



The London & North Western Railway Society

A User's Guide to the Online Archive

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Using the LNWR Society's DMS

What is the DMS?

The Society's online digital archive is hosted on an open-source *Document Management System* (DMS) software programme called SeedDMS. It meets the majority of the Society's needs in storing our digital data and making these visible, although in making them visible to members (its secondary objective) its layout may appear to display some idiosyncrasies.

The system describes ALL types of files as 'documents' whether they are photographs, drawings or indeed, documents. Being a DMS programme, the files are therefore displayed in a manner more associated with the management of documents within a large organisation than being displayed on a public website.

However, testing has shown that the platform does enable members to search and access our digital files, a feat not previously possible. In addition, for the first time, it is possible to search across *all* the collections simultaneously: photographic, drawings, documents and even video. Where a member lives is not a problem either, as demonstrated by a member living in New Zealand who downloaded a 400MB file in just over a minute.

The technology underpinning our archive stores the original digital image full size, but, when viewed, it is seen as a scaled down 'rasterized' PDF (whatever the original file type) to facilitate speed of loading, etc.

Many files are hundreds of MB in size with some files even being over a Gigabyte in size. The scaling adopted is different for the three primary areas of the platform:

- a) *Drawings* are stored as Tiffs and are rasterised to less than 10% of their original size.
- b) *Documents* are stored as PDFs and rasterised full size.
- c) *Photographs* are stored primarily as JPEGs and are rasterised to less than 10% of their original size. They are further protected by a watermark.

You will note there are two thumbnails displayed. The first is a very small image presented when the lists are displayed with a folder. The second and larger thumbnails are positioned on the files page and viewed in a 'PDF viewer' located on the lower left of your screen.

This is for you to confirm if the file, be it drawing, document or photograph, is the one you are seeking. As some files are very large, a route map in real life can be 20 to 30 feet long; this thumbnail can zoom into the image to aid reading small detail. The thumbnail's image can be opened to full screen, but it is a fixed sized image with no zoom capability. In some instances there are attachments. Most are not public, but some are and contain supplementary information on the content being viewed.

How to access the files

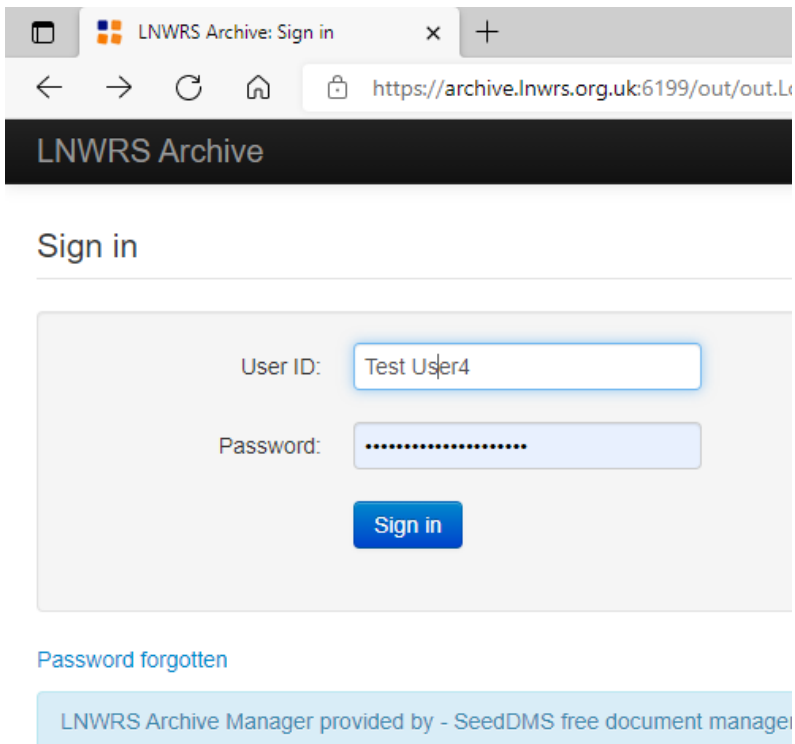
The LNWR Online Archive is available at <https://archive.lnwrs.org.uk:6199>

The Username and Password provided by us will be following the convention given below:

User ID = [yourname@yourisp.com](#) **Password** = **Passwordwehavegiven2you!**

The Logon Screen

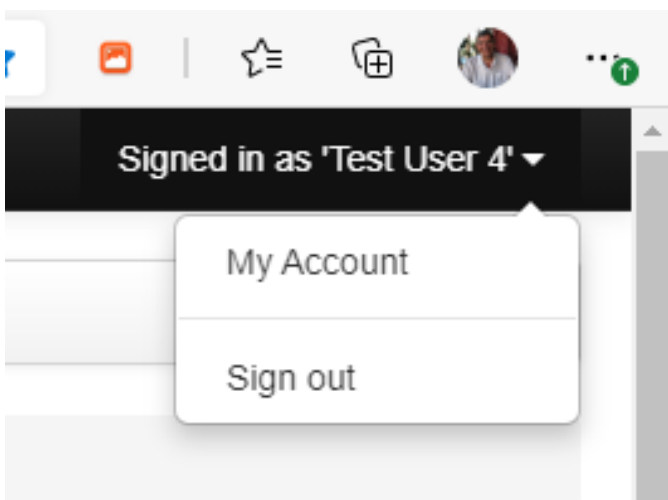
When you follow the URL link you will be greeted by two small text boxes as seen below:



Having signed in, the password should be changed **immediately**.

Please make sure you use at least **one each** of the following in your new password: *upper case letter, lower case letter, number and a special character such as: ! ? & * etc.*

To change your password, point your cursor where your name appears in the top right hand corner, and then click on the down arrow next to your name. As seen below, a dropdown menu will appear.



You then point the cursor to 'My Account' and click. Another window will appear as seen below.

- My Account
- Edit User Details
- Edit keywords
- E

User Information

Name : Test User 4
User ID : testuser4@thebarretts26.co.uk
Email : mikemusson@hotmail.com
Description :
Used disk space : 0 Bytes

Click on the first tab 'Edit User Details' next to 'My Account'. This then opens up another menu as seen below.

- My Account
- Edit User Details
- Edit keywords
- Edit noti

Edit User Details

Current Password:

New password:

Password strength:

Confirm Password:

Name:

Email:

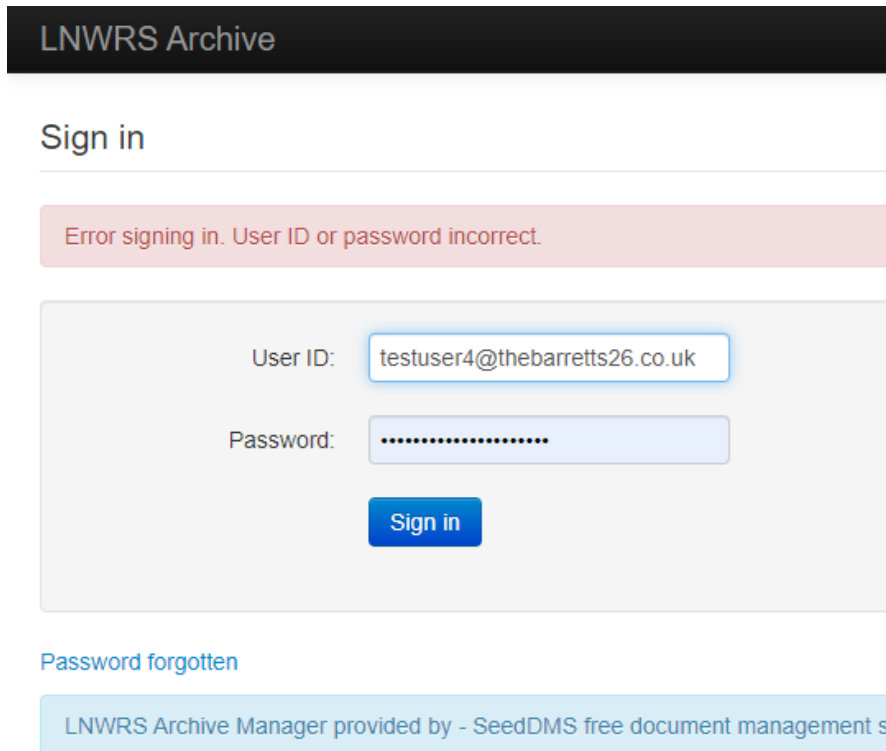
Description:

Once you have saved your new password you can start to enjoy the archive.

Password Lost or Not Working

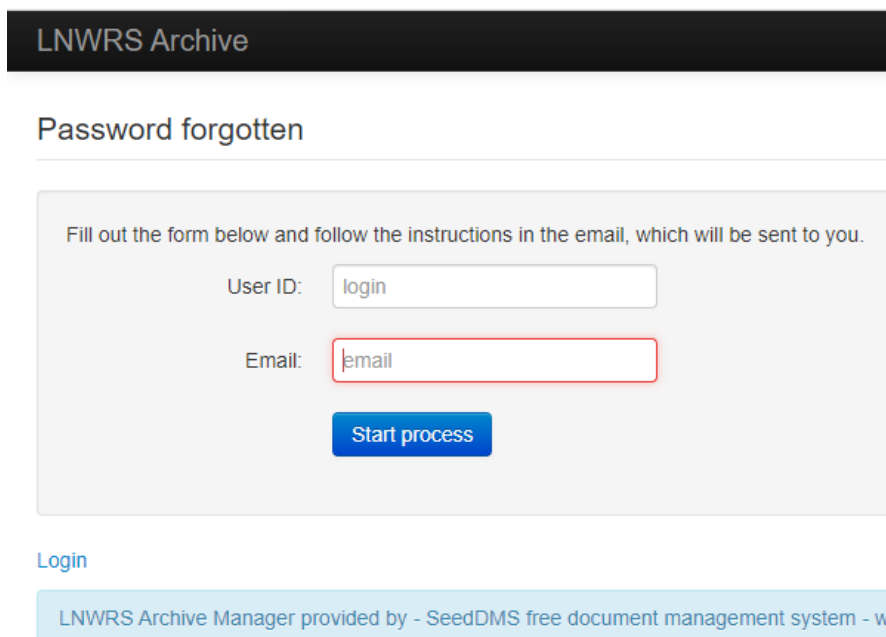
If you need to recover a lost password, or if your password has stopped working, then follow these simple steps. Please **DO NOT KEEP TRYING YOUR OLD PASSWORD MORE THAN THREE TIMES** as otherwise you will be automatically locked out for 24 hours.

When an incorrect user ID or password is entered you will see the message 'Error signing in' (as seen below). Beneath and to the left of the 'Sign in' blue button is the hyperlink 'Password forgotten'. Click on this link.



The screenshot shows the LNWRS Archive Manager sign-in interface. At the top, there is a black header with the text "LNWRS Archive". Below the header, the text "Sign in" is displayed. A red error message box contains the text "Error signing in. User ID or password incorrect." Below the error message, there is a form with two input fields: "User ID:" containing the text "testuser4@thebarretts26.co.uk" and "Password:" containing a series of dots. A blue "Sign in" button is positioned below the password field. To the left of the "Sign in" button, the text "Password forgotten" is visible as a hyperlink. At the bottom of the page, a light blue footer contains the text "LNWRS Archive Manager provided by - SeedDMS free document management sy".

This link will take you to a new text window where you will be asked to enter your User ID and email address.



The screenshot shows the LNWRS Archive Manager password forgotten page. At the top, there is a black header with the text "LNWRS Archive". Below the header, the text "Password forgotten" is displayed. Below the text, there is a form with the instruction "Fill out the form below and follow the instructions in the email, which will be sent to you." Below the instruction, there are two input fields: "User ID:" containing the text "login" and "Email:" containing the text "email". A blue "Start process" button is positioned below the email field. At the bottom of the page, a light blue footer contains the text "LNWRS Archive Manager provided by - SeedDMS free document management system - ww".

The LNWRS has adopted the practice of using your email address as your User ID, so in this instance you enter your email address in both text windows (see below).

LNWRS Archive

Password forgotten

Fill out the form below and follow the instructions in the email, which will be sent to you.

User ID:

Email:

[Start process](#)

[Login](#)

LNWRS Archive Manager provided by - SeedDMS free document management system - www.seeddms.com

When you click the 'Start process' button, an email is sent to your account within which there is a URL hyperlink. Clicking on this link takes you to the following window where you can enter a new password. Please do not forget to use at least **one each** of the following in your new password: *upper case letter, lower case letter, number and a special character such as: ! ? & * etc.*

LNWRS Archive

Change password

Password:

Password strength:

Confirm Password:

[Set new password](#)

[Login](#)

LNWRS Archive Manager provided by - SeedDMS free document management system - www.seeddms.com

You should now be able to access the LNWRS' DMS platform. If you have any further issues, please contact archiveadmin@lnwrs.org.uk

The Opening Page

The landing page displays the menu structure of the DMS. It is recommended that when using the DMS, you use the full screen mode at all times.

The screenshot shows the LNWR Digital Archive landing page. At the top, there is a search bar and a 'Signed in as TestUser1' indicator. Below the search bar is a 'Folder' input field. The main content area is divided into three sections: a left-hand menu, a central 'Folder Information' panel, and a right-hand 'Fast upload' panel. The left-hand menu lists various folders such as 'Always Read Me First', 'Photographs', 'Drawings', 'Documents', 'Maps', 'Library', 'Paintings & Illustrations', 'LNWR Artefacts', 'Other Collections', 'Staff & Family History', 'Modelling the LNWR', 'Special Interest Areas', 'Foreign & Industrial Railways', 'Film & Video', 'Members' Area', and 'Marshalling Yard'. The central 'Folder Information' panel displays details for the selected folder, including the administrator, creation date, and description. The right-hand 'Fast upload' panel shows a red 'Access denied' message. Below the 'Folder Information' panel is a 'Folder Contents' table with columns for Name, Status, and Action. The table lists several folders with their respective counts of subfolders and documents.

Name	Status	Action
Always Read Me First Administrator: Mike Musson, Created: 2021-02-25 Information to assist members using the Online archive.	~20 Folders ~80 Documents	✕ 📄 👁
Photographs Administrator: Dave Barrett, Created: 2021-04-23	~210 Folders ~15580 Documents	✕ 📄 👁
Drawings Administrator: Dave Pennington, Created: 2021-02-14 This folder contains the sub-folders created to accommodate the original digital copies of drawings or plans used by the L&NWR, its predecessors or...	~50 Folders ~6670 Documents	✕ 📄 👁
Documents Administrator: Dave Pennington, Created: 2021-05-10 This folder contains the sub-folders created to accommodate the original digital copies of documents or other printed material used by the L&NWR, L...	~70 Folders ~1650 Documents	✕ 📄 👁
Maps Administrator: Mike Musson, Created: 2022-11-25	~0 Folders ~970 Documents	✕ 📄 👁
Library Administrator: Dave Pennington, Created: 2021-02-23 Digital copies of some of the items held in the Society Library	~60 Folders ~810 Documents	✕ 📄 👁
Paintings & Illustrations Administrator: Administrator, Created: 2022-08-23 Includes all types of paintings, etchings and illustrations.	~0 Folders ~20 Documents	✕ 📄 👁
LNWR Artefacts Administrator: Mike Musson, Created: 2022-08-23	~0 Folders ~0 Documents	✕ 📄 👁

As seen above, the screen's layout is divided into two areas, the main folders being shown both in the menu structure on the left (used to navigate within the archive) and in the centre with a description of their contents. In addition, to their right, is a status report of each folder: how many subfolders are contained within each main folder and also the total number of documents (drawings, photographs, books, documents, etc) they hold. Note too that at the top of the screen is a red window stating, 'Access Denied'. This is a facility for adding new content only available to Admin and Digital Volunteers.

