

# Archives of the Zoological Survey of India

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*Records•Memoirs•Occasional Papers*

**User Manual**

**May 2013**

## ***Introduction***

The Zoological Survey of India (ZSI) is the premier taxonomic research organization in India. It was established on 1 July 1916 to promote surveys, exploration and research leading to advancement of our knowledge of various aspects of the exceptionally rich animal life of India. The ZSI had its genesis as the Zoological Section of the Indian Museum at Calcutta in 1875. The ZSI has published an extremely large amount of information on all animal taxa, from Protozoa to Mammalia.

All the volumes published by the ZSI have been digitised using state-of-the-art technology and software. The digital archive of the publications of the ZSI is easily accessible and readily searchable and represents a very valuable resource for research on Indian fauna.

This DVD contains all the issues published till 2012 of three of the journals of the ZSI:

- *Records of the Indian Museum and Records of the Zoological Survey of India*

The *Records of the Indian Museum* served as a vehicle for publishing zoological research articles even before the establishment of the ZSI. The first issue was published in 1907. After 1968, the journal was renamed and continues to be brought out as the *Records of the Zoological Survey of India*. A total of 168 issues of the *Records* have been published in 67 volumes.

- *Memoirs of the Indian Museum and Memoirs of the Zoological Survey of India*

The *Memoirs* are for publishing work of a monographic nature. It is an occasional publication, brought out depending upon the availability of material. It was started in 1907, before the establishment of the ZSI. Thirty-one issues of the *Memoirs* have been published.

- *Occasional Papers*

This series is used to publish under a separate cover findings related to particular topics and animal groups, district faunas, checklists and other lengthy taxonomic research papers that cannot be accommodated in the *Records of the Zoological Survey of India*. Publication of this series began in 1976, and so far 334 numbers have been published.

## ***System requirements***

This DVD is a dual layered disk. It can be used only with computers that have DVD drives designed to read such disks.

- The archive on this DVD is designed to be used on Windows, Linux and Mac systems. It has been tested on Windows XP, Windows Vista, Windows 7, Ubuntu and Mac 10.8.3 systems.
- A browser (such as Firefox, Internet Explorer or Chrome) is essential for using the archive.
- A minimum of 1GB RAM is recommended.

It is possible that the DVD works with other configurations, but it is expected that the performance will be sub-optimal in such cases.

## ***Installation***

The archive on this DVD may be used directly with a DVD drive. Alternatively, the contents may be copied onto a hard disk (built in or external) and used therefrom. The installation procedure is minimal for both modes of usage.

Simply load the DVD into the drive and wait for a short while. The archive will be automatically launched.

To run the archive from your hard disk, verify that you have at least 6 GB of free space on it. Copy all the contents of the DVD to any folder on the hard disk. Then double click on ZSI.exe to launch the archive.

## ***The DjVu plugin***

The archive has a large number of files in the DjVu format. If your browser is not capable of displaying these files, a DjVu plugin will need to be installed. The plugin is available on the DVD.

The full documentation of the DjVu plugin can be viewed by displaying a DjVu document (any document) and hitting the “?” key while the mouse pointer is in the document window (or by pressing the right mouse button and selecting “Help” from the menu).

The following keyboard shortcuts are available when viewing a DjVu document. They greatly enhance the user experience:

Left-click and drag	Pan around the image (more convenient than the scroll bars). Panning can also be done with the arrow keys.
Right-click	Pop up the DjVu plugin menu
Space, Enter	Go to the next page
Backspace	Go to the previous page
Page Down	Scroll page down. If at the bottom of the page, flip to the next page
Page Up	Scroll page up. If at the top of the page, flip to the previous page
+, =	Zoom in
-, _	Zoom out
1, 2, 3	Change magnification to 100%, 200% and 300%, respectively.
W	Zoom to fit width
P	Zoom to fit page
F, CTRL-F, F3	Search and highlight string in current document
Hold down CTRL key	Magnifier

## Using the archive

### Browsing

The home page of the archive is a good place to begin using it. To open the home page, run your browser and navigate to the folder (on the DVD or hard disk) containing the archive. The DVD must be placed in the DVD drive, or the hard disk containing the archive must be connected to your system. Double click on ZSI.exe to launch the archive and wait for a short while.

