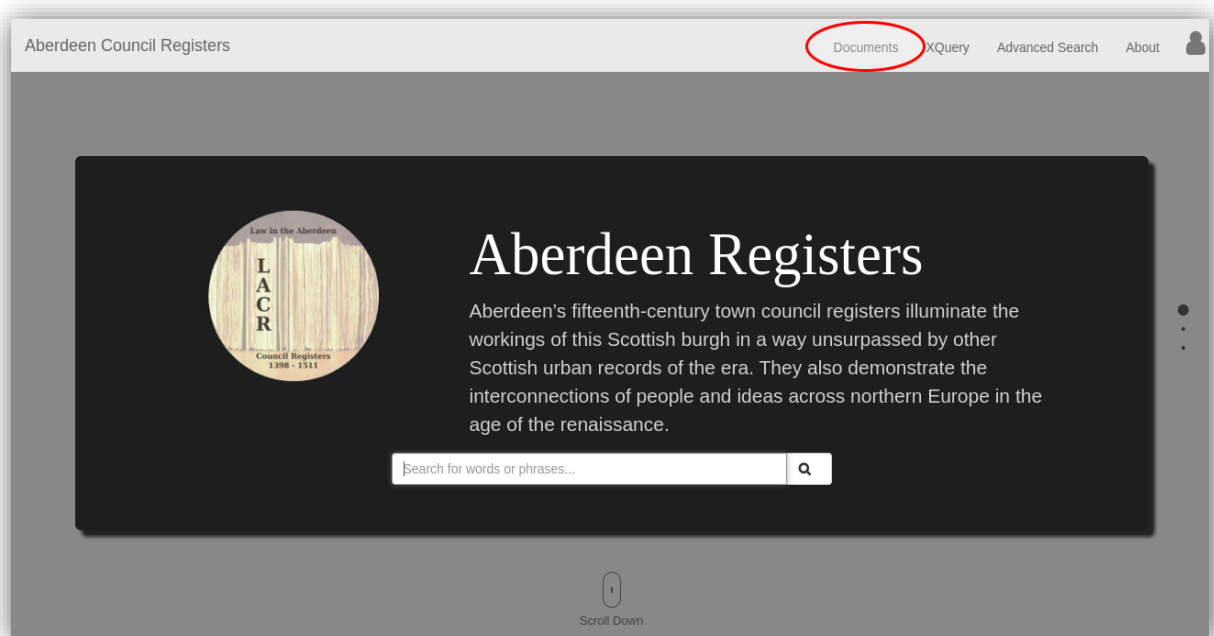# User Manual

Uploading a document(s)
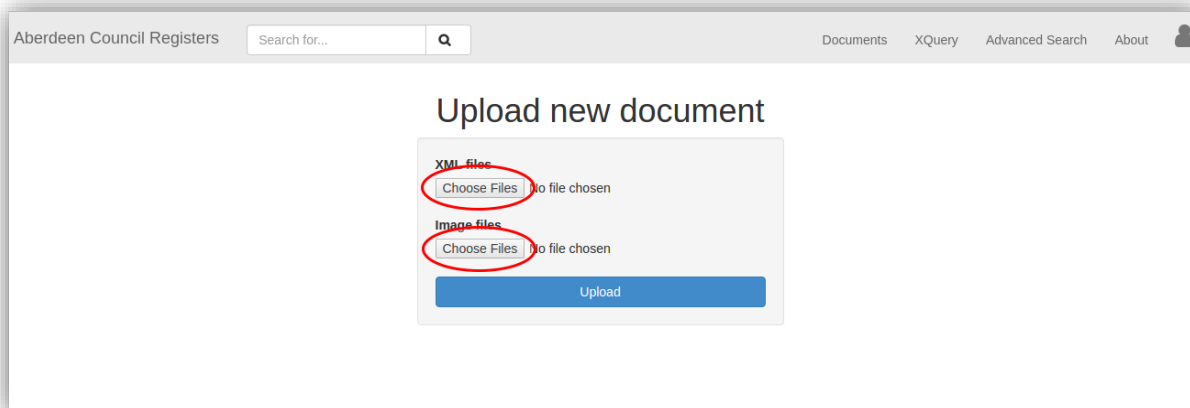
      To upload documents you must first be logged in. Once logged in with an administrator account navigate to the documents page by clicking the "documents" link at the top of the page. Once on the documents page, new documents can be uploaded by clicking the "new document button in the top right hand corner of the page.