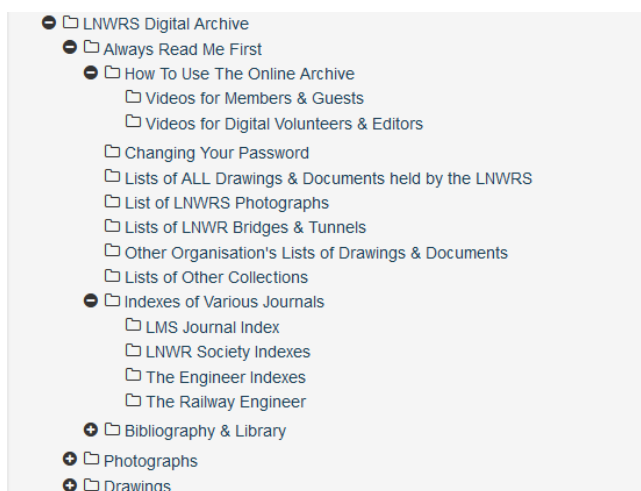
The Menu Structure

- LNWR Digital Archive
 - Always Read Me First
 - Photographs
 - Drawings
 - Documents
 - Maps
 - Library
 - FlipBook Library
 - PDF Library
 - Paintings & Illustrations
 - LNWR Artefacts
 - Other Collections
 - Staff & Family History
 - Modelling the LNWR
 - Special Interest Areas
 - Foreign & Industrial Railways
 - Film & Video
 - Members' Area
 - Marshalling Yard

Kindly note that in the course of time this menu structure will change but the principles of accessing and navigating will remain the same. As you can see from the menu above, there is a number of folders covering not just the three specific areas of the archive (photographs, drawings, and documents), but also other areas including library, video, modelling information, foreign railways, and a members' area.

Always Read Me First

It is very important that your first action is to open the folder 'Read Me First'. This contains information which should not only help you to navigate the online archive, but, as you will see from the illustration below, also provides information on what is available within the physical archive located at Kenilworth. This information is updated two or three times each year so please check regularly.



Sub-Folder Structure

The drawings and documents sections of the online archive contain subfolders, encompassing items of a common theme. The name of these subfolders follow the same convention used to catalogue the physical archive. When the subfolder is clicked on by the cursor (see the image below of 'How to Use the Online Archive') a description of its content is displayed in the centre of your screen.

LNWRs Digital Archive / Always Read Me First / How To Use The Online Archive /

- LNWRs Digital Archive
- Always Read Me First
 - How To Use The Online Archive
 - Videos for Members & Guests
 - Videos for Digital Volunteers & Editors
 - Changing Your Password
 - Lists of ALL Drawings & Documents held by the LNWRs
 - List of LNWRs Photographs
 - Lists of LNWR Bridges & Tunnels
 - Other Organisation's Lists of Drawings & Documents
 - Lists of Other Collections
 - Indexes of Various Journals
 - LMS Journal Index
 - LNWR Society Indexes
 - The Engineer Indexes
 - The Railway Engineer
 - Bibliography & Library
- Photographs
- Drawings
- Documents
- Maps
- Library
- Paintings & Illustrations
 - LNWR Artefacts
- Other Collections
- Staff & Family History
- Modelling the LNWR

Folder Information

ID:	106
Administrator:	Mike Musson
Created:	2021-02-25 14:41:44
Description:	How to use the online archive, search facilities, adding comments &/or corrections, etc.
Default Access Mode:	Read permissions
Access mode:	List all access rights ...

Folder Contents

- Videos for Members & Guests**
Administrator: Administrator, Created: 2022-06-17
To view this video you may have to download it to your hard drive and play it from there using your windows based video player.
- Videos for Digital Volunteers & Editors**
Administrator: Administrator, Created: 2022-06-17
To view this video you may have to download it to your hard drive and play it from there using your windows based video player.
- How to use the LNWRs DMS Platform**
Administrator: Mike Musson, Created: 2021-03-30, Version 10 - 2021-08-29

How to use Search

The search process starts as soon as you have typed in sufficient letters (without pressing the return key) for the system to commence searching its database. In the example below, the word Coventry was being typed in the orange search box but before typing had finished at Cove, the search had already generated 844 items (of all file types) in 4.51 seconds across **ALL** folders. These search results appear in the centre of the screen (*for clarity, the screenshot seen below shows **only** the left and centre portion of the screen*).

The screenshot displays the LNWRs Archive search interface. At the top, there is a search bar with the text 'Cove' and a 'Search' button. Below the search bar, the search results are displayed in a list format. The search criteria are shown on the left, including the search term 'Cove', search scope 'all words', and search criteria checked: Keywords (Documents only), Name, Description, Attributes, and ID. The search results list includes folders like HDB, JFW, L&NWR Covered Goods Vans, LNWRs, SITES, SITESB, and SW, as well as individual files like 488-FB-RECOVERED-FB-2.JPG and Accident at Spon End Arches in Coventry. The search results are sorted by Name. The search results are displayed in a list format with pagination (1 to 57) and a summary bar indicating 'Found 844 documents and 7 folders in 4.51 sec.' The interface also includes an 'Export' section with an 'Export' button and 'Additional filter for documents' and 'Additional filter for folders' options.

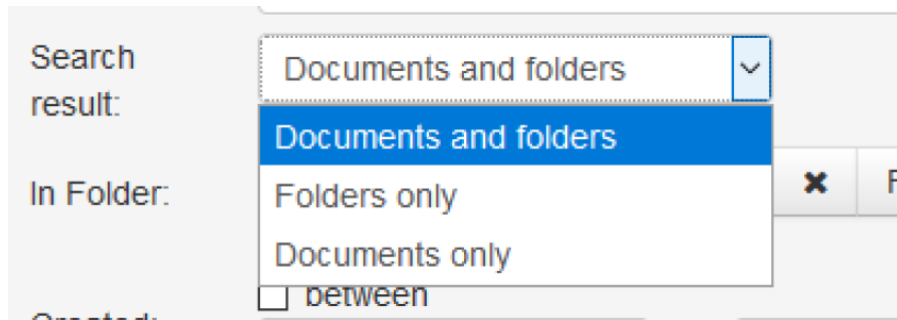
Refining the Search

There are several ways to refine a search. One method is to limit the areas of the search by unticking the boxes against 'Keywords', 'Name', 'Description', 'Attributes' or 'ID', as seen below.

This image shows a close-up of the search criteria section. The search criteria are listed as follows:

- Keywords (Documents only)
- Name
- Description
- Attributes
- ID

Another method is to use the dropdown menu which conducts the search across the folders, the documents or both.



If the subfolder has already been identified (DBLDG, DCREWE, DROLL or DLOCO, etc) then in addition, or as an alternative, you can select the folder or subfolder by opening the dialogue box 'In Folder', in this instance DDRAW. The folders and subfolders are found by clicking on the button marked 'Folder' seen to the right of the 'X'.

Database search

Search for:

Search for:

Search in: Keywords (Documents only)
 Name
 Description
 Attributes
 ID

Owner:

Search result:

In Folder:

Created: between and

As can be seen from the image below, we have completed the typing of the search term 'Coventry', retained all of the search fields, and folders and documents, but this time limited the search to only the folder DDRAW.

This search has resulted in 38 drawings (described as documents) being identified in 1.22 seconds with the results listed numerically to the right of the 'Search Fields'. See the image below.

Search results

Database search

Search for: Coventry

all words

Keywords (Documents only)

Name

Description

Attributes

ID

Owner: Click to select users

Search result: Documents and folders

In Folder: DDRAW

Created: between 2021-07-01 and 2021-07-01

Search

Export

Content Include content

Export

Additional filter for documents

Additional filter for folders

Found 38 documents and 0 folders in 1.22 sec.

1 2 3 All

Name	Status	Action
DDRAW0076 In: /Drawings/DDRAW/DDRAW0001 TO DDRAW0250/ Owner: Dave Pennington, Created: 2018-05-09, Version 2 - 2021-05-31 Coventry and Nuneaton Bridge No.33. Plan elevations and longitudinal section. Signed and dated 26/10/1850	Released	
DDRAW0077 In: /Drawings/DDRAW/DDRAW0001 TO DDRAW0250/ Owner: Dave Pennington, Created: 2018-05-09, Version 2 - 2021-05-31 Rugby and Birmingham. Coventry Bridge No.319 Stoney Road. Stamped LNWR Southern Div. Undated. Elevation of main girder/ diagrams of plates/ section...	Released	
DDRAW0078 In: /Drawings/DDRAW/DDRAW0001 TO DDRAW0250/ Owner: Dave Pennington, Created: 2018-05-09, Version 2 - 2021-05-10 Coventry Station. Proposed extension of sidings etc. Scheme No.1. Track plan of goods yard and elevation of proposed footbridge extension. Undated...	Released	
DDRAW0079 In: /Drawings/DDRAW/DDRAW0001 TO DDRAW0250/ Owner: Dave Pennington, Created: 2018-05-09, Version 2 - 2021-05-31 Coventry Station. Footbridge. Girders for footbridge. Eng Office Stafford. Elevation section and details.	Released	
DDRAW0080 In: /Drawings/DDRAW/DDRAW0001 TO DDRAW0250/ Owner: Dave Pennington, Created: 2018-05-09, Version 2 - 2021-06-28 Coventry Station. Footbridge. Girders and bedplates. Elevation and section. Eng Office Stafford.	Released	
DDRAW0081 In: /Drawings/DDRAW/DDRAW0001 TO DDRAW0250/ Owner: Dave Pennington, Created: 2018-05-09, Version 2 - 2021-05-31 Coventry Station. Footbridge. Key Plan based on OS map 1:500 1887 showing track layout and proposed footbridge. Stamped Eng Office Euston	Released	

The 38 items are listed on three pages but could be listed in one column. Each result show, a catalogue number, a thumbnail of the drawing, part of its description and a button titled 'Attributes'. See the image below:

Found 38 documents and 0 folders in 1.22 sec.

1 2 3 All

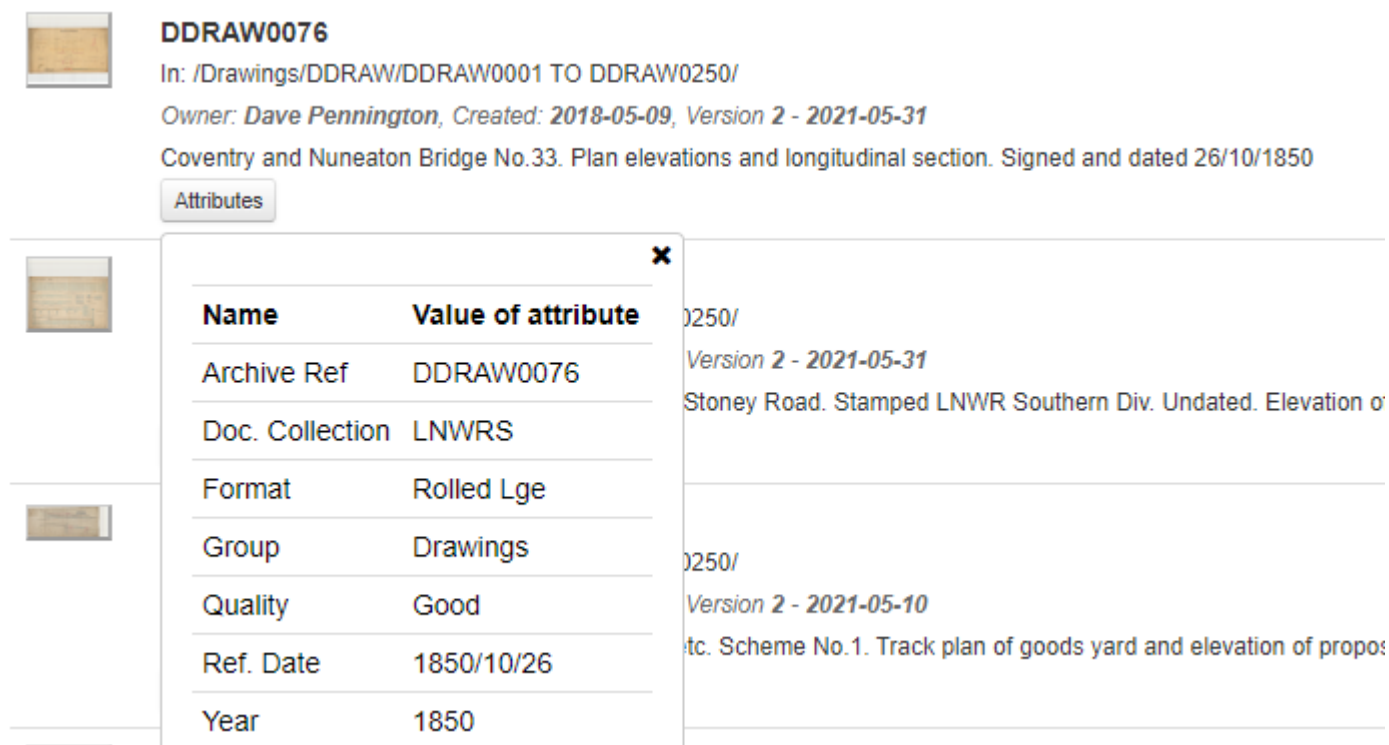
Name	Status	Action
DDRAW0076 In: /Drawings/DDRAW/DDRAW0001 TO DDRAW0250/ Owner: Dave Pennington, Created: 2018-05-09, Version 2 - 2021-05-31 Coventry and Nuneaton Bridge No.33. Plan elevations and longitudinal section. Signed and dated 26/10/1850	Released	

Note on the right there are two headings, 'Status' and 'Action'. The first describes whether the document has been 'Released' or is in a 'Draft' format or has been marked as 'Needs Correction'. 'Action' has two symbols, the one on the extreme right (an eye) allows you to open the file, whilst the other, with a symbol for a 'Clipboard', is described below.

What are Attributes?

Attributes are a fixed and predetermined list of items designed to aid searching. Whereas other fields are completed freehand, attributes provide a framework of predetermined answers. One example might be a table of wheel arrangements, eg, 0-6-0, 2-4-2T, etc, which allows searches to be so limited. Another might be the condition of the original document eg, Very Poor, Poor, Fair, Good, Very Good or Excellent.

When the 'Attributes' button is opened by clicking with the cursor, a table of contents is displayed (see the image below). This list varies in length relative to the amount of information provided when the document was uploaded.



The screenshot shows a document viewer interface. At the top, there is a thumbnail of a drawing and the ID **DDRAW0076**. Below this, the path is shown as *In: /Drawings/DDRAW/DDRAW0001 TO DDRAW0250/*, the owner as *Owner: Dave Pennington*, and the creation date as *Created: 2018-05-09, Version 2 - 2021-05-31*. The description of the drawing is *Coventry and Nuneaton Bridge No.33. Plan elevations and longitudinal section. Signed and dated 26/10/1850*. A button labeled 'Attributes' is visible. Below the button, a table is displayed with the following data:

Name	Value of attribute
Archive Ref	DDRAW0076
Doc. Collection	LNWRS
Format	Rolled Lge
Group	Drawings
Quality	Good
Ref. Date	1850/10/26
Year	1850

When the table is opened you are provided with a list of information. This includes a description of the image and other information related to the original archive item. Please note, 'Rolled Lge' refers to the format of the original archive material as does 'Condition', if noted. This attribute list is designed to help members to assess, prior to opening the file, which, if any, of the terms found are relevant to their needs.

One way of regarding the DMS is that it is the equivalent of a visual display of the archive list provided by the archivist, but obviously only that part of our collection which has been digitised. It is designed to enable you to confirm the relevance to your need of the item being viewed, prior to any purchase. In many instances it will negate the need to purchase an item as the information displayed will be sufficient.

In the example seen above, the item on view is the second version of the drawing. This might be because the original was scanned some years ago and has now been replaced with a more up to date scan. If you require a copy of any of our drawings, documents or photographs, digital or printed, it will be derived from the hi-res original copy, and, if a photograph, will not be watermarked.

Using the Clipboard

A 'Clipboard' facility is available to help avoid having to visit and inspect each file in turn. A shortlist is created as you search allowing you to inspect the files later when your searching has ended.

You can achieve this by entering the search term (as described above) and, when the results appear, you can cherry pick the files that might be of interest to you by reading the 'Attributes' and the caption information seen below the catalogue number.

If you just want to work your way through the folders, just select any number of consecutive files to look at. This avoids having to go back and forth between files.

