

www.solentcentre.org.uk/library

Finding Files

There are three main ways to start finding files in the library:

1. Search

The easiest way to find what you're looking for is by searching. Simply enter a few keywords into the search box and we'll return a list of files, sorted by how relevant we think they are to your query.

Search menu ▾

You can search the library by entering **some keywords** or a **file-ID** in the box below.

Search Results

Displaying results 1 - 5 of 5 matches (0.02 seconds)

ID	file name	description	file type	date submitted
789319	gateshead newcastle	a photograph of the gateshead bridge in newcastle		26/06/2006
185007	millenium bridge	a photograph of the millenium bridge newcastle		26/06/2006
751080	millenium bridge	a photograph of the millenium bridge		26/06/2006
777065	millennium bridge	a photograph of the millenium bridge		03/07/2006
236975	BALTIC	a photograph of the baltic gallery		03/07/2006

Result page: 1

You can narrow your search results by adding the word 'image', 'PDF', 'video', etc. to your search query. We'll only return results that are the file type you've specified.

2. Browse by keyword

We organise the files in the library by keyword. You can see a *cloud* of our most popular keywords – the most frequently used appearing **bigger** in the list – on the library home page. Just click on a keyword to see all the files that are associated with it.

art artsway **athens** beijing building built environment education children china
 chinese city cityscape contemporary design **disabilities** entrance forbidden city **greece** historic
 industry investigations place lanterns centre local identity metal work **modern**
architecture olympic village olympics palace partner programme people **physical**
 impairment play pre-school **public space** qingdao **school** school
 buildings school news shaping places shopping southampton special needs sports stadium teachers
 resources temple tiananmim square traditional **urban** venacular winchester worksheets

3. By File ID

All the files in the library have a unique *file ID*. If you've been given a file ID, you can find the file directly by entering the file ID in the search box.

Downloading Files

You can download all of our files for offline use. Just click the 'Download' icon within the *file view*. The file size is shown to help gauge how long the download will take. This varies according to the speed of your Internet connection.



Message Boards

The Solent Centre Resources Library includes a *message board*. This is an area dedicated to providing a forum where you can discuss files, ask questions or talk about anything you like with other users of the service.

All the messages are organised by *conversation*. Conversations have a subject, just like email messages, but can be replied to by any user of the site.

You can access the message boards by choosing it on the site's menu:



1. Reading existing messages

The main message board page contains a list of the most recently active conversations. Just click on the conversation subject to read the messages that have been posted within that conversation.

The screenshot shows the 'Message Board' page. It has a 'menu' dropdown in the top right. Below the header, there is a 'Conversations:' section with a 'Most Recent' tab selected. Underneath, it says 'Recent Conversations' and 'Conversations that were active in the last two months...'. A table lists the following conversations:

Subject	Started by	Number of messages	Last message
Lightbulbs....	Mark Drury	2	11th Aug 2006
Some information	Edd Read	2	9th Aug 2006

2. Replying to a conversation

You need to be a *registered user* to reply to conversations on the message board (see below for details). To reply, click 'Reply' below a message or at the top of the conversation page. You can type your reply and post it directly to the message board.

If you want, you can elect to receive emails when someone replies to your message (this is particularly useful if you have a specific question for which you need an answer). This option is available when you compose your reply – there is a tick-box under the message entry field.

Message

Enter your message below. We reserve the right to moderate this post and remove it from our system if necessary.

Message

Email Alerts To receive alerts by email when someone replies to your message, tick this box.

Preview

3. Starting a new conversation

You can start a new conversation just as easily as replying to one. Just click the 'Start New Conversation' button at the top of the message board page.

You'll be asked to enter a subject for your conversation, and then to type the opening message.

Again, you need to be a registered user to start conversations.

Message Board menu ▾

Conversations: **Most Recent** **Start New Conversation**

Start a new conversation

Conversations are groups of messages on a particular topic. If you would like to start a new conversation, here's where you can get started!

Subject

Please enter a *subject* for your conversation - this is just like the subject you'd use when sending an email.

Subject

Click 'Start Conversation' to continue...

Start Conversation

Registering / Logging In

You can register your details with us in order to use the message boards on the site. Registering is a simple process. Just follow the link from the homepage or the site menu.

You'll be asked to specify a username and password, and provide a few basic details.

Register menu ▾

Please enter some registration details below.

Personal Details

First Name

Last Name

Email

Phone Number (optional)

Organisation (optional)

When you've registered, you can login via the login page. You will then be able to post to the message boards. Further features such as file submission and editing are available to certain registered users by invitation only.