

WARWICKSHIRE COUNTY RECORD OFFICE

USER'S GUIDE NO. 9

THE COMPUTERS



Introduction

The catalogue/index area of the searchroom now has 11 computers.

- 1 is specifically attached to the reader/printer and can only be used to create digital images from the microfilm and microfiche.
- 1 shows Warwickshire Images - 10,000 images of Warwickshire taken from the record office, museum and library collections.
- 9 with Internet and CD-Rom access.

This user guide concentrates on the 9 computers with Internet and CD-Rom access.

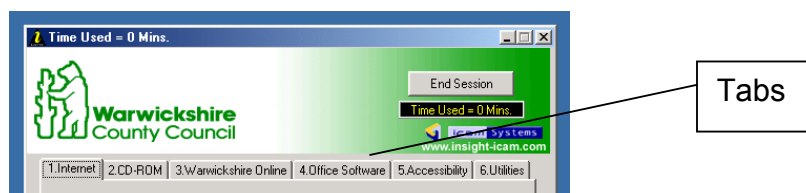
Getting Started

Access to these computers is free and self service. All 9 computers have access to the Internet, the 1851 and 1881 census indexes, the National Burial Index and Microsoft Office. Computers 8 and 9 also have access to Family Search on CD-Rom. You will need to insert the relevant CD-Rom to use the National Burial Index and Family Search, but this is not necessary to search the 1851 and 1881 census indexes.

If a session is not already open begin one by entering the User Identifier shown on the monitor screen surround. If a session has been started you will be able to access any of the above, if it has not you will need to enter this number before you can begin.

Finding your way around the sources

Tabs across the top of the grey box help to navigate around the sources. Each tab contains a number of icons, or buttons, click on any one of them to access that source.



1. Internet

Click on this to use the Internet. A set of pages called Archives Online contain links to guide you to a number of web sites that might be of interest to your

research. You can also conduct a search using a search engine. A search engine is a web site with indexes to the majority of other web sites. Click the 'Search the Internet' button for links to a number of popular search engines. The following icon buttons at the top of the screen will help you in the following

ways:



Backward and Forward Arrows - will take you back to the previous page or forward to the next one that you have already visited in this session.

Stop - useful for stopping an application, for example if you have started to download something and changed your mind.

Refresh - start again on the same page, might be useful if the page is not downloading properly or you wish to ensure you are getting the most up to date info.

Home – will take you back to the Home Page.

2. CD-ROM

This tab contains links to all of the CD-Roms contained on that computer. Click the image of the CD-Rom that you would like to use.

3. Warwickshire Online

Click on this tab for links to popular Warwickshire sources available on the Internet. For example, Warwickshire Library catalogue.

4. Office Software

This tab contains links to Microsoft Word, Excel, Access, Publisher and Powerpoint, and links to some on-line tutorials providing guidance on how to use these software packages

5. Accessibility

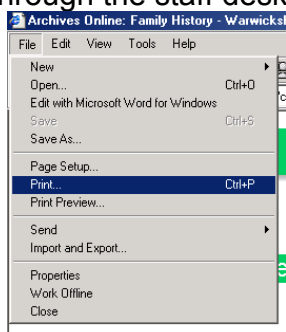
If the screen or font size is too small, click on this tab for tools that can make the computer more comfortable to use.


6. Utilities

This tab includes links to the calculator and volume control.

Printing from the computers

With the exception of Warwickshire Images, all printing is controlled through the staff desk.



Click either the printer icon  or File and then Print.

Follow the instructions on screen and ask at the staff desk for your printing.

Please ask for your printing as you press print, do **not** leave it all until you are ready to leave. This is especially important for print outs from web sites that make a charge, e.g. 1901 census.

Disclaimer

Warwickshire County Record Office does not endorse any of the sites included on Archives Online and cannot guarantee the accuracy of the information they contain.