      Once on the document upload page XML files can be chosen by clicking the choose files button beneath the XML heading. Images can be uploaded by clicking the choose files beneath the image files heading.

      Once you have chosen the files you wish to upload, click the upload button and the documents and images will be uploaded to the database.

      Multiple images and XML files can be added at the same time by shift clicking within the file explorer. When uploading, files must be in the correct format .XML, -with the correct namespace- and TIFF image format. XML and image files can be uploaded separately and are not required to be uploaded at the same time.
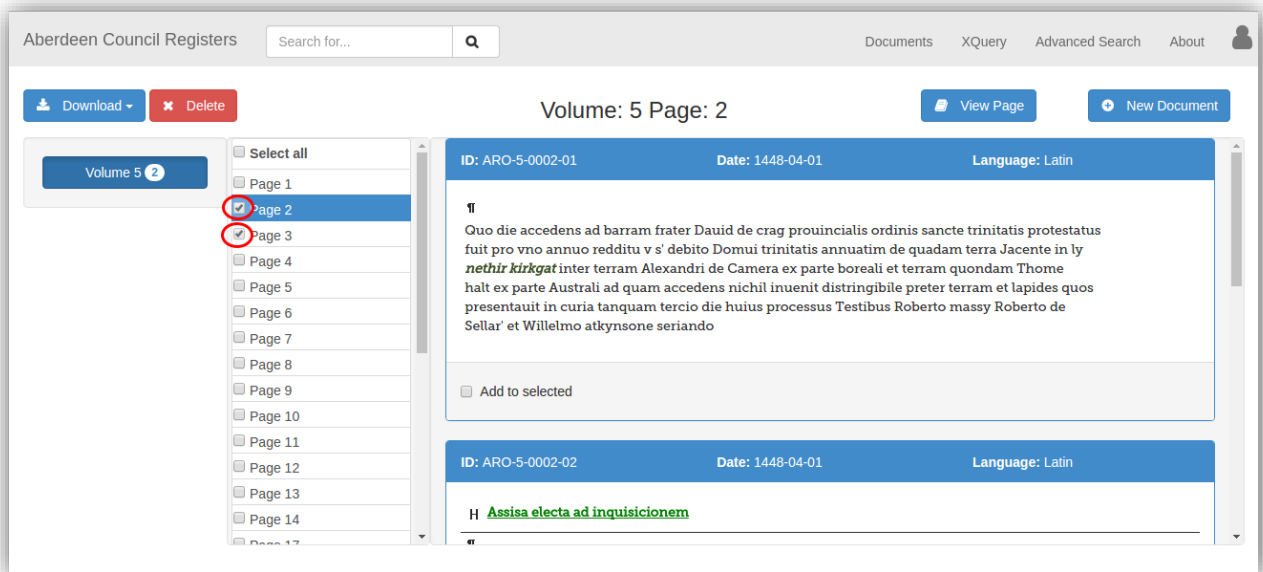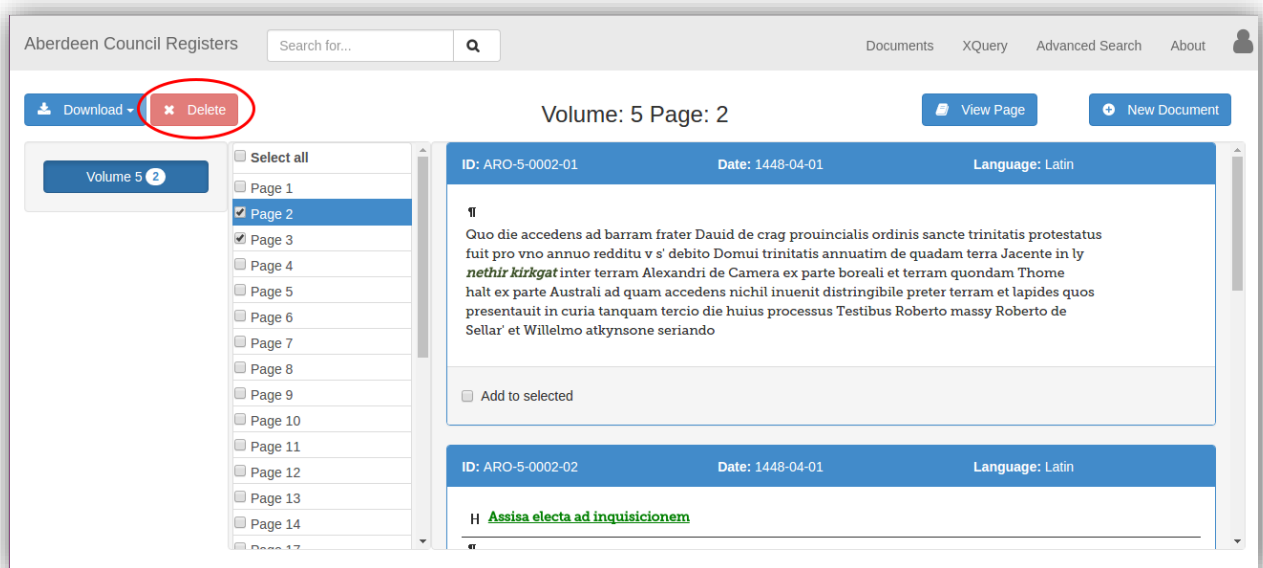
Deleting Document(s)