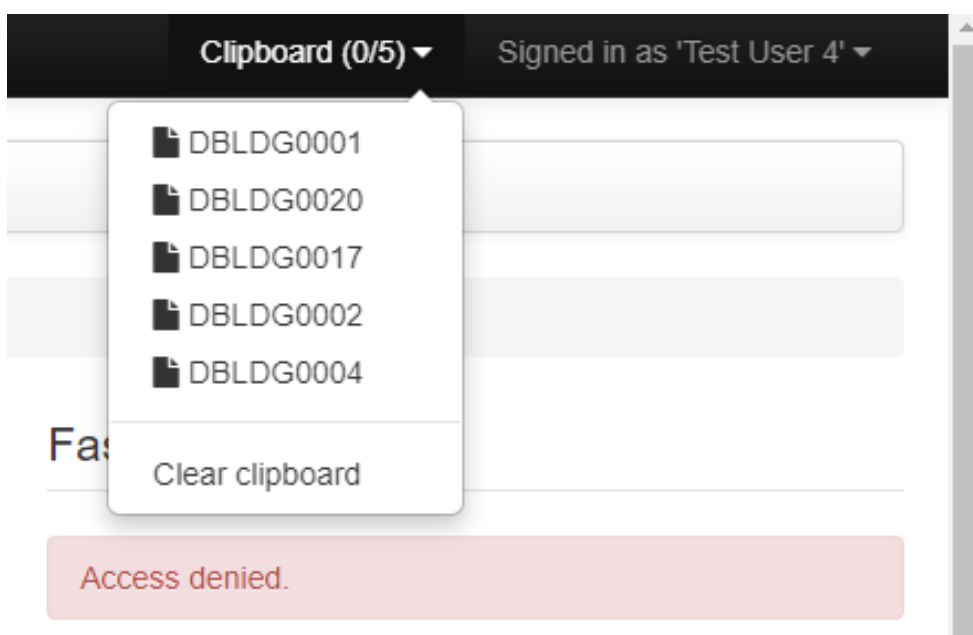
Against each file on the extreme right are two columns. The second column 'Action' has two symbols displayed beneath it and against each file.



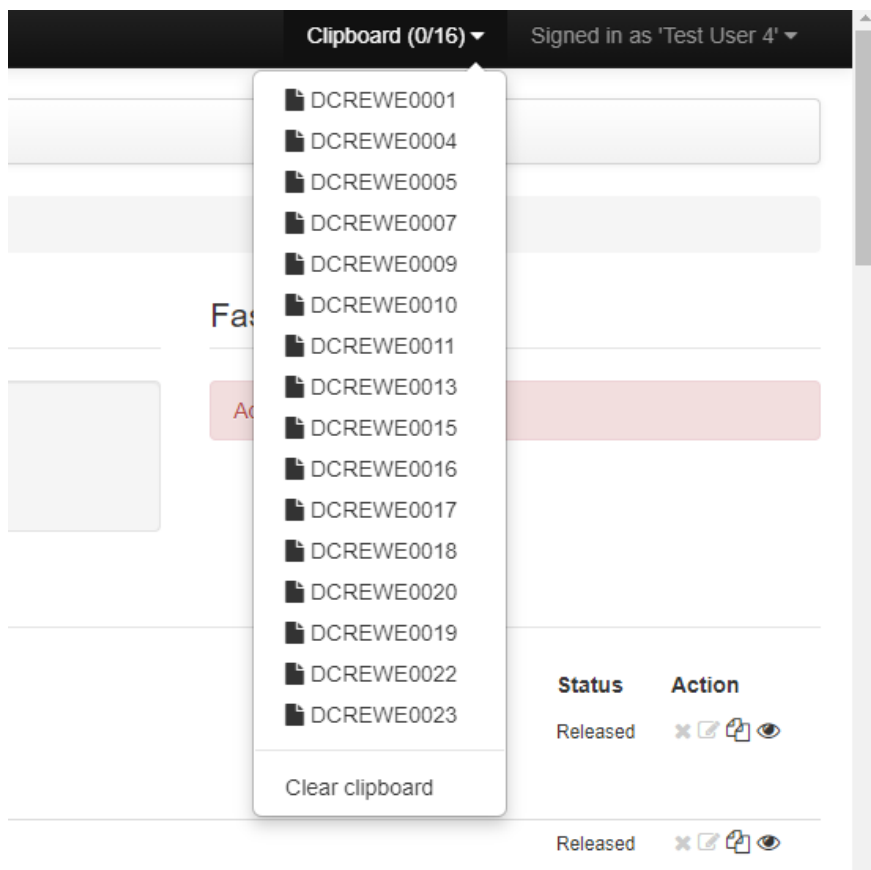
When the cursor is placed above either symbol (but NOT clicked) a text bubble appears. The first states 'Add to Clipboard' and the second states 'View document details'.

When the first symbol is clicked it adds this document to your 'Clipboard' and this is denoted at the top where the number of files added is shown (see below).

A dropdown menu, operated by clicking the inverted triangle, provides a shortcut to each added file. It also allows you to clear the 'Clipboard'. The list remains even when you log out.



The above example shows a selection created following a search. The example below shows the 'Clipboard' generated from inspecting consecutive files from one folder.



As seen below, a duplicate list of the files stored on the 'Clipboard' is also located to the left of the files and below the main menu. It does however provide relevant information on each file.

- Foreign & Industrial Railways
- Members Area

Clipboard

	DCREWE0001 Plan of Sewers Crewe Works. 1m:1ft. 22/12/1880 Paper on linen	✕
	DCREWE0004 Plan of Crewe Works. 26/03/1903. Approx 1500ft:1in. Print	✕
	DCREWE0005 Crewe Works Clock Tower Entrance and Adjacent Buildings. Plus loose scrap plan view on tracing paper. Pencil drawing. Origin and date unknown.	✕
	DCREWE0007 Locomotive Works Crewe. Carriage & Gas Works. LMS drawing. Linen and copy from Crewe Works.	✕
	DCREWE0009 Locomotive Works Crewe. Locomotive Offices. Ground & First floor plans. LNWR drawing. Copy from Crewe Works. Signed by H.Beames 08/02/1922	✕
	DCREWE0010 Plan of Crewe Works. May 3rd 1860. Proposed extensions April 1866 shown. List of shops and areas. Linen.	✕
	DCREWE0011 LM&SR Co. Locomotive Works Crewe. Shows whole works from West Street bridge to Manchester line and North Shed.	✕
	DCREWE0013 Plan of Steel Works (No.1). From West St. bridge to Engine washing shed. Undated British Railways plan.	✕

	DCREWE0009 Owner: Dave Penning Locomotive Works Crewe
	DCREWE0010 Owner: Dave Penning Plan of Crewe Works.
	DCREWE0011 Owner: Dave Penning LM&SR Co. Locomotive Works Crewe
	DCREWE0012 Owner: Dave Penning Plan of Crewe Works.
	DCREWE0013 Owner: Dave Penning Plan of Steel Works (No.1)
	DCREWE0015 Owner: Dave Penning Locomotive Works Crewe
	DCREWE0016 Owner: Dave Penning 6" Cross Traversing M
	DCREWE0017 Owner: Dave Penning LMSR Plan of Paint St
	DCREWE0018 Owner: Dave Penning LMSR Plan of Deviat
	DCREWE0019 Owner: Dave Penning BR Plan of Proposed
	DCREWE0020

Accessing the File

However you search, to access the file just click on the Reference Number, description or eye icon on the extreme right. The file's 'Document Information' will provide additional information to that given in the 'Attributes' list. The item's description will be given in full, together with other information that may have been entered. If you can provide additional information to strengthen the caption, it would be very welcome. In the example given below, the (Railway) 'Company', 'County', 'IPR ownership', and 'Location' are additional items of information provided.

Document Information

ID:	30982
Name:	DDRAW0076
Owner:	Dave Pennington
Description:	Coventry and Nuneaton Bridge No.33. Plan elevations and longitudinal section. Signed and dated 26/10/1850
Default Access Mode:	No access
Access mode:	inherited List all access rights ...
Used disk space:	1.13 GiB
Created:	2018-05-09 11:48:16
Archive Ref:	DDRAW0076
Company:	London & North Western Railway
County:	Warwickshire
Doc. Collection:	LNWRS
Format:	Flat Large
Group:	Drawings
IPR Owner:	LNWRS
Location:	Coventry
Quality:	Good
Ref. Date:	1850-10-26
Year:	1850

Current version

[Previous versions](#)

DDRAW0076



Version: 3
427.61 MiB, image/tiff
Uploaded by [Mike Musson](#)
2021-07-01 22:50:48

Status

Date

2021-07-01 22:50:52

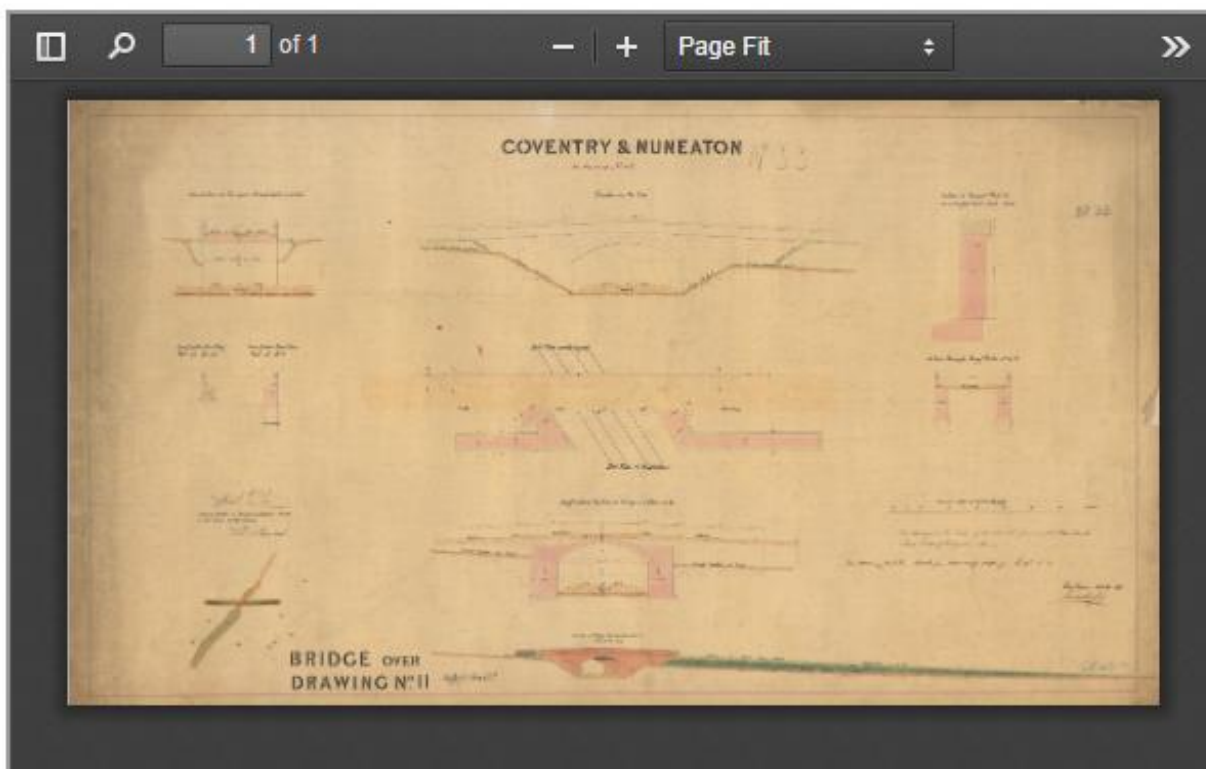
Timeline

Note: The name of the 'Owner' of this example file (the member responsible for maintaining this part of the archive collection)) is seen in blue and is hyperlinked. If you need to contact the 'Owner', just click on the hyperlink and this should open up your email account. This might be to pass on information regarding the content of the file, or to report a malfunction, or perhaps even to obtain a copy.

Below this list of information, you will see a window entitled 'Preview as PDF'.

Format:	Flat Large
Group:	Drawings
IPR Owner:	LNWRS
Location:	Coventry
Quality:	Good
Ref. Date:	1850-10-26
Year:	1850

Preview as PDF

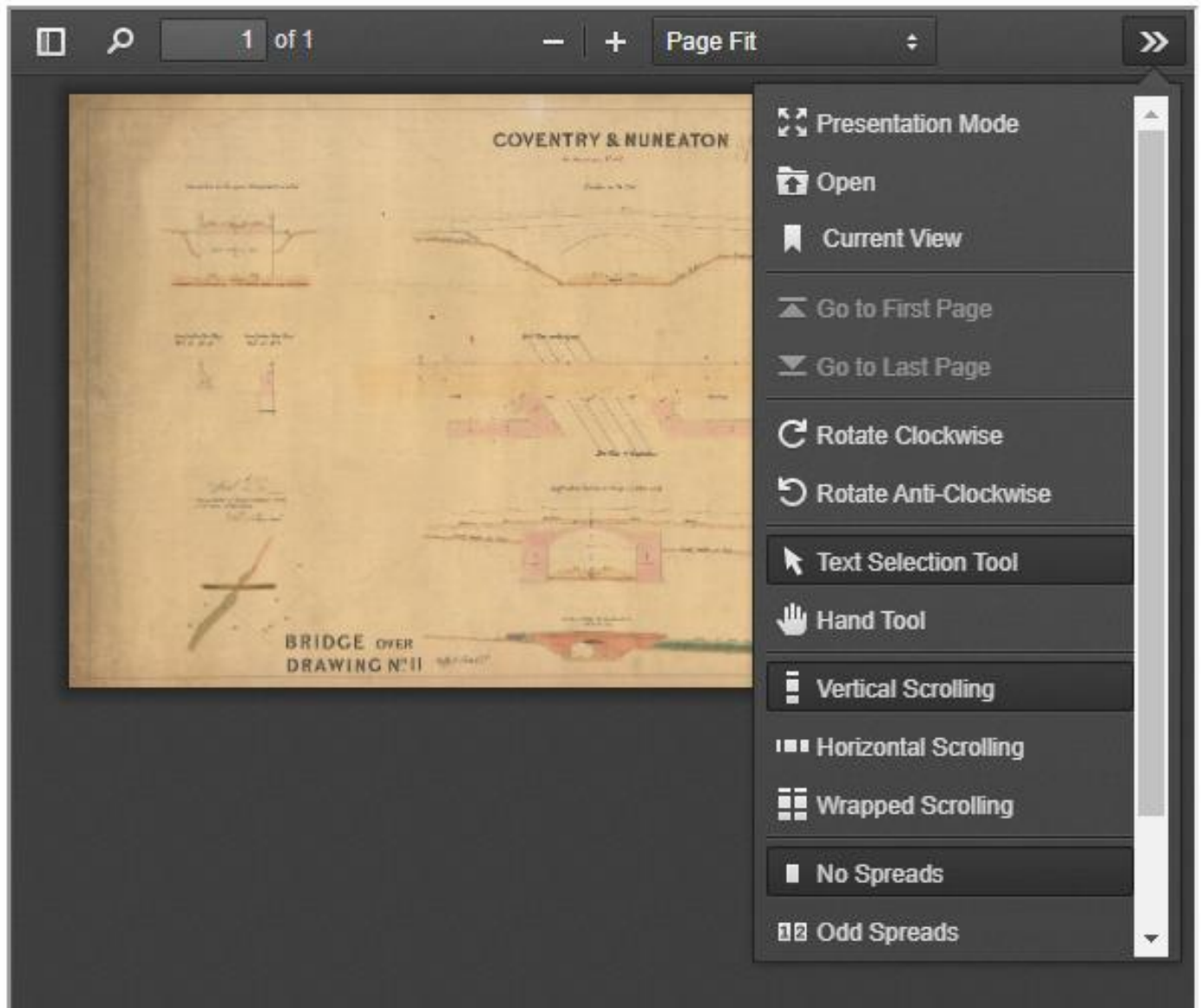


When the file is opened for the first time all that is seen in the 'Preview' is a black space. As the PDF loads a white line appears at the top of this 'Preview'. The drawing or document should eventually be seen inside the black box. Speed of loading will be affected by size of the document, number of visitors to the DMS, and your download speed.