Your screen will appear like this:



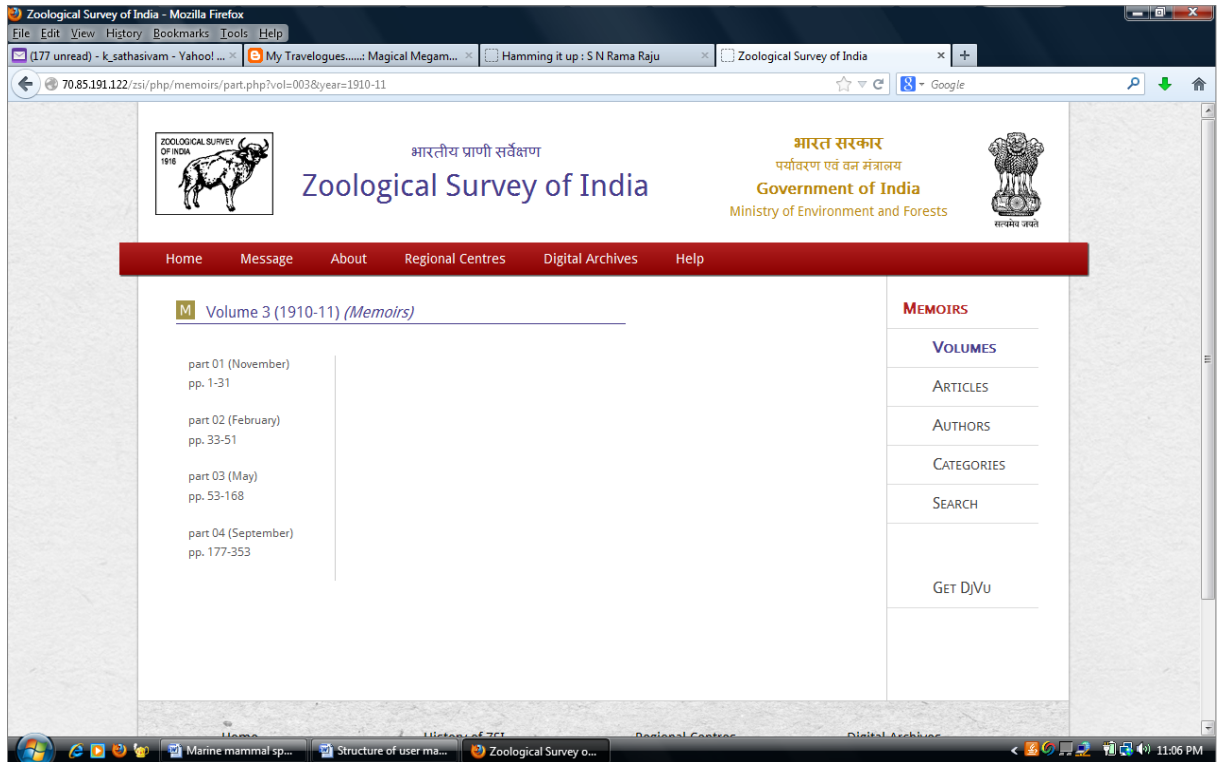
You are now ready to use the archive. Simply position the mouse cursor over the Digital Archives button and click on *Records*, *Memoirs* or *Occasional Papers* (depending on which of these publications you wish to use).