To delete documents you must first be logged in to an administrator account. Then navigate to the documents page using the "documents" link in the top of the page.
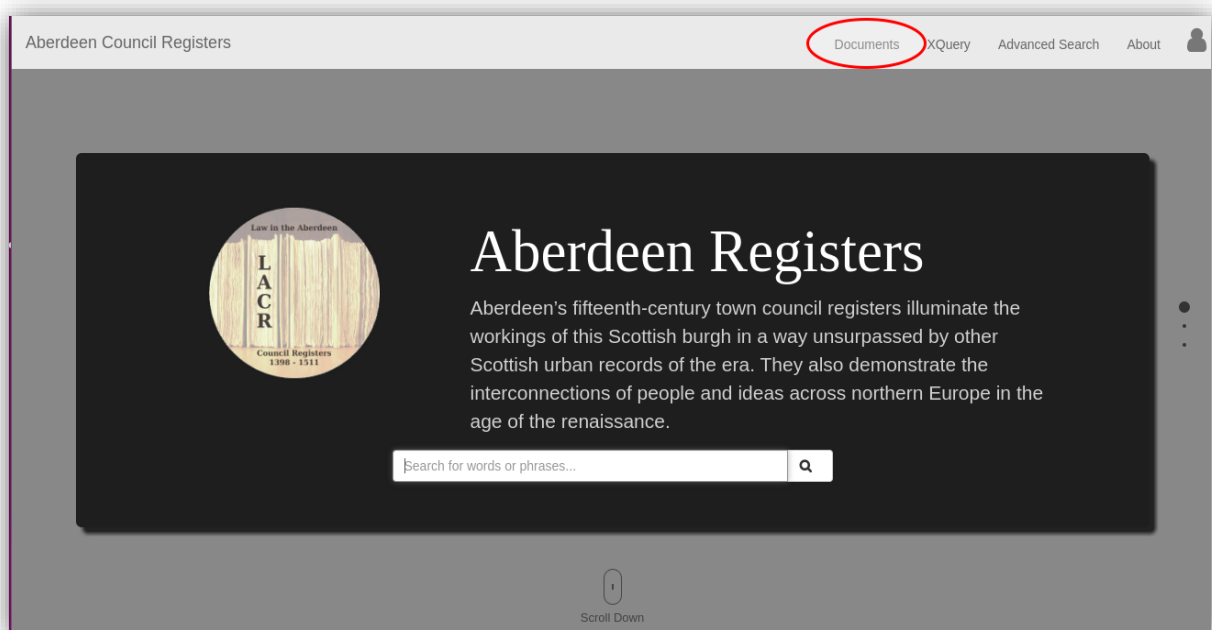
Once on the documents page; documents you wish to delete can be chosen by selecting the checkbox next to the relevant document.

Once you have selected the documents you wish to delete, click the red delete button in the top left hand side of the page. A prompt will appear in the centre of the screen asking you to confirm your selection.