At this point, to see the image full size on your monitor, move your cursor to the 'Preview as PDF' screen and click on the Chevron (>>) which is located in the top right-hand corner of the 'Preview PDF' screen. This opens up a menu. If a red line appears, the rasterised PDF has failed to load so refresh the screen. If it still fails to load after several tries, please use the 'Change Status' hyperlink on the right, record this issue in the 'Description' text box and save as 'Needs Correction'. See full description of this process further below in this document. This will notify admin of the issue.

A drop-down menu appears allowing a number of options. At the very top is 'Presentation Mode' (see below) which opens up the PDF in the viewer to full screen mode. The full screen image is of a *fixed size and cannot be increased or decreased*. To exit full screen mode, use the 'Escape' key (esc).

Preview as PDF

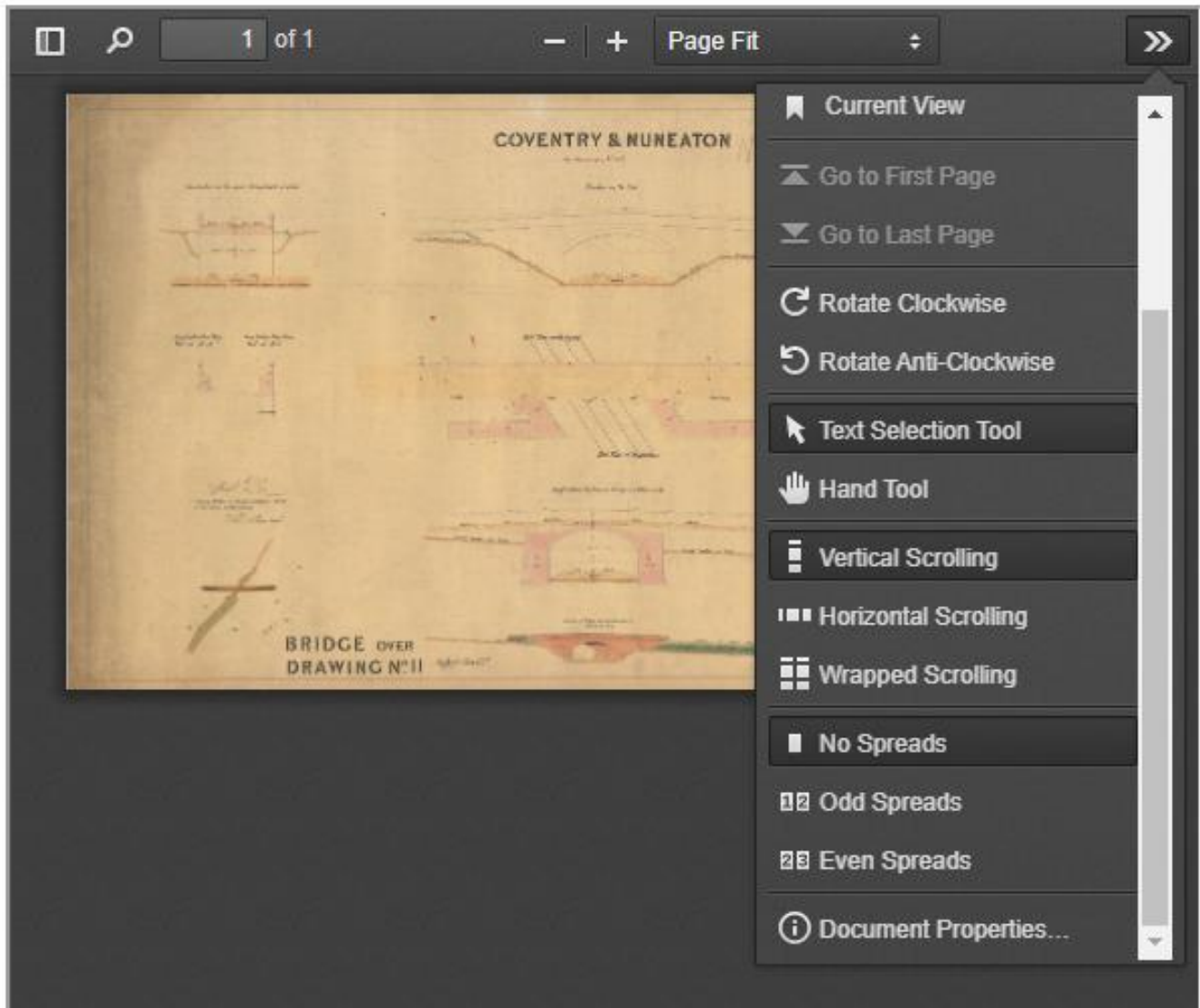


At the bottom of the menu is 'Document Properties' (see the image below) which confirms the size of the *rasterized PDF* (NOT the original image) if this was to be printed or saved. Other commands in the menu can also be seen. Some of these additional commands are superfluous to our needs but cannot be deleted from the DMS's menu.

However, the 'Rotate' facility is important for images which are presented at 90 degrees to the normal view, as can often be found within technical publications. If you navigate to the page within the PDF viewer and then click as required on the 'Rotate Clockwise or Rotate Anti-

Clockwise' wording, followed by clicking the 'Presentation Mode', the image will appear full screen correctly rotated.

Preview as PDF



At the top of the 'Preview as PDF' screen you will note that there are also a magnifying glass, counter and + and - symbols. The magnifying or spy glass allows you to search within the document if it has been converted with Optical Character Recognition (OCR). The counter confirms the document's total number of pages and the page number being viewed.

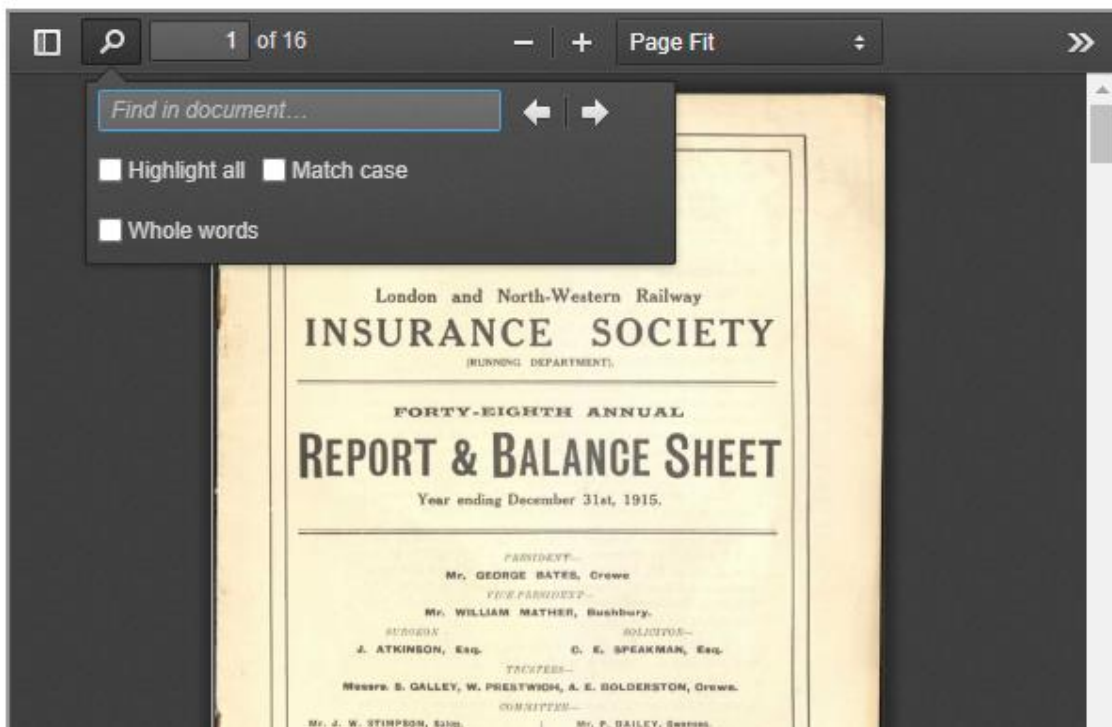
Finally, the + and - buttons allow you to zoom in and out of the image within the PDF Viewer in order to view the image in detail. This allows small details to be viewed as well as dimensions in a large drawing to be checked. Zooming in and out will often require the use of scroll bars (located on the right and at the bottom of the PDF screen) to navigate around the image. Please note it has no impact on the full screen image.

Searching Text inside a Multipage Image

Some of the multipage images, be they official documents or casebound items such as books, would take forever to search their content. The DMS has a facility which works with documents

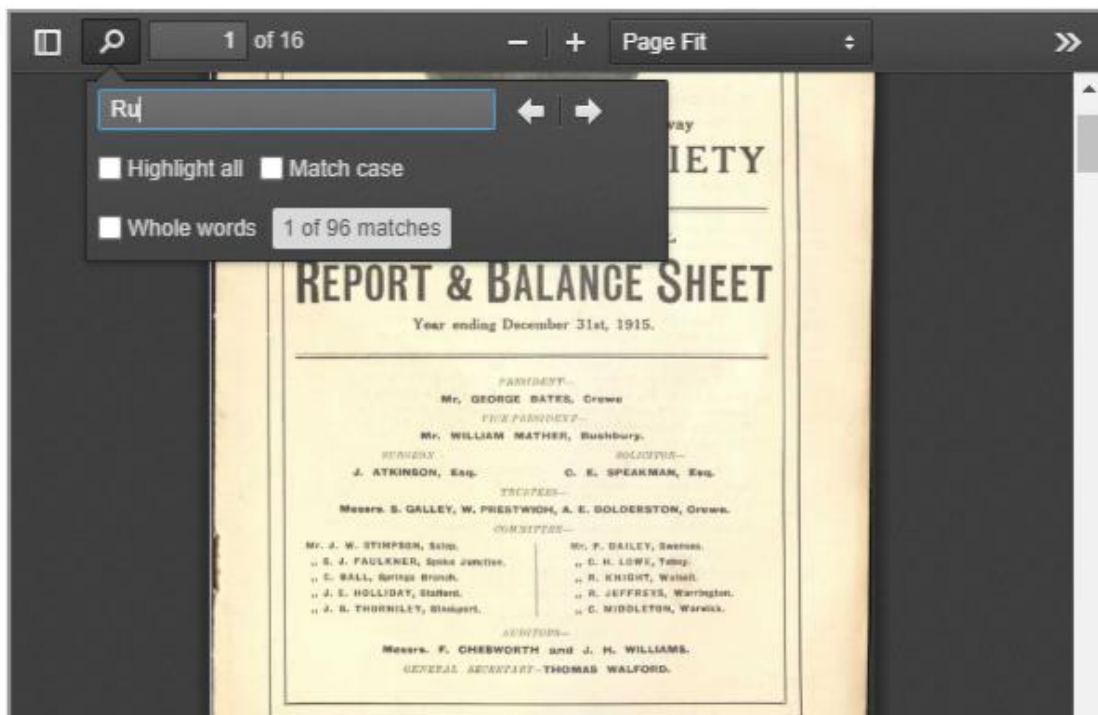
that have an OCR capability. As stated in the previous section, clicking on the spyglass starts the process as seen in the image in the following page. When the spyglass is clicked the following dropdown window appears.

Preview as PDF



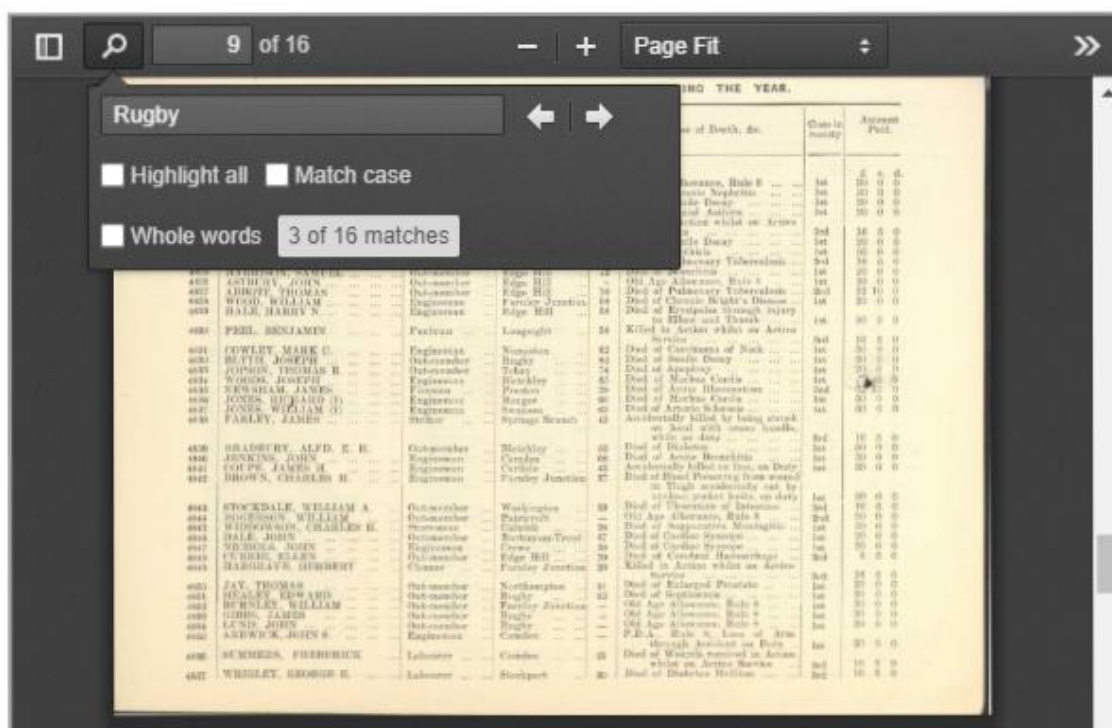
As you type in your search term, in this instance the letters 'Ru', the DSM starts to quantify the number of instances this combination has been identified throughout the whole document. In this instance, 96 times.



Preview as PDF



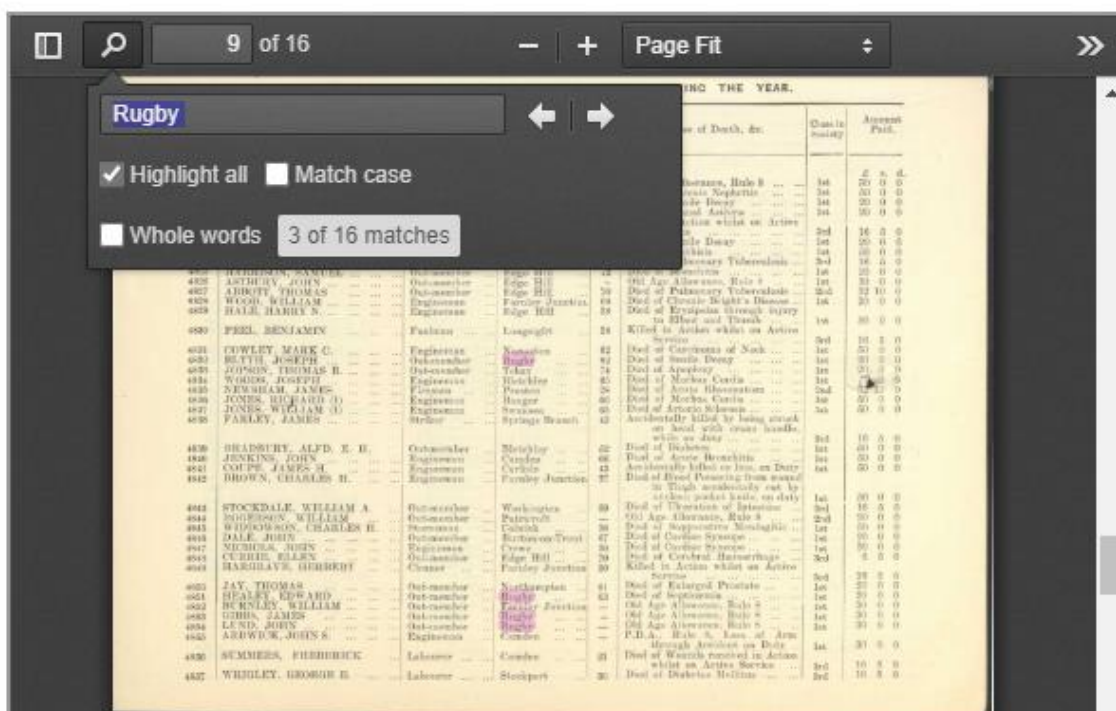
After the search term 'Rugby' has been typed in full, 16 matches are identified, whilst the number 3 indicates that the page seen below shows the third instance (of the sixteen) where 'Rugby' is seen in the PDF document.

