

# HELP/FAQ

## Access and Restrictions

### **HOW CAN I ACCESS THE COLLECTION?**

This collection is closed off to the public because the items in this collection have not received the permission from the copyright owners for public use and display. To access this collection, please email Dr. Iris Xie, Professor of Information Studies at the University of Wisconsin-Milwaukee.

### **ARE THERE ANY RESTRICTIONS TO USING THE COLLECTION?**

There is no restriction in terms of viewing all of the content once permission to view the collection is granted. You may not use any of the items in this collection before contacting the copyright owner. Access is restricted to everyone but the members of the Spring 2015-2016 Digital Libraries course at the University of Wisconsin-Milwaukee, directed by Dr. Iris Xie.

### **WHAT SOFTWARE IS REQUIRED TO VIEW THE ITEMS OF THE COLLECTION?**

Adobe Acrobat Reader is one program that supports viewing PDF documents.