Downloading Document(s)

To download documents first navigate to the "documents" page using the link at the top of the page. Once on the documents page select documents you wish to download by clicking the checkbox next to the relevant document.
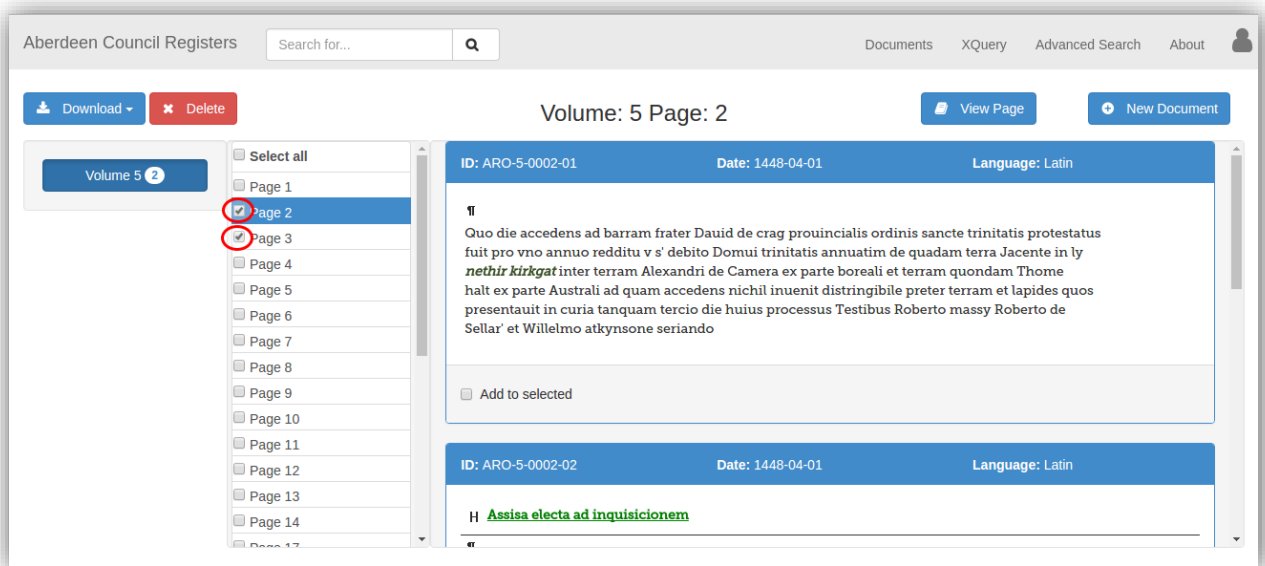
Once documents have been selected click the "download button in the top left of the screen to initiate the download. You will be provided with a zip files containing the XML file and the corresponding image.
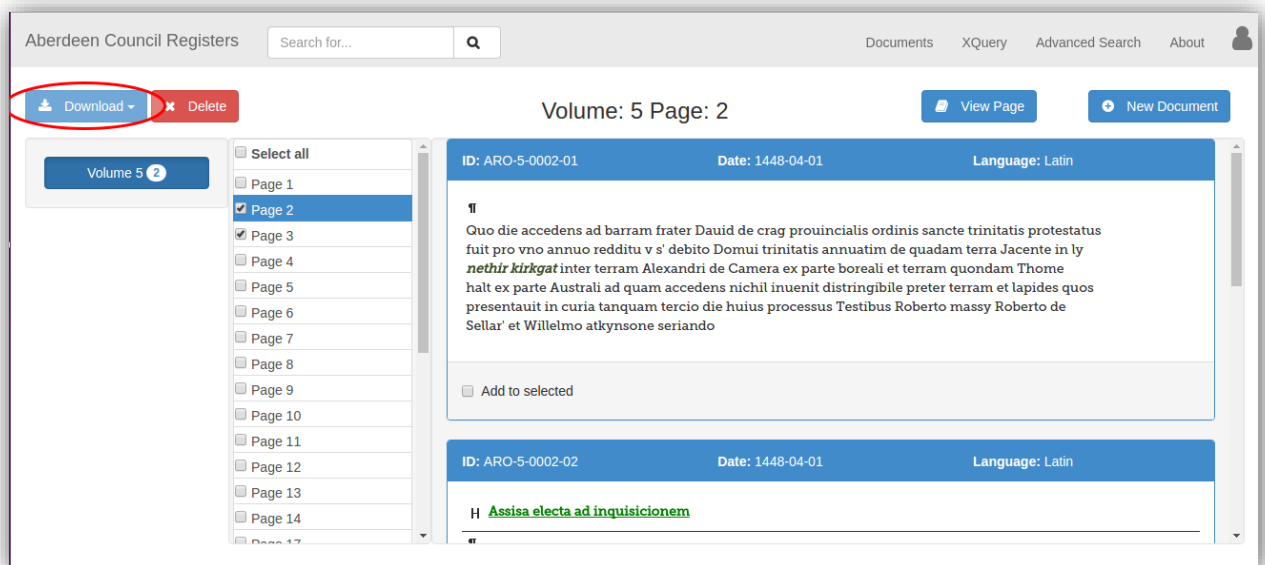
Advanced search