Preview as PDF



To aid visibility of the term 'Rugby', the box 'Highlight all' is then ticked which results in 'Rugby' being identified in pink throughout the document. Clicking one of the two arrows   moves the search either back or to the next page. See the image below.

Preview as PDF



As a word can have several meanings (in this instance Rugby is both a town and a game) ticking the 'Match case' box can help to eliminate instances that are not relevant to your search. The game 'rugby' would not be identified in this version of the search so, as can be seen, ticking the 'Match case' box has reduced the number of matches from 16 to 14. See the image below.

Preview as PDF

9 of 16 Page Fit

Rugby

Highlight all Match case

Whole words 2 of 14 matches

No.	Name	Rank	Regiment	Place	Age	Case of Death, etc.	Class in Service	Amount Paid
4401	ARTHUR, JOHN	Private	Edgewood	Edgewood	31	Old Age Allowance, Rule 8	1st	25 0 0
4402	ABBOTT, THOMAS	Private	Edgewood	Edgewood	72	Chronic Nephritis	1st	25 0 0
4403	WOOD, WILLIAM	Engineer	Farley Junction	Farley Junction	38	Scalds Deery	1st	25 0 0
4404	HALE, HARRY N.	Engineer	Edgewood	Edgewood	38	Accidental death in Active Service	2nd	16 3 0
4405	PEEL, BENJAMIN	Footman	Longsight	Longsight	38	Scalds Deery	1st	25 0 0
4406	COWLEY, MARK C.	Engineer	Northampton	Northampton	81	Old Age Allowance, Rule 8	1st	25 0 0
4407	BLYTH, JOSEPH	Private	Edgewood	Edgewood	72	Chronic Nephritis	1st	25 0 0
4408	JOHNSON, THOMAS B.	Private	Tisbury	Tisbury	74	Death of Apoplexy	1st	25 0 0
4409	WARDS, JOSEPH	Engineer	Whitchley	Whitchley	62	Death of Marfan's Curvature	1st	25 0 0
4410	NEWSHAM, JAMES	Private	Proton	Proton	28	Death of Acute Bronchitis	2nd	10 0 0
4411	JONES, RICHARD (I)	Engineer	Bunger	Bunger	66	Death of Marfan's Curvature	1st	25 0 0
4412	JONES, WILLIAM (II)	Engineer	Swansea	Swansea	42	Death of Acute Bronchitis	1st	25 0 0
4413	FARLEY, JAMES	Sirfer	Spring Branch	Spring Branch	42	Accidentally killed by being struck on head with crane handle while on duty	2nd	16 3 0
4414	HARRISON, ALFRED E. H.	Private	Whitchley	Whitchley	22	Death of Diabetes	1st	25 0 0
4415	JENKINS, JOHN	Engineer	Canon	Canon	68	Death of Acute Bronchitis	1st	25 0 0
4416	COUPE, JAMES H.	Engineer	Carlisle	Carlisle	42	Accidentally killed on line of duty	1st	25 0 0
4417	BROWN, CHARLES H.	Engineer	Farley Junction	Farley Junction	37	Death of Blood Poisoning from wound in thigh accidentally cut by ironwork whilst on duty	1st	25 0 0
4418	STOCKDALE, WILLIAM A.	Out-muster	Workington	Workington	29	Death of Ulceration of Intestine	2nd	10 2 0
4419	ROGERS, WILLIAM	Out-muster	Patriarch	Patriarch	26	Old Age Allowance, Rule 8	2nd	25 0 0
4420	WILKINSON, CHARLES H.	Stretcher	Carlisle	Carlisle	26	Death of Suppurative Meningitis	1st	25 0 0
4421	DALE, JOHN	Out-muster	Burton-on-Trent	Burton-on-Trent	67	Death of Coronal Sclerosis	1st	25 0 0
4422	NICHOLS, JOHN	Engineer	Cress	Cress	80	Death of Coronal Sclerosis	1st	25 0 0
4423	CEIRIE, ELLEN	Out-muster	Edgewood	Edgewood	70	Death of Coronal Sclerosis	2nd	6 2 0
4424	HARGREAVE, HERBERT	Private	Farley Junction	Farley Junction	31	Killed in Action whilst on Active Service	2nd	16 3 0
4425	JAY, THOMAS	Out-muster	Northampton	Northampton	81	Death of Enlarged Prostate	1st	25 0 0
4426	HEALEY, EDWARD	Out-muster	Bunger	Bunger	82	Death of Septicemia	1st	25 0 0
4427	BURNLEY, WILLIAM	Out-muster	Farley Junction	Farley Junction	—	Old Age Allowance, Rule 8	1st	25 0 0
4428	GIBBS, JAMES	Out-muster	Farley Junction	Farley Junction	—	Old Age Allowance, Rule 8	1st	25 0 0
4429	LEND, JOHN	Out-muster	Carlisle	Carlisle	—	Old Age Allowance, Rule 8	1st	25 0 0
4430	ABDWICK, JOHN K.	Engineer	Canon	Canon	—	P.D.A. Rule 8, Loss of Arm through accident on duty	1st	25 0 0
4431	SUMMERS, FREDERICK	Laborer	Canon	Canon	41	Death of Wounds received in Action	2nd	16 3 0

Ticking the 'Whole words' box removes instances where the search term might be contained either within a larger word or at the end of one word and the beginning of another.

Preview as PDF

9 of 16 Page Fit

Rugby

Highlight all Match case

Whole words 2 of 14 matches

No.	Name	Rank	Regiment	Place	Age	Case of Death, etc.	Class in Service	Amount Paid
4401	ARTHUR, JOHN	Private	Edgewood	Edgewood	31	Old Age Allowance, Rule 8	1st	25 0 0
4402	ABBOTT, THOMAS	Private	Edgewood	Edgewood	72	Chronic Nephritis	1st	25 0 0
4403	WOOD, WILLIAM	Engineer	Farley Junction	Farley Junction	38	Scalds Deery	1st	25 0 0
4404	HALE, HARRY N.	Engineer	Edgewood	Edgewood	38	Accidental death in Active Service	2nd	16 3 0
4405	PEEL, BENJAMIN	Footman	Longsight	Longsight	38	Scalds Deery	1st	25 0 0
4406	COWLEY, MARK C.	Engineer	Northampton	Northampton	81	Old Age Allowance, Rule 8	1st	25 0 0
4407	BLYTH, JOSEPH	Private	Edgewood	Edgewood	72	Chronic Nephritis	1st	25 0 0
4408	JOHNSON, THOMAS B.	Private	Tisbury	Tisbury	74	Death of Apoplexy	1st	25 0 0
4409	WARDS, JOSEPH	Engineer	Whitchley	Whitchley	62	Death of Marfan's Curvature	1st	25 0 0
4410	NEWSHAM, JAMES	Private	Proton	Proton	28	Death of Acute Bronchitis	2nd	10 0 0
4411	JONES, RICHARD (I)	Engineer	Bunger	Bunger	66	Death of Marfan's Curvature	1st	25 0 0
4412	JONES, WILLIAM (II)	Engineer	Swansea	Swansea	42	Death of Acute Bronchitis	1st	25 0 0
4413	FARLEY, JAMES	Sirfer	Spring Branch	Spring Branch	42	Accidentally killed by being struck on head with crane handle while on duty	2nd	16 3 0
4414	HARRISON, ALFRED E. H.	Private	Whitchley	Whitchley	22	Death of Diabetes	1st	25 0 0
4415	JENKINS, JOHN	Engineer	Canon	Canon	68	Death of Acute Bronchitis	1st	25 0 0
4416	COUPE, JAMES H.	Engineer	Carlisle	Carlisle	42	Accidentally killed on line of duty	1st	25 0 0
4417	BROWN, CHARLES H.	Engineer	Farley Junction	Farley Junction	37	Death of Blood Poisoning from wound in thigh accidentally cut by ironwork whilst on duty	1st	25 0 0
4418	STOCKDALE, WILLIAM A.	Out-muster	Workington	Workington	29	Death of Ulceration of Intestine	2nd	10 2 0
4419	ROGERS, WILLIAM	Out-muster	Patriarch	Patriarch	26	Old Age Allowance, Rule 8	2nd	25 0 0
4420	WILKINSON, CHARLES H.	Stretcher	Carlisle	Carlisle	26	Death of Suppurative Meningitis	1st	25 0 0
4421	DALE, JOHN	Out-muster	Burton-on-Trent	Burton-on-Trent	67	Death of Coronal Sclerosis	1st	25 0 0
4422	NICHOLS, JOHN	Engineer	Cress	Cress	80	Death of Coronal Sclerosis	1st	25 0 0
4423	CEIRIE, ELLEN	Out-muster	Edgewood	Edgewood	70	Death of Coronal Sclerosis	2nd	6 2 0
4424	HARGREAVE, HERBERT	Private	Farley Junction	Farley Junction	31	Killed in Action whilst on Active Service	2nd	16 3 0
4425	JAY, THOMAS	Out-muster	Northampton	Northampton	81	Death of Enlarged Prostate	1st	25 0 0
4426	HEALEY, EDWARD	Out-muster	Bunger	Bunger	82	Death of Septicemia	1st	25 0 0
4427	BURNLEY, WILLIAM	Out-muster	Farley Junction	Farley Junction	—	Old Age Allowance, Rule 8	1st	25 0 0
4428	GIBBS, JAMES	Out-muster	Farley Junction	Farley Junction	—	Old Age Allowance, Rule 8	1st	25 0 0
4429	LEND, JOHN	Out-muster	Carlisle	Carlisle	—	Old Age Allowance, Rule 8	1st	25 0 0
4430	ABDWICK, JOHN K.	Engineer	Canon	Canon	—	P.D.A. Rule 8, Loss of Arm through accident on duty	1st	25 0 0
4431	SUMMERS, FREDERICK	Laborer	Canon	Canon	41	Death of Wounds received in Action	2nd	16 3 0

Clicking on 'Presentation Mode' from the dropdown menu on the right of the PDF Viewer (as shown previously on Page 18) opens the page being viewed full screen in the PDF Viewer. If for example, the search term is seen on Page 9 of a 16-page document, then the full screen mode will show Page 9.

Regrettably, the word being searched for (in this example 'Rugby') is NOT highlighted when in full screen mode. Press 'Escape' to return to normal view.

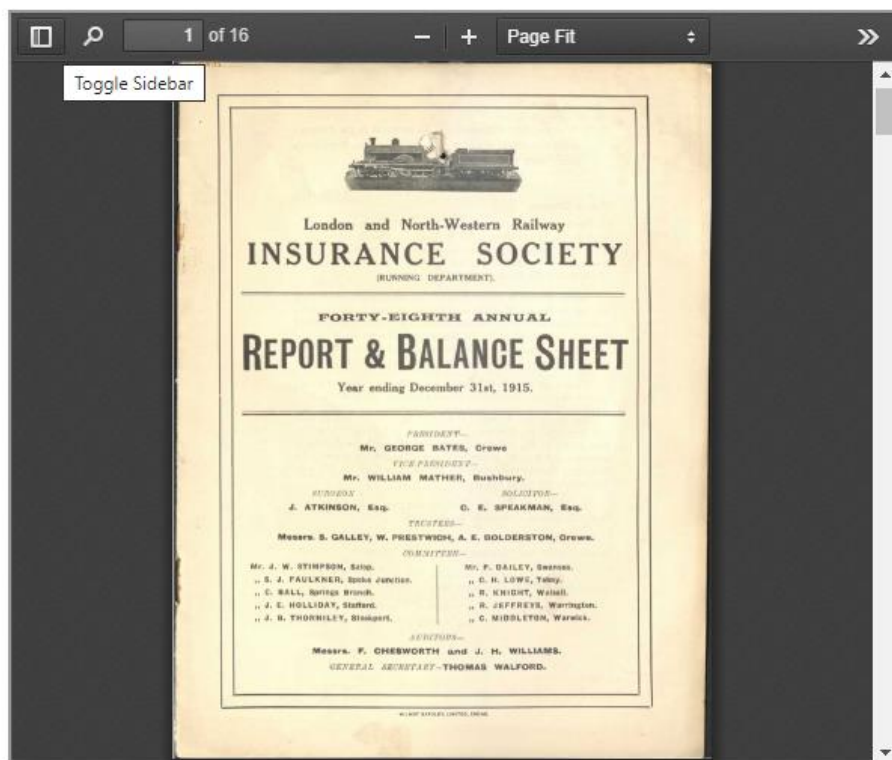
STATEMENT OF DEATH AND OTHER CLAIMS DURING THE YEAR.

No. of Claim	Name	Occupation	Station	Age	Cause of Death, &c.	Class in Society	Amount Paid.
4817	WALL, JAMES	Out-member	Calwick	...	Old Age Allowance, Rule 8	1st	5 4 4
4818	BRANNSBORO, WILLIAM	Engineer	Rugby	68	Diol of Chronic Nephritis	1st	20 0 0
4819	MATTHEWS, THOMAS	Out-member	Asen	75	Diol of Senile Decay	1st	20 0 0
4820	LINDSAY, GEORGE	Labourer	Hedderfield	64	Diol of Brain Aetion	1st	20 0 0
4821	RILEY, EDWARD	Washer-out	Cyvoe	33	Killed in Action whilst on Active Service	2nd	16 5 0
4822	GRIFFITHS, CHARLES	Out-member	Llanidloes Jane	73	Diol of Senile Decay	1st	20 0 0
4823	PIGH, WILLIAM R.	Engineer	Wald Junction	65	Diol of Phthisis	1st	20 0 0
4824	MOORE, FRANCIS R.	Out-member	Nonston	20	Diol of Pulmonary Tuberculosis	2nd	16 5 0
4825	HARRISON, SAMUEL	Out-member	Edge Hill	72	Diol of Bronchitis	1st	20 0 0
4826	ASHBURY, JOHN	Out-member	Edge Hill	...	Old Age Allowance, Rule 8	1st	20 0 0
4827	ARROTT, THOMAS	Out-member	Edge Hill	70	Diol of Pulmonary Tuberculosis	1st	20 0 0
4828	WOOD, WILLIAM	Engineer	Farnley Junction	48	Diol of Chronic Bright's Disease	2nd	12 10 0
4829	HALE, HARRY N.	Engineer	Edge Hill	38	Diol of Erysipelas through injury in Elbow and Thumb	1st	20 0 0
4830	PEEL, BENJAMIN	Footman	Loughlight	28	Killed in Action whilst on Active Service	2nd	16 5 0
4831	COWLEY, MARK C.	Engineer	Nonston	62	Diol of Carcinoma of Neck	1st	20 0 0
4832	BATH, JOSEPH	Out-member	Rugby	62	Diol of Senile Decay	1st	20 0 0
4833	JOBSON, THOMAS R.	Out-member	Rugby	74	Diol of Apoplexy	1st	20 0 0
4834	ROBERTSON, JOSEPH	Engineer	Harbottle	63	Diol of Chronic Nephritis	1st	20 0 0
4835	NEWMAN, JAMES	Engineer	Preston	26	Diol of Acute Rheumatism	2nd	16 5 0
4836	JONES, BILLYARD O.	Engineer	Harbottle	68	Diol of Marfan Cerebr	1st	20 0 0
4837	JONES, WILLIAM O.	Engineer	Swanton	63	Diol of Acute Rheumatism	1st	20 0 0
4838	FARLEY, JAMES	Striker	Springy Branch	43	Accidentally killed by being struck on hand with crane handle, while on duty	2nd	16 5 0
4839	BRADBURY, ALF. E. H.	Out-member	Harbottle	52	Diol of Diabetes	1st	20 0 0
4840	JENKINS, JOHN	Engineer	Camden	68	Diol of Acute Bronchitis	1st	20 0 0
4841	COTTE, JAMES H.	Engineer	Carlisle	43	Accidentally killed on line, on Duty	1st	20 0 0
4842	BROWN, CHARLES H.	Engineer	Farnley Junction	57	Diol of Blood Poisoning from wound in Thigh accidentally cut by wrench, pocket knife, on duty	1st	20 0 0
4843	STOCKDALE, WILLIAM A.	Out-member	Workington	29	Diol of Ulceration of Intestine	2nd	16 5 0
4844	ROBERTSON, WILLIAM	Out-member	Papworth	...	Old Age Allowance, Rule 8	2nd	16 5 0
4845	WIDDOWSON, CHARLES H.	Storeman	Calwick	28	Diol of Suppurative Meningitis	1st	20 0 0
4846	DALE, JOHN	Out-member	Burton-on-Trent	67	Diol of Cardiac Strang	1st	20 0 0
4847	NICHOLS, JOHN	Engineer	Cyvoe	26	Diol of Cardiac Strang	1st	20 0 0
4848	KURRIE, ELLEN	Out-member	Edge Hill	79	Diol of Cerebral Haemorrhage	2nd	5 4 0
4849	HARGREAVE, HERBERT	Out-member	Farnley Junction	39	Killed in Action whilst on Active Service	2nd	16 5 0
4850	JAY, THOMAS	Out-member	Northampton	81	Diol of Enlarged Prostate	1st	20 0 0
4851	HEALEY, EDWARD	Out-member	Rugby	62	Diol of Septicemia	1st	20 0 0
4852	HENDLY, WILLIAM	Out-member	Farnley Junction	...	Old Age Allowance, Rule 8	1st	20 0 0
4853	LEIGH, JAMES	Out-member	Rugby	...	Old Age Allowance, Rule 8	1st	20 0 0
4854	LUND, JOHN	Out-member	Rugby	...	Old Age Allowance, Rule 8	1st	20 0 0
4855	ARWICK, JOHN S.	Engineer	Camden	...	P.D.A. Rule No. Loss of Arm through Accident on Duty	1st	30 0 0
4856	SUMMERS, FREDERICK	Labourer	Camden	23	Diol of Wound received in Action while on Active Service	2nd	16 5 0
4857	WHIGLEY, GEORGE E.	Labourer	Stockport	36	Diol of Diabetic Mellitus	2nd	16 5 0

Using the Toggle Side Bar

The 'Toggle Side Bar' is a feature that you can use to navigate page by page, a useful feature if you are looking for a particular page that is easily recognisable. The 'Toggle' icon is the icon displaying what appear to be two squares situated on the top and to the extreme left of the PDF Viewer.