You will get a listing of the volumes of the journal you have selected. For instance, if you clicked on *Memoirs*, this screen will be displayed:

The screenshot shows a web browser window displaying the Zoological Survey of India website. The page is titled "Zoological Survey of India" and features the organization's logo and the Government of India emblem. The main navigation bar includes links for Home, Message, About, Regional Centres, Digital Archives, and Help. The content area is titled "Volumes (Memoirs)" and lists 21 volumes in a grid format. A sidebar on the right contains links for MEMOIRS, VOLUMES, ARTICLES, AUTHORS, CATEGORIES, and SEARCH, along with a "Get DJVu" button. The browser's address bar shows the URL "70.85.191.122/zsi/php/memoirs/volumes.php".

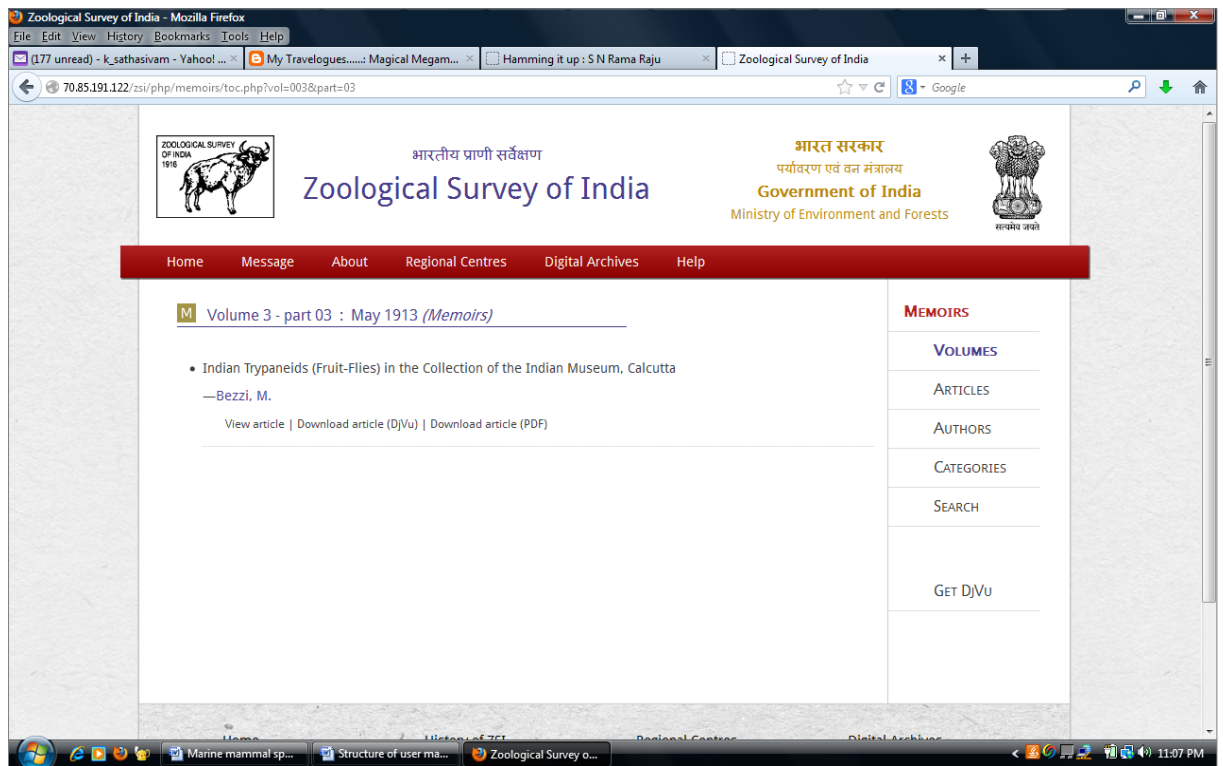
Zoological Survey of India			
Volume 1 (1907-08)	Volume 7 (1918-19)	Volume 13 (1938-39)	Volume 19 (2002-03)
Volume 2 (1909-10)	Volume 8 (1924-25)	Volume 14 (1954-56)	Volume 20 (2003-04)
Volume 3 (1910-11)	Volume 9 (1928-29)	Volume 15 (1970-71)	Volume 21 (2006-08)
Volume 4 (1913)	Volume 10 (1932)	Volume 16 (1979-80)	
Volume 5 (1915-16)	Volume 11 (1930-34)	Volume 17 (1988-89)	
Volume 6 (1915-16)	Volume 12 (1932)	Volume 18 (1994-99)	