Advanced search allows you to specify aspects of your search criteria to allow for more concise results; this is achieved by allowing constraints to be set on a number of fields.

- Content

  This field works in the same way as the basic search tool allowing you to search for strings within the body of the documents text.

- Language

  This allows you to specify the language you want the documents to comprise of.

- Spelling variants

  The spelling variant is how different the results can be from the search query. The number represents the number of characters.

- Volume, Page and Paragraph

  Three separate input boxes are displayed allowing you to specify specific volumes, pages and paragraphs within the corpus.
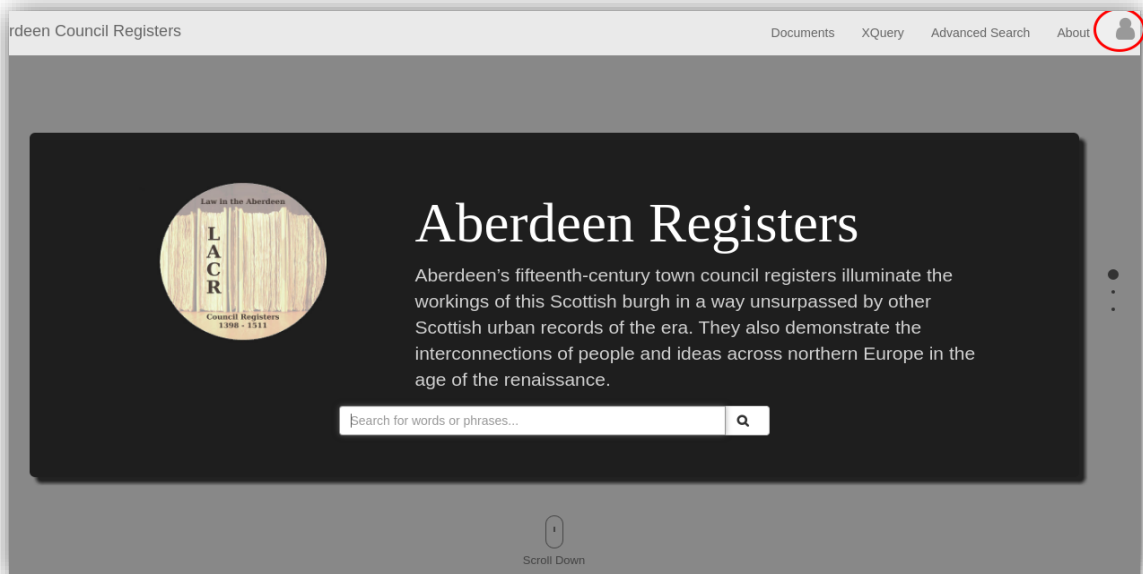
- Date

  This allows you to set a range between two dates. The first input box is the start date and the second input box for the end date.

- Entry ID

  This allows you to specify a specific document within the corpus.

Register

You can sign up for an account by first clicking the person icon at the top of the page, then clicking register.

This will take you to a form where you can create an account. Enter your email in the first field, a password in the second, and confirm your password in the third.

XQuery allows you to create your own queries return highly customisable data. Examples queries are given below the text area where you input your queries.

Custom Selection

It is possible to create a page filled with a number of unrelated entries. To do this select the checkbox at the bottom of each entry you wish to include in your custom selection.