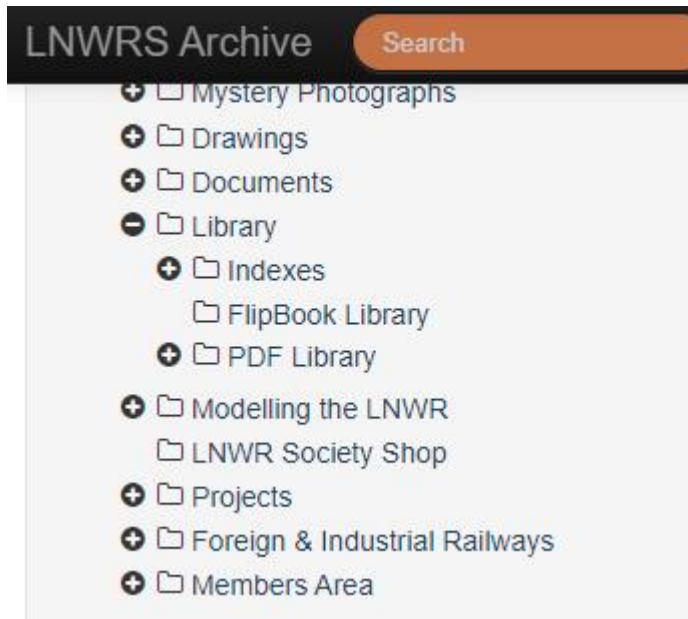
Preview as PDF



Using the FlipBook Library

The 'FlipBook Library' offers another method of reading publications. It is best suited to publications where the pages are the same size throughout the book or magazine. Therefore, only publications which fall within this category are converted. Our other publications are made available via the PDF library.

The 'Library' folder is located on the left-hand side, immediately below the 'Documents' folder, as seen below.



When you click on the 'FlipBook Library' folder, a list of publications, grouped by theme, is revealed in the centre of your screen. As the FlipBooks are hosted on another website, we have had to provide a URL to access them.

A screenshot of the LNWR Archive website showing the 'FlipBook Library' folder contents. The page has a dark header with 'LNWR Archive' and a search bar. On the left, there is a navigation menu with 'Library' expanded to show 'FlipBook Library' and 'PDF Library'. Below the menu is a clipboard area. The main content area shows a description: 'be found in the PDF library link. In the course of time we hope to have all of the PDF versions in a FlipBook mode.' Below this is a 'Folder Contents' table with columns for Name, Status, and Action. The table lists various publications with their owners, creation dates, and version information. Each row includes a small thumbnail icon, a description of the publication, and a 'Released' status with an 'Action' column containing icons for expand, refresh, and delete.

Name	Status	Action
LNWR Journals Owner: Mike Musson, Created: 2021-07-06, Version 2 - 2021-07-06 To access our bookcase containing copies of our Journals, please use the FlipBook Link seen below.	Released	Expand Refresh Delete
LNWR Premier Lines & Premier News Owner: Mike Musson, Created: 2021-07-06, Version 1 - 2021-07-06 To access our bookcase containing copies of our Premier Lines & Premier News, please use the FlipBook Link seen below.	Released	Expand Refresh Delete
L&NWR Society Portfolios Owner: Mike Musson, Created: 2021-07-06, Version 1 - 2021-07-06 To access our bookcase containing copies of our Portfolios, please use the FlipBook Link seen below.	Released	Expand Refresh Delete
LNWR Gazettes Owner: Mike Musson, Created: 2021-07-06, Version 1 - 2021-07-06 To access our bookcase containing copies of our LNWR Gazettes, please use the FlipBook Link seen below.	Released	Expand Refresh Delete
North Western Locomotive Journal Owner: Mike Musson, Created: 2021-07-06, Version 1 - 2021-07-06 To access our bookcase containing copies of the North Western Locomotive Journal, please use the FlipBook Link seen below.	Released	Expand Refresh Delete
LMS Staff Magazines Owner: Mike Musson, Created: 2021-07-06, Version 1 - 2021-07-06 To access our bookcase containing copies of our LMS Staff Magazines, please use the FlipBook Link seen below.	Released	Expand Refresh Delete
BR Staff Magazines Owner: Mike Musson, Created: 2021-07-06, Version 1 - 2021-07-06 Due to arrive by August 2021	Released	Expand Refresh Delete
Officer Meeting Minutes Owner: Mike Musson, Created: 2021-07-06, Version 1 - 2021-07-06 To access our bookcase containing copies of our Officer Meeting Minutes, please use the FlipBook Link seen below.	Released	Expand Refresh Delete
Railway Management & Operational Practice Owner: Mike Musson, Created: 2021-07-06, Version 1 - 2021-07-06 To access our bookcase containing copies of our Railway Management & Operational Practice publications, please use the FlipBook Link seen below.	Released	Expand Refresh Delete
Biographical, Railway Guides & Historical Studies Owner: Mike Musson, Created: 2021-07-06, Version 1 - 2021-07-06 To access our bookcase Biographical, Railway Guides & Historical Studies, please use the FlipBook Link seen below.	Released	Expand Refresh Delete
Locomotive Design and Operation	Released	Expand Refresh Delete

As with opening up the 'Documents', 'Drawings' and 'Photographs' files described above, click on the title and description of the list of publications to open up the file. As the only way to provide a file to accommodate the URL link is via a PDF document, we have created one which instructs you to look at the 'FlipBook Link' located in the 'Document Information' section of the page (see below).

The *active link* is the one in the 'Document Information' section and NOT on the PDF so please do not open the PDF to full screen as this URL link will not work.

The screenshot displays the LNWRS Archive interface. At the top, there is a search bar and the text 'LNWRS Archive'. Below this is the 'Document Information' section, which includes the following details:

- Name: LNWRS Journals
- Owner: Mike Musson
- Description: To access our bookcase containing copies of our Journals, please use the FlipBook Link seen below:
- Used disk space: 155.73 KiB
- Created: 2021-07-06 11:27:12
- Archive Ref: Library
- FlipBook Link: <https://fliphtml5.com/bookcase/gwob>
- Format: Casebound
- IPR Owner: LNWRS

To the right of the document information, there are tabs for 'Current version', 'Previous versions', and 'Attachments'. Below these is a summary for 'LNWRS Journals' with a thumbnail image and the following details:

- Version: 2
- 109.58 KiB, application/pdf
- Uploaded by Mike Musson
- 2021-07-06 11:42:50

Below the document information is a 'Preview as PDF' section. The preview shows a document with the following text:

This is one of a number of 'Flipbook' bookcases which features publications derived from a variety of sources including the LNWR Society.

This bookcase is for LNWR Society Journals.

To access the bookcase please click on the [FlipBook link](#) as seen in the image below:

Document Information

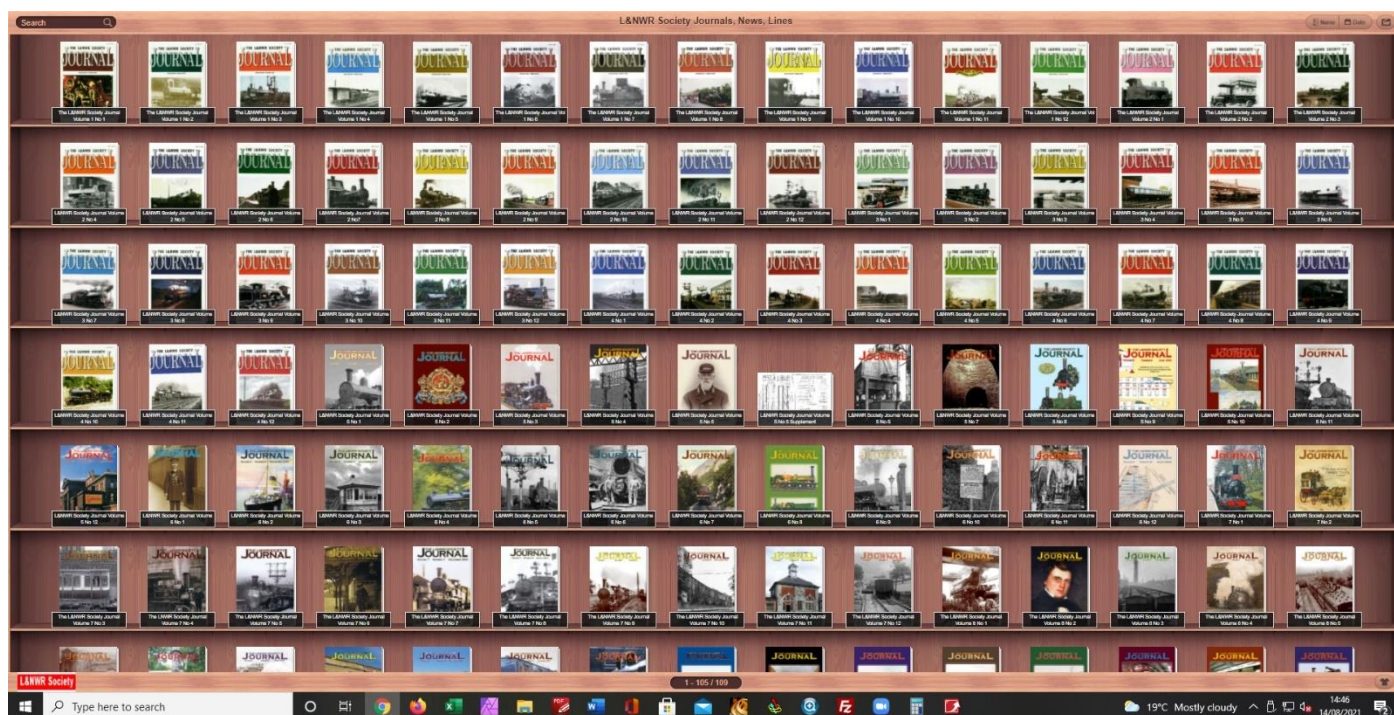
ID:	48319
Name:	LNWRS Journals
Owner:	Mike Musson
Default Access Mode:	No access
Access mode:	inherited List all access rights ...
Used disk space:	46.15 KiB
Created:	2021-07-06 11:27:12
Archive Ref:	Library

At the bottom of the preview, the URL <https://fliphtml5.com/bookcase/gwob> is visible.

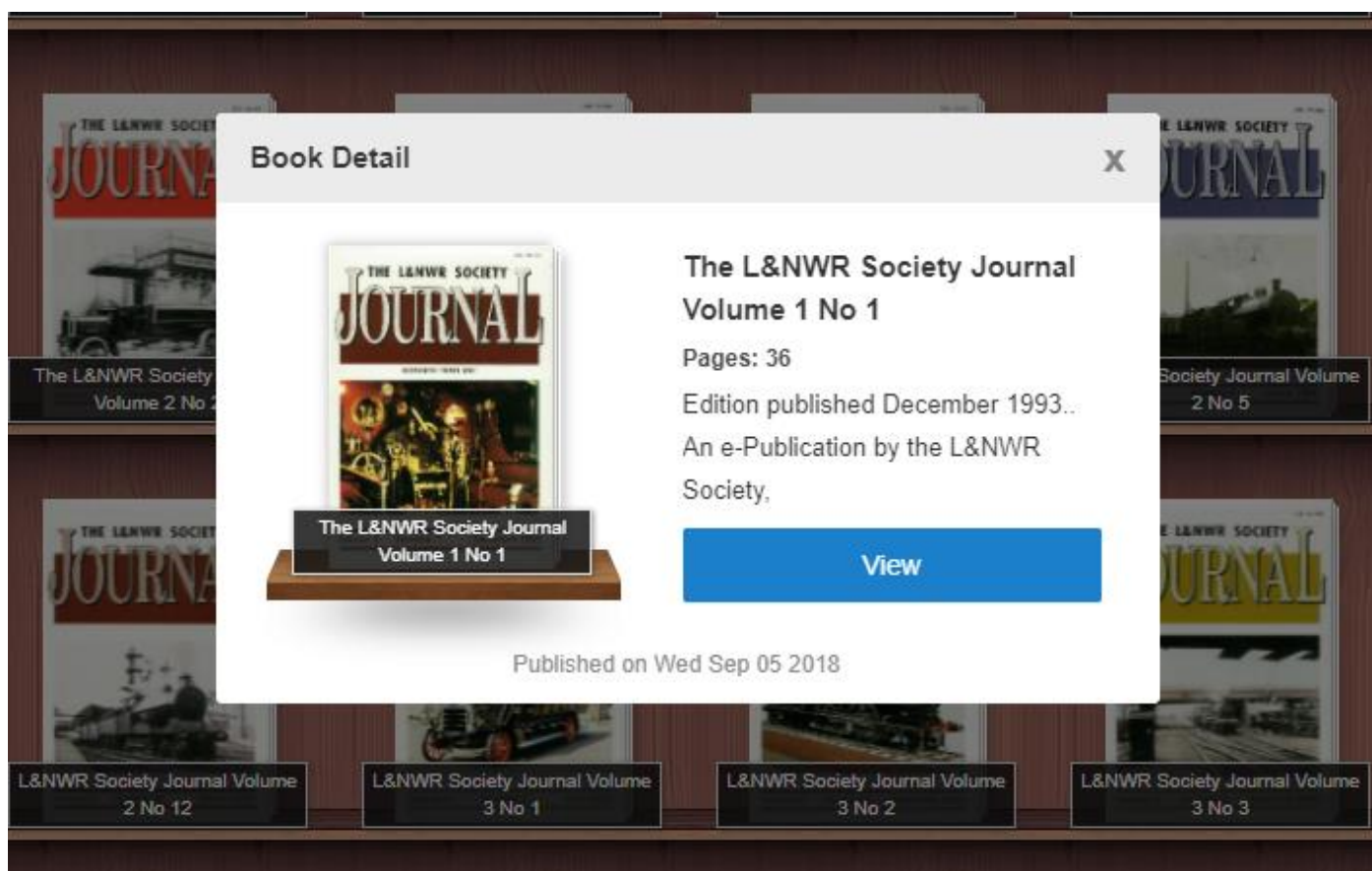
Clicking on the URL link will take you to the relevant bookcase. In this example, the bookcase is the one containing 108 titles. At the bottom and to the left of the bookcase you will note the LNWRS logo, whilst in the centre the sequence number of publications visible on the screen (1-40) and the

number of publications being hosted (109) is shown. The extra number is because a supplement is being hosted.