If you wish to skim through the contents of the archive, you may browse it from the *Volumes* screen. Clicking on a link to a particular volume results in the parts of that volume being displayed, such as in this screen:





Clicking on a particular link in the list results in the corresponding table of contents being displayed, as in this screen:



To read any of the articles listed, click on the title. The first page of the article will be displayed on the screen, and you may navigate to other pages using the navigation buttons provided.

You can also navigate through the archive using the *Articles*, *Authors* and *Categories* buttons provided on the right side of the screen.

Clicking on the *Articles* button produces on the screen a listing of all the titles of articles published in the selected journal. The list is alphabetical, and article titles beginning with the letter 'A' are displayed first:

The screenshot shows the Zoological Survey of India website in a Mozilla Firefox browser. The page title is "Zoological Survey of India - Mozilla Firefox". The address bar shows the URL "70.85.191.122/zsi/php/memoirs/articles.php". The website header includes the Zoological Survey of India logo, the text "भारतीय प्राणी सर्वेक्षण" and "Zoological Survey of India", and the Government of India logo with the text "भारत सरकार" and "Ministry of Environment and Forests". A red navigation bar contains links: Home, Message, About, Regional Centres, Digital Archives, and Help. The main content area is titled "Articles (Memoirs)" and features an alphabetical index (A-Z) and a list of articles. The first three articles are:

- A Contribution Towards the Revision of the Passalidae of the World** | Vol. 7 (p. 01); December 1918  
—Gravely, F. H.  
View article | Download article (DjVu) | Download article (PDF)
- A Description of the Deep-Sea Fish Caught by the R.I.M.S. Ship "Investigator" Since the Year 1900, with Supposed Evidence of Mutation in *Malthopsis*** | Vol. 2 (p. 03); August 1909  
—Lloyd, R. E.  
View article | Download article (DjVu) | Download article (PDF)
- A List of the Fishes Known from the Andaman Islands** | Vol. 13 (p. 03); 1941  
—Herre, Albert W. C. T.  
View article | Download article (DjVu) | Download article (PDF)

The sidebar on the right contains the following links:

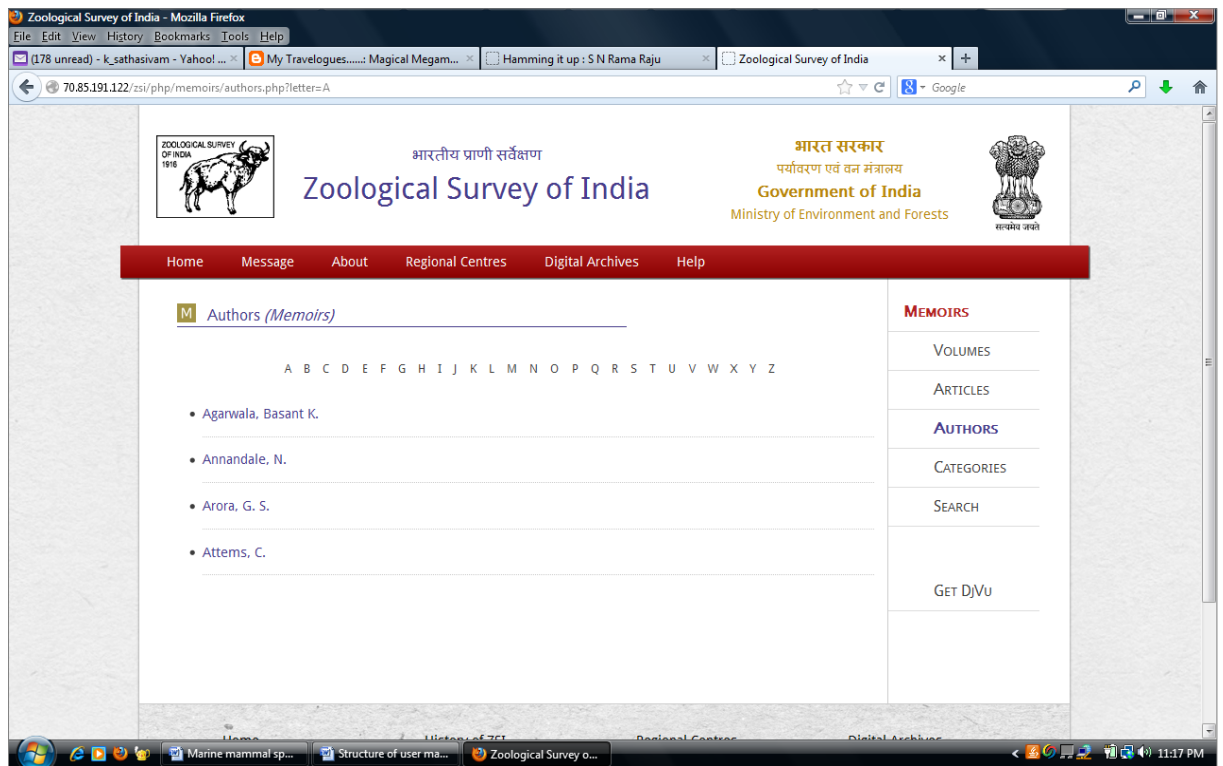
- MEMOIRS
- VOLUMES
- ARTICLES
- AUTHORS
- CATEGORIES
- SEARCH
- GET DjVu

To view article titles beginning with other letters, click on the particular letter on the alphabetical line provided:

The screenshot shows a web browser window displaying the Zoological Survey of India website. The browser's address bar shows the URL: 70.85.191.122/zsi/memoirs/articles.php?letter=L. The website header includes the Zoological Survey of India logo, the text 'भारतीय प्राणी सर्वेक्षण' and 'Zoological Survey of India', and the Government of India emblem with the text 'भारत सरकार', 'पर्यावरण एवं वन मंत्रालय', 'Government of India', and 'Ministry of Environment and Forests'. A red navigation bar contains links: Home, Message, About, Regional Centres, Digital Archives, and Help. The main content area is titled 'Articles (Memoirs)' and features an alphabetical index: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z #. Below the index, a list of articles is shown, with the first entry being: 'Littoral Harpacticoida (Crustacea: Copepoda) from Andaman and Nicobar Islands | Vol. 16 (p. 04); December 1987 —Wells, J. B. J.; Rao, G. C.'. Below this entry are links: 'View article', 'Download article (DjVu)', and 'Download article (PDF)'. On the right side, a sidebar titled 'MEMOIRS' contains links: VOLUMES, ARTICLES, AUTHORS, CATEGORIES, SEARCH, and GET DjVu. The Windows taskbar at the bottom shows several open applications, including 'Zoological Survey o...', 'User manual of DVD...', and 'Mondreti et al 2013 ...', along with the system clock showing 1:29 PM.