Once you have selected one or more entries click the documents button at the top of the page then click "view selected". This will take you to a page that shows you the entries you have selected.
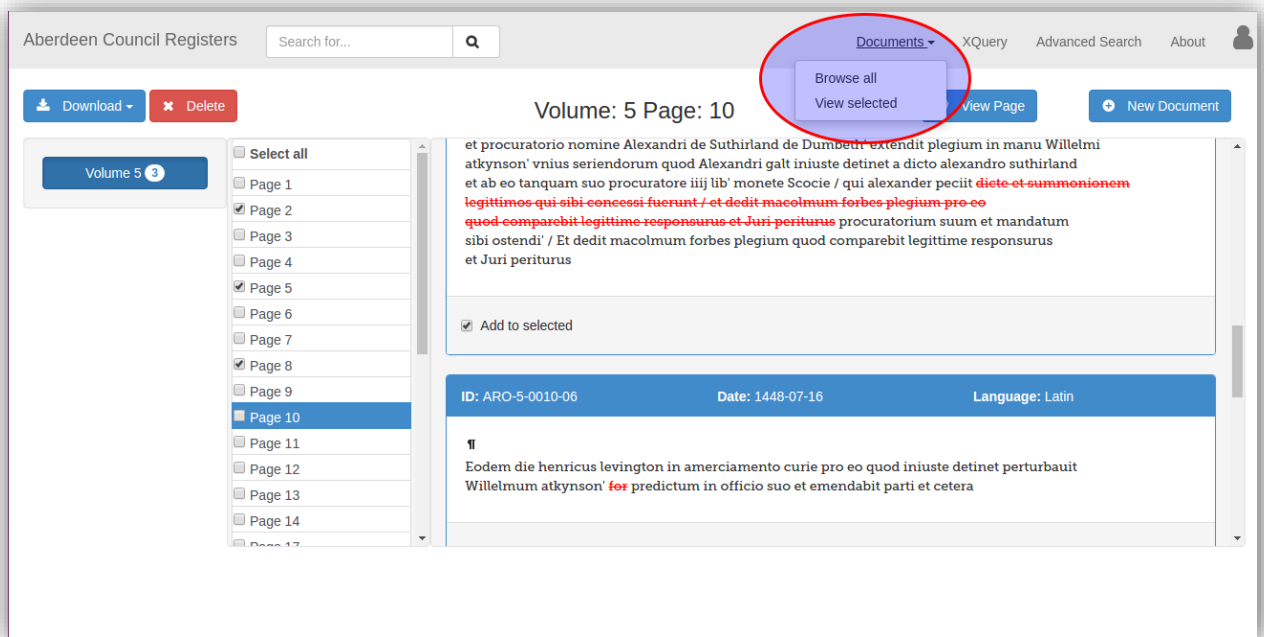
Download PDF of custom entry selection

Once you have added one or more entries to your custom selection you can choose to download a PDF format of the selected documents by clicking the "Download PDF" button at the top of the custom selection page.
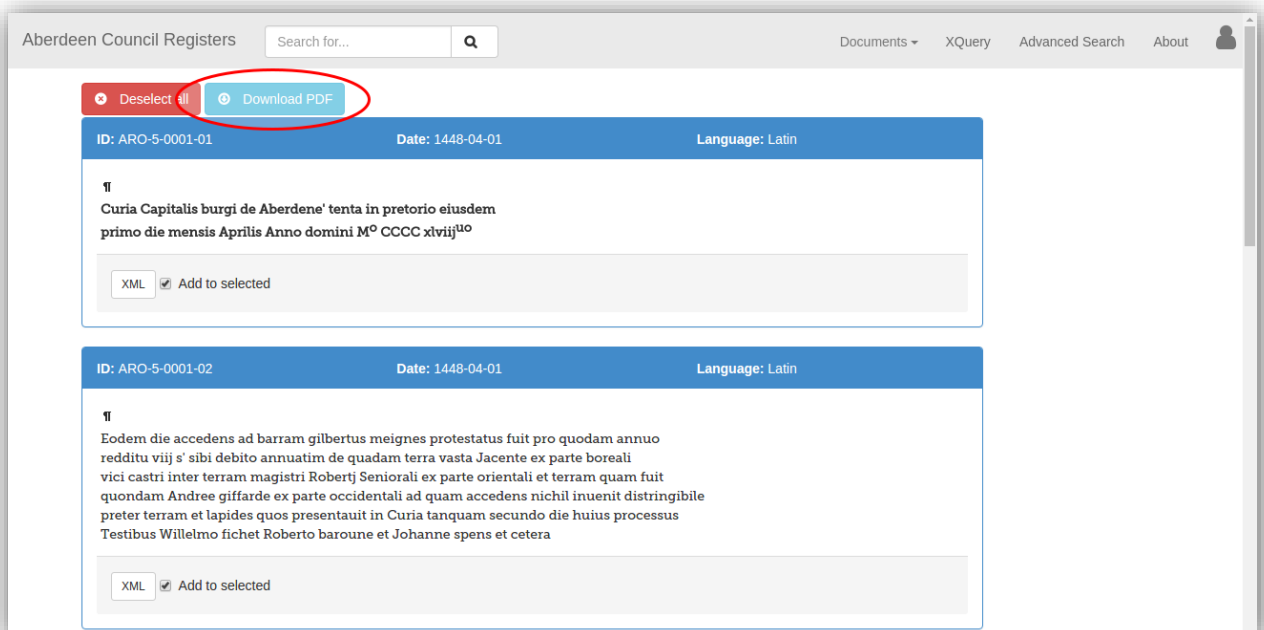
Filtering Search Results