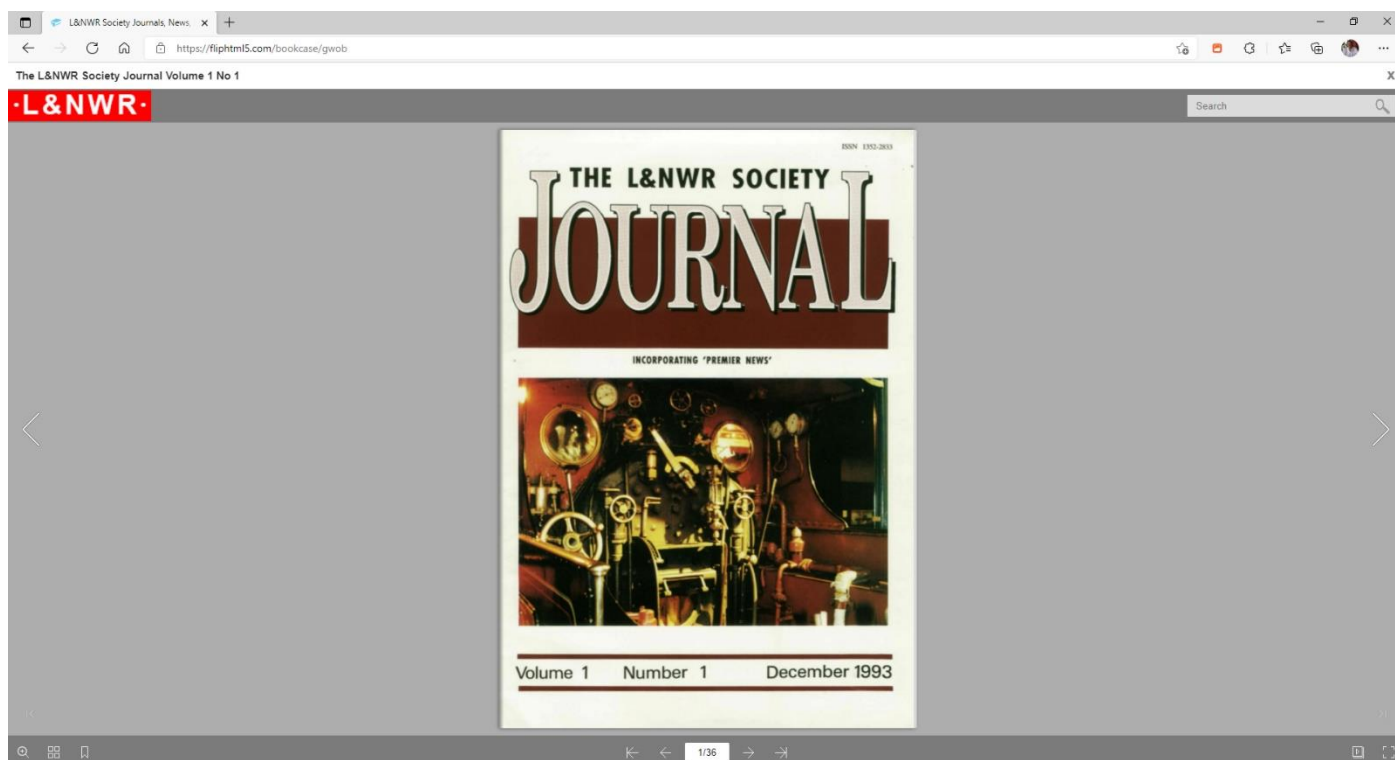
The Journal bookcase can be seen below.



Clicking on an image of any publication opens up a text box with the following image displayed.



The text box gives you a brief summary of the publication. In this instance it states the Volume and Issue reference which is Volume 1 No 1 as well as the date the original was published. Clicking on the blue 'View' box opens up the FlipBook as seen in the next image.



The following icons displayed on the screen above provide information or allow you to undertake several actions.

The following icons are located at the bottom and to the left of your screen.



The Spy Glass allows you to zoom in and out.
The four squares icon (thumbnails) will stream the publication's pages across the screen.
The ribbon allows you to bookmark pages to revisit.

The following image is located at the bottom and in the centre of your screen.



The numbers represent the page being viewed and the total number of pages. The arrows are used to navigate left or right.

The following icons are located at the bottom and to the right of your screen.



The overlapped double square with a triangle allows you to automatically turn pages. Clicking the open sided square provides a full screen.

The following Search Box is located at the top and to the right of your screen.



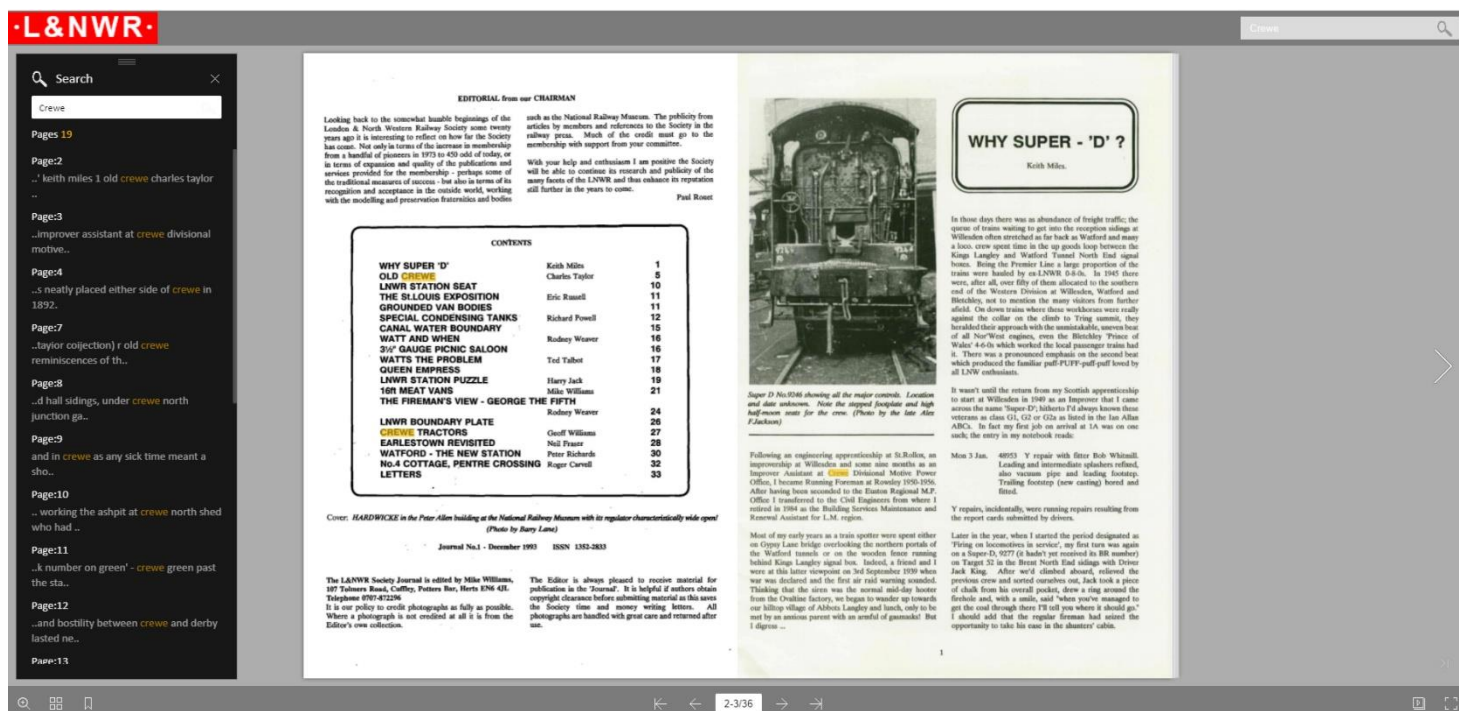
You enter the word you are wishing to search on. In this instance, the word 'Crewe' can just be seen.

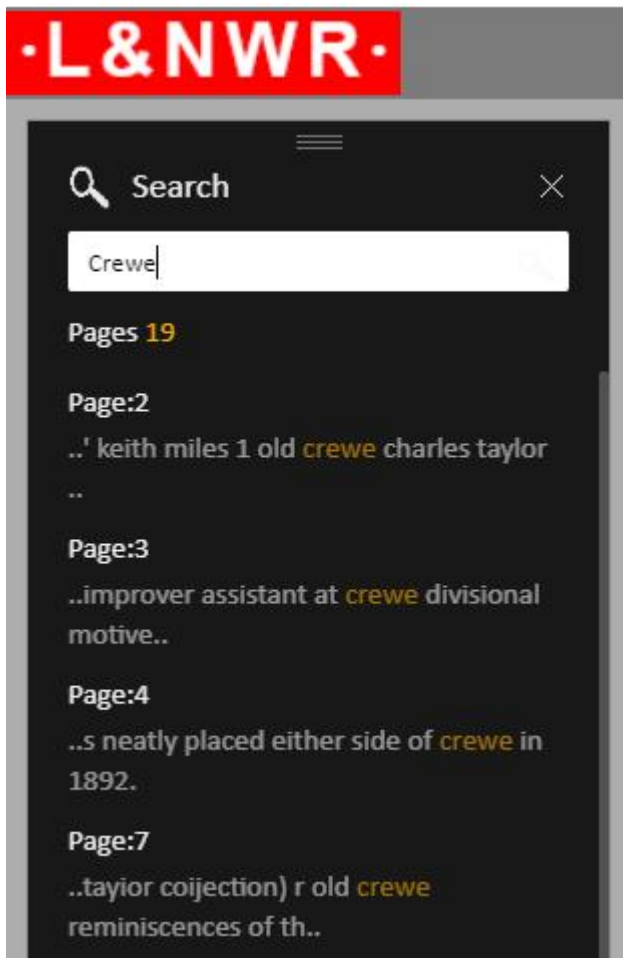
The thumbnail icon is a useful search tool when looking for an image or a known page. The thumbnail icon opens up the screen to look like the following image. Holding down the cursor on a page (which displays its number) whilst moving the mouse will allow you to quickly visit every page. See below.



Using the Search box

Immediately you type a word in, and press enter, a new dialogue box opens on the left. The dialogue box will list every occurrence where the word appears. Helpfully, it also provides a few words on either side of the search term so you can see the context within which the word is being used. The word is highlighted in yellow both within the dialogue box and on the page(s) of the publication.





This enlargement shows the manner in which our search term 'Crewe' has provided results. Clicking on the highlighted word will immediately take you to the page within the publication.

This Search Box will remain open and without limit can be used to visit other highlighted pages.

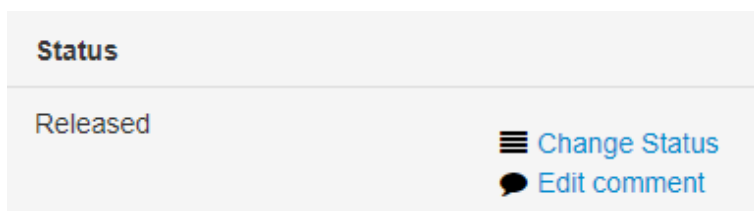
Combining this facility with the use of the bookmark allows a researcher to conduct searches in a systematic manner.

As the Search Box will remain open until such time as the X at the top on the right is clicked, you may continue to search throughout the publication by using one or more other words.

How to make the Archive an even better Resource

We very much welcome your own observations and information. If an image is wrongly captioned or the information could be strengthened with your input, please do not hesitate to help.

You can do this in two ways. If there is an error of some kind, please click the 'Change Status' hyperlink which is located on the right of the document page. If you can add some additional information, then please click on the 'Edit comment' hyperlink. Both can be seen on the right as illustrated in the image below.

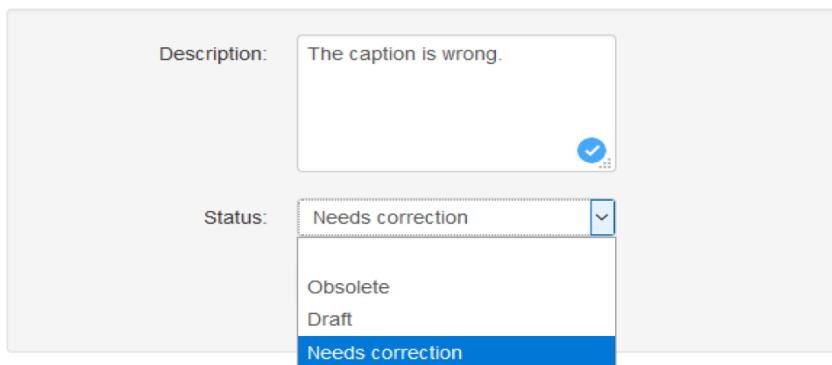


Change Status

When opened, the 'Change Status' link reveals a window within which a description of the issue can be made (see image below). Having typed in the reason for changing the status (in this

instance 'The caption is wrong'), you highlight 'Needs correction' and then click the blue 'Update' button when this is revealed.

Change Status

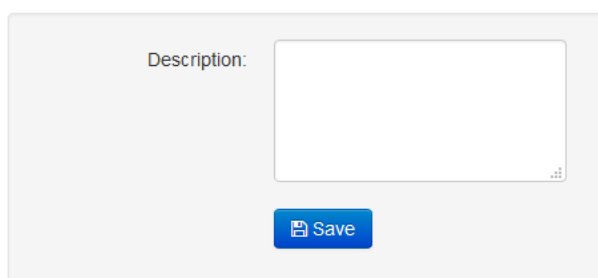


When 'Change Status' has been updated (saved), the file is then marked as 'Needs Correction'. This message appears both in the thumbnail list when viewed within the subfolders and within the document's own page. In parallel, a message is sent to the 'owner' of the file (the archivist) who will address the issue highlighted.

Edit Comment

If, however, you wish to make a comment (which could either be you providing more information on the subject, or possibly you requesting to buy a copy of the item) clicking on the 'Edit comment' link reveals another window (see image below) within which a comment can be made. When saved, the message appears within the document, but only until another comment is made, as typing in a new comment overwrites the previous message.

Edit comment

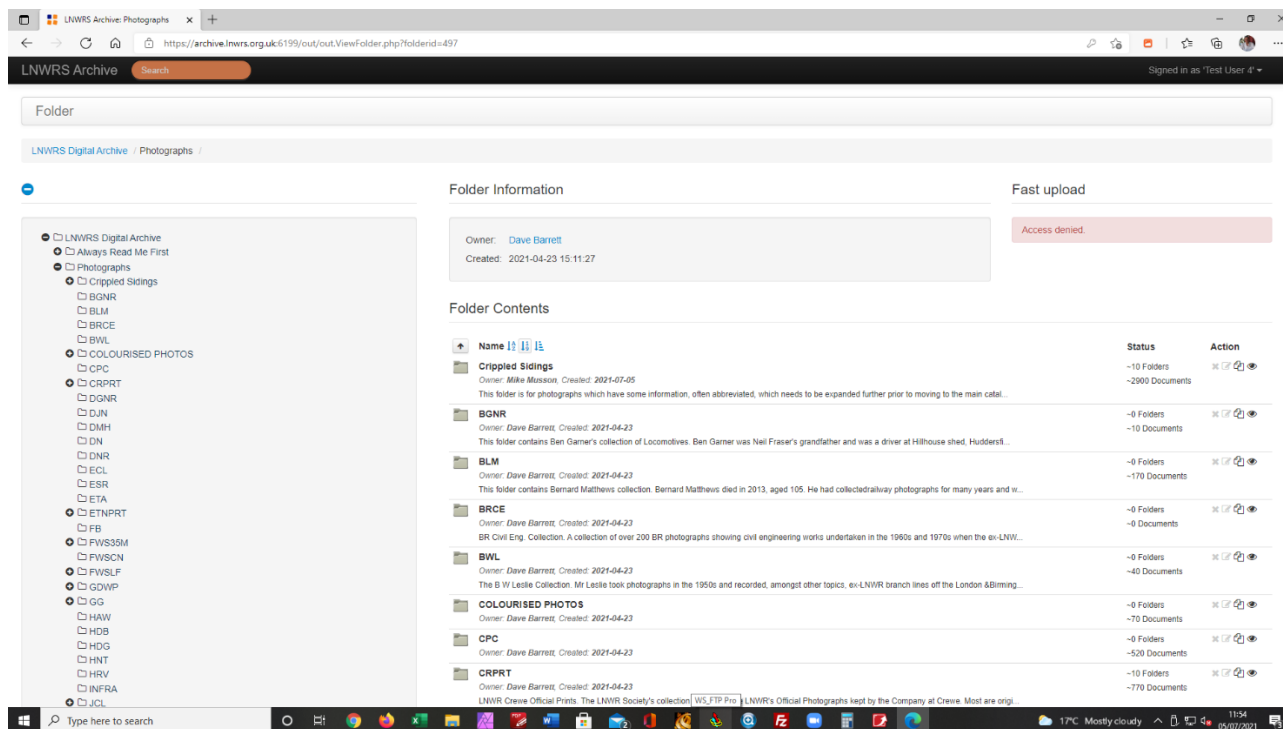


If you wish to provide information on a permanent basis, or you wish to purchase a copy, then click on the hyperlink name seen in blue next to 'Owner'. Dave Pennington is the example given previously, and you will be able to contact him.