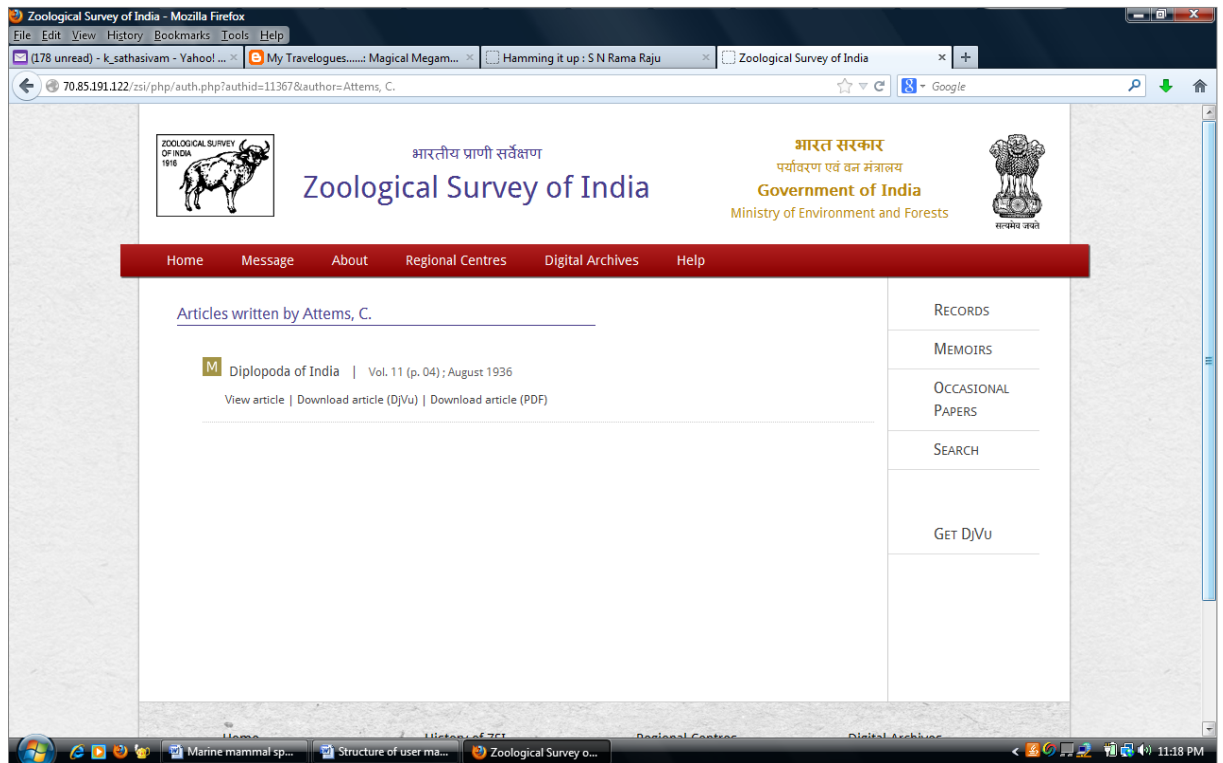
Click on an article title to read the corresponding article.

Clicking on the *Authors* button provides a list of all the names of authors that begin with the letter 'A'.



To view names beginning with other letters, click on the particular letter on the alphabetical line provided.

Clicking on an author's name brings up a list of the articles contributed by that author:



Click on an article title to read that article.

You can select a different journal at any point in your browsing by clicking on that journal title from the *Digital Archives* button. You may also do this by clicking on the journal title when it appears on the right of the screen as shown above.

Whereas browsing is a good way of looking for interesting content in the archive, you may wish to look for a specific item. Then you should use the search facilities available in the archive.

## Searching

To initiate a search, click on the *Search* button to the right. This screen is displayed:

Zoological Survey of India - Mozilla Firefox

File Edit View History Bookmarks Tools Help

70.85.191.122/zsi/php/search.php

Zoological Survey of India

भारतीय प्राणी सर्वेक्षण  
Zoological Survey of India

भारत सरकार  
पर्यावरण एवं वन मंत्रालय  
Government of India  
Ministry of Environment and Forests

Home Message About Regional Centres Digital Archives Help

Search

In Records ☒ Memoirs ☒ Occasional Papers ☒

Author	<input type="text"/>
Title	<input type="text"/>
Category	<input type="text"/>
Words	<input type="text"/>
Period	<input type="text"/> to <input type="text"/>

RECORDS

MEMOIRS

OCCASIONAL PAPERS

SEARCH

GET DJVu

As the names of the fields suggest, the archive may be searched for articles by author, title and category. If you are looking for articles containing specific text, you can enter that text in the 'Words' field. You will find that the built-in index prompts you as you enter text in these fields. All major words in the archive are stored in the index.