Search Method

Search method gives you a number of different search options:

- **Keywords**: Words in the search query will be treated separately.
- **Phrase**: words in the search query will be searched in sequence.
- **Word start**: Allows you to search for words that begin with the same string as the search query.
- **Word middle**: Allows you to search for words that have the same middle section as the search query.
- **Word end**: Allows you to search for words that have the same end as the search query.
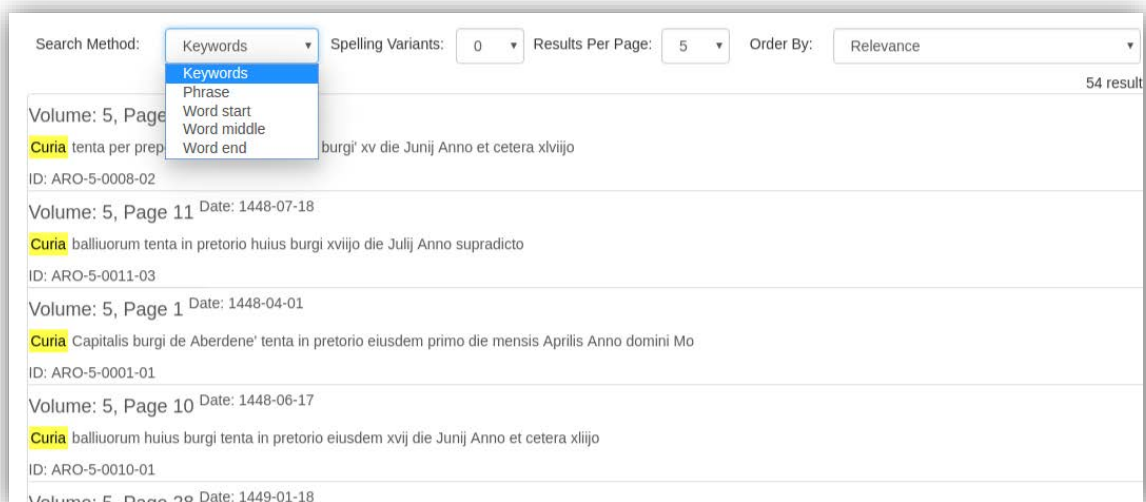
Sorting Options

Users have a number of options to sort the search results.

- **Relevance**: returns the results most similar to the search query.
- **Ascending**: Shows the search results in ascending ordered by page and volume.
- **Descending**: sorts search results by date from latest to earliest.
- **Chronological**: Sorts search results by date in chronological order.

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Search Method: Keywords ▾   Spelling Variants: 0 ▾   Results Per Page: 5 ▾   Order By: Relevance ▾

Relevance
Volume, Page ascending
Volume, Page descending
Chronological

s (0.155 sec)

Volume: 5, Page 8   Date: 1448-06-15

Curia tenta per prepositum et balliuos huius burgi' xv die Junij Anno et cetera xlviijo

ID: ARO-5-0008-02

Volume: 5, Page 11   Date: 1448-07-18

Curia balliuorum tenta in pretorio huius burgi xviijo die Julij Anno supradicto

ID: ARO-5-0011-03

Volume: 5, Page 1   Date: 1448-04-01

Curia Capitalis burgi de Aberdene' tenta in pretorio eiusdem primo die mensis Aprilis Anno domini Mo

ID: ARO-5-0001-01

Volume: 5, Page 10   Date: 1448-06-17

Curia balliuorum huius burgi tenta in pretorio eiusdem xvij die Junij Anno et cetera xliijo

ID: ARO-5-0010-01