3 i. p., paitsi sunnuntaina k:lo 2 i. p.

Saapuvat Vuoksenniskalle ennen aamujunan lähtöä (klo 7,40 a. p.) Imatralle, Viipuriin ja Pietariin; — Mikkeliin ennen päiväjunan lähtöä (k:lo 10,20 a. p.) Kouvolaan, jossa yhtyy Helsinkiin, Pietariin, Kotkaan, Haminaan, Tampereelle, Hankoon, Poriin, Vaasaan, Ouluun, Turkuun y. m. meneviin päiväjuniin.

HUOM.! Matkustajat Mikkelistä ja Savonlinnasta Imatralle muuttavat Puumalassa Vuoksenniskalle menevään laivaan sekä päinvastoin. — Höyrylaiva Saimaassa tilaa 250 matkustajalle. — Kulkuväylä Mikkeli—Savonlinna erinomaisen luonnon ihana saaristoväylä.

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