You can restrict your search to specific journals by selecting them alone. If you select all the three journals, the search will be conducted across them.

Similarly, you can restrict your search to certain years of publication by selecting the beginning and ending years of the period of interest. Searches are conducted by default across the entire archive.

When you are looking for articles containing a term with multiple words, you can pinpoint these articles by placing a pair of quotation marks around the set of words in the Words field. This is best explained using an example.

Suppose that you are looking for all articles (across the three journals) in which the Pulney Hills are mentioned. If you carry out a search by specifying *Pulney Hills* in the Words field, you get these results:

The screenshot shows a web browser window displaying the Zoological Survey of India website. The page features the organization's logo, name in Hindi and English, and the Government of India emblem. A navigation bar includes links for Home, Message, About, Regional Centres, Digital Archives, and Help. The search results section, titled 'Search Results', shows 6957 results. Three results are visible, each with a red 'R' icon, the article title, author, volume information, and download links. The results are as follows:

Article Title	Author	Volume	Page(s)
Four new species of <i>Aulacobolus</i> Poc. (Diplopoda : Spirobolidae) from India	Silvestri, F.	Vol. 12 (p. 01); February 1916	41 46 48
Records of Trigonidae from South India	Ayyar, T. V. Ramakrishna	Vol. 16 (p. 07); December 1919	472
Three New Species of Clephydroneura (Diptera: Asilidae) from South India	Parui, P.; Das, B. N.	Vol. 95 (p. 01-02); 1995	24

You get a list with a large number of articles, and you are likely to find that not all these articles contain the term *Pulney Hills*.

But if you place a pair of quotation marks around the term, “*Pulney Hills*”, in the Words field, the result is:

The screenshot shows a web browser window displaying the Zoological Survey of India website. The page has a header with the organization's logo, name in Hindi and English, and the Government of India emblem. A red navigation bar contains links: Home, Message, About, Regional Centres, Digital Archives, and Help. The main content area is titled 'Search Results' and shows '8 result(s)'. Three search results are listed, each with a red 'R' icon, the article title, author, volume information, and download links. The results are:

- Four new species of *Aulacobolus* Poc. (Diplopoda : Spirobolidae) from India** | Vol. 12 (p. 01) ; February 1916  
—Silvestri, F.  
View article | Download article (DjVu) | Download article (PDF)  
result(s) found at page no(s). 41 46 48
- Records of Trigonalidae from South India** | Vol. 16 (p. 07) ; December 1919  
—Ayyar, T. V. Ramakrishna  
View article | Download article (DjVu) | Download article (PDF)  
result(s) found at page no(s). 472
- Three New Species of *Clephydronera* (Diptera: Asilidae) from South India** | Vol. 95 (p. 01-02) ; 1995  
—Parui, P.; Das, B. N.  
View article | Download article (DjVu) | Download article (PDF)  
result(s) found at page no(s). 24

On the right side of the search results, there is a vertical menu with links: RECORDS, MEMOIRS, OCCASIONAL PAPERS, SEARCH, and GET DjVu.

There are fewer results, and all the articles contain the term *Pulney Hills*.

The reason for this is that the search facility interprets your two requests differently. When you use the term *Pulney Hills*, a search is carried out for articles containing the word *Pulney* or the word *Hills*. When you use quotation marks, the search is for the exact phrase *Pulney Hills*.



## ***Other operations***

### **Backing up**

You are advised to back up your DVD soon after you install it on your system. Place the DVD in the DVD drive of your system and copy its contents to an external hard disk or thumb drive or other DVD. Verify periodically (once in six months recommended) that the contents of this backup are intact, and make another backup if necessary.

## **Printing**

To print a page that is displayed, select the Print option from the File menu of your browser.