Photographs

Photographs follow a different folder structure to drawings and documents. Each folder generally reflects the origins of the photographs it contains (the initials of a person or a collection). In some instances, where it was deemed appropriate, there might be two folders from the same source but separated by theme. The folders are displayed in alphabetical order, with the exception of the first folder 'Crippled Sidings'. 'Crippled Sidings' hold photographs where we have only cryptic or

incomplete descriptions and are waiting for a volunteer to help expand them so they can be moved into the main catalogue.



As can be seen by the images above and below, the folders are listed twice, with the folders in the centre providing information on the source of the photographs (person or collection).

Folder Contents

Name	Status	Action
Crippled Sidings <small>Owner: Mike Musson, Created: 2021-07-05</small> This folder is for photographs which have some information, often abbreviated, which needs to be expanded further prior to moving to the main catal...	~10 Folders ~2900 Documents	[X] [Eye] [Refresh]
BGNR <small>Owner: Dave Barrett, Created: 2021-04-23</small> This folder contains Ben Garner's collection of Locomotives. Ben Garner was Neil Fraser's grandfather and was a driver at Hillhouse shed, Huddersfi...	~0 Folders ~10 Documents	[X] [Eye] [Refresh]
BLM <small>Owner: Dave Barrett, Created: 2021-04-23</small> This folder contains Bernard Matthews collection. Bernard Matthews died in 2013, aged 105. He had collected railway photographs for many years and w...	~0 Folders ~170 Documents	[X] [Eye] [Refresh]
BRCE <small>Owner: Dave Barrett, Created: 2021-04-23</small> BR Civil Eng. Collection. A collection of over 200 BR photographs showing civil engineering works undertaken in the 1960s and 1970s when the ex-LNW...	~0 Folders ~0 Documents	[X] [Eye] [Refresh]
BWL <small>Owner: Dave Barrett, Created: 2021-04-23</small> The B W Leslie Collection. Mr Leslie took photographs in the 1950s and recorded, amongst other topics, ex-LNWR branch lines off the London & Birming...	~0 Folders ~40 Documents	[X] [Eye] [Refresh]
COLOURISED PHOTOS <small>Owner: Dave Barrett, Created: 2021-04-23</small>	~0 Folders ~70 Documents	[X] [Eye] [Refresh]

In the example seen above, on the right are the numbers of subfolders or documents (photographs) contained. When the folder is opened, a full description of the source is provided, below which are the individual files. A précis of their caption is given below each catalogue number.

































Owner: [Dave Barrett](#)

Created: 2021-04-23 15:11:27

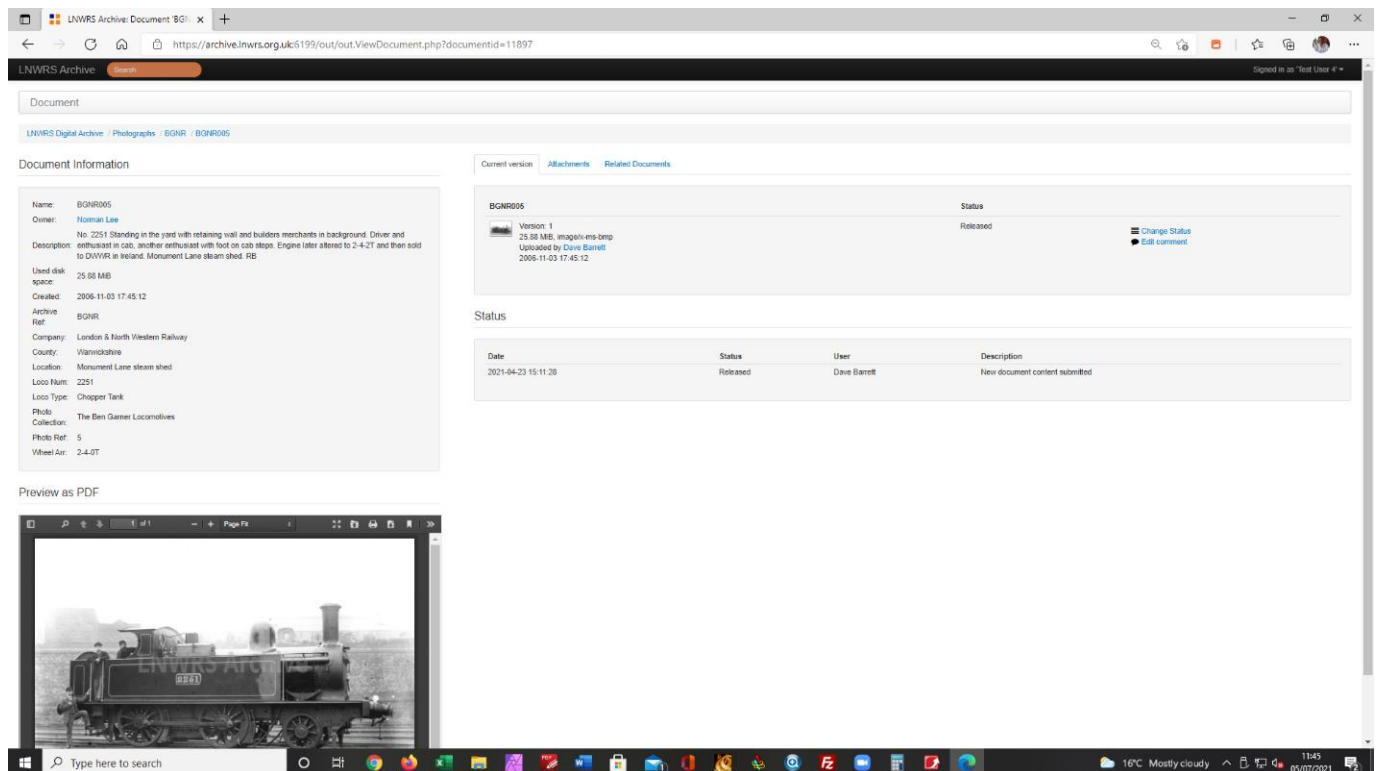
This folder contains Ben Garner's collection of Locomotives. Ben Garner was Neil Fraser's grandfather and was a driver at Hillhouse shed, Huddersfield. Ben's diaries recorded many of the engines on which he worked. Neil collected photographs of them and they are presented here although the engines are not necessarily in the ownership and livery which Ben would have known, nor were they all based at Hillhouse when photographed.

ACCESS GRANTED

Folder Contents

Name	Status	Action
 BGNR005 Owner: <i>Norman Lee</i> , Created: <i>2006-11-03</i> , Version 1 - 2006-11-03 No. 2251 Standing in the yard with retaining wall and builders merchants in background. Driver and enthusiast in cab, another enthusiast with foot ...	Released	  
 BGNR026 Owner: <i>Norman Lee</i> , Created: <i>2007-05-19</i> , Version 1 - 2007-05-19 No. 2003 Waiting at the end of a platform with a train bound for Leeds. Reporting number 627 on smokebox. Elliptical roof carriage leading, not in ...	Released	  
 BGNR027 Owner: <i>Norman Lee</i> , Created: <i>2005-05-03</i> , Version 1 - 2005-05-03 No. 2503 Standing beside the shed with breakdown train. Hillhouse steam shed. 16-Sep-1907. L3F	Released	  
 BGNR037 Owner: <i>Norman Lee</i> , Created: <i>2007-05-15</i> , Version 1 - 2007-05-15 No. 2566 Belpaire firebox, LMS cab roof. Coupled to an arc roof carriage, running on the Copley Hill line (Up). The back of Farnley & Wortley stati...	Released	  
 BGNR039 Owner: <i>Norman Lee</i> , Created: <i>2016-01-25</i> , Version 1 - 2016-01-25 No. 973 Standing at a platform, coupled to a Stockport District set the brake end of which is in view on the left. Platform advertisements in back...	Released	  
 BGNR061 Owner: <i>Norman Lee</i> , Created: <i>2004-05-05</i> , Version 1 - 2004-05-05 No. 49209 Standing in the yard, with Stanier 8F and Austerity following. Coaling and ash plants in background. Steel coal wagon on left. Farnley Ju...	Released	  
 BGNR062 Owner: <i>Norman Lee</i> , Created: <i>2007-05-15</i> , Version 1 - 2007-05-15 No. 49209 Standing in the yard, with Stanier 8F following. Ash plant in right background. Steel coal wagon on left. Farnley Junction steam shed. 16...	Released	  
 BGNR071 Owner: <i>Norman Lee</i> , Created: <i>2005-05-03</i> , Version 1 - 2005-05-03 No. 9018 Round topped firebox, LNWR cab roof, LMS lampirons. Passing under the station footbridge with a goods train (including several sheeted goo...	Released	  

When the file is opened, you will see the same opening screen as adopted for drawings and documents.



The screenshot shows a web browser window displaying a document viewer. The browser address bar shows the URL: <https://archive.lnwrs.org.uk/6199/out/out.ViewDocument.php?documentid=11897>. The page title is "LNWRS Archive: Document: BGNR005". The document information section shows the following details:

- Name: BGNR005
- Owner: Norman Lee
- Description: No. 2251 Standing in the yard with retaining wall and builders merchants in background. Driver and enthusiast in cab, another enthusiast with foot on cab step. Engine later altered to 2-4-0T and then sold to DSWWR in Ireland. Monument Lane steam shed. PB
- Used disk space: 25.88 MB
- Created: 2006-11-03 17:45:12
- Active Ref: BGNR
- Company: London & North Western Railway
- Country: Warwickshire
- Location: Monument Lane steam shed
- Loco Num: 2251
- Loco Type: Chopper Tank
- Photo Collection: The Ben Garner Locomotives
- Photo Ref: 5
- Wheel Arr: 2-4-0T

The document information section also shows a table of versions:

Version	Status
Version 1 25.88 MB, image/jpeg Updated by Dave Barrett 2006-11-03 17:45:12	Released

The status section shows a table of document history:

Date	Status	User	Description
2021-04-23 15:11:28	Released	Dave Barrett	New document content submitted

The document preview section shows a photograph of a steam locomotive (No. 2251) in a yard. The browser's taskbar at the bottom shows the system tray with the date and time: 11:45, 05/07/2021.

Again, the information relating to the photograph is in the same format adopted for drawings and documents, although the information provided is often generated from different fields and attributes. See below.

Document Information

Name: BGNR005
Owner: [Norman Lee](#)
Description: No. 2251 Standing in the yard with retaining wall and builders merchants in background. Driver and enthusiast in cab, another enthusiast with foot on cab steps. Engine later altered to 2-4-2T and then sold to DWWR in Ireland. Monument Lane steam shed. RB
Used disk space: 25.88 MiB
Created: 2006-11-03 17:45:12
Archive Ref: BGNR
Company: London & North Western Railway
County: Warwickshire
Location: Monument Lane steam shed
Loco Num: 2251
Loco Type: Chopper Tank
Photo Collection: The Ben Garner Locomotives
Photo Ref: 5
Wheel Arr: 2-4-0T

Preview as PDF



To view the photograph, click on the double chevron as previously described. You will note that the photographs are watermarked. If you purchase a photograph from our collection, please note our high-resolution copies do not carry this watermark.


Downloading Documents, Drawings and Photographs

As a general rule, documents, drawings, and photographs cannot be downloaded. However, the information provided in the section 'Always Read Me First' is available to be downloaded. Members will also be able to download documents from within their 'Members Area' folder. Any purchases made from the archive will also utilise the 'Downloading' methodology.

On the documents page (in this case 'How to use the LNWR DMS Platform') any downloadable item will have a URL entitled 'Download' on the right-hand side above 'Change Status' and 'Edit Comment' (previously seen and described on page 30) and shown below. (Please note that to aid clarity, only the right-hand side of the file's display is shown in the screenshot).

the LNWR DMS Platform

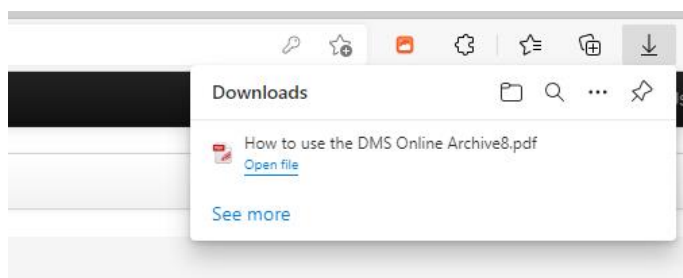
Current version Previous versions Attachments Related Documents

How to use the LNWR DMS Platform	Status
 Version: 8 2.49 MiB, application/pdf Uploaded by Mike Musson 2021-08-12 13:49:47	Released Download Change Status Edit comment

Status

Date	Status	User	Description
2021-08-12 13:49:47	Released	Mike Musson	New document content submitted

Clicking on the URL link 'Download' immediately starts the download process. Please note the illustration shown below is as seen using Microsoft's 'Edge' browser.



Status
Released Download Change Status Edit comment

Contributions

We are always seeking additional contributions for the archive. Society members of today are enjoying accessing an archive built by past members, who had the foresight, not only to collect the material, but also to make it available to benefit current and future members of the Society. Can you do the same?

We appreciate that some archive material has a financial value, which members might be planning to use in the future to benefit their family. A digital copy of the item would still allow the item to be retained for the family but would also allow the Society to hold a digital copy too. This copy would be noted as being from a collection carrying your name, and as such could be part of your legacy. A digital copy could be provided for your records too.

Our copy would be made available to members in accordance with your wishes. This might range from having no restrictions on its use, other than an acknowledgement of its source should it be used elsewhere to you being notified of a request for a copy prior to our supplying the item.

If the archive material you might be considering donating is still being used for your own research, which you hope to publish and therefore need to keep private, we would store this material in our 'Bonded Warehouse' folder under the direct control of the Archivist. The 'Bonded Warehouse' folder is private and is not seen by members, with material being securely confined to here until such time as you authorise it to be released.

If you have any material that you might wish to loan to us so that it can be scanned, please do not hesitate in contacting us via projects@lnwrs.org.uk

All contributions, and IP if relevant, are duly acknowledged within the documents' record.

How you can help

There is a lot of material in the archive which needs digitising. If you cannot visit Kenilworth to help, might you consider helping by downloading images to be cleaned up or by adding detail to photographic captions? A good number of our photographs have no information, or the donor provided very brief notes which need expanding.

We know some members are hesitant because it is something new to them. This need not be an issue as we can set up a process whereby, we will mentor you and moderate your efforts prior to posting your work. When you feel more confident and are able to work unaided, we will stop moderating your efforts. Just a few hours per month will collectively make a huge difference.

Feedback and Comments

We trust that you enjoy the online DMS archive, and we welcome any comments you may have. Please send these to projects@lnwrs.org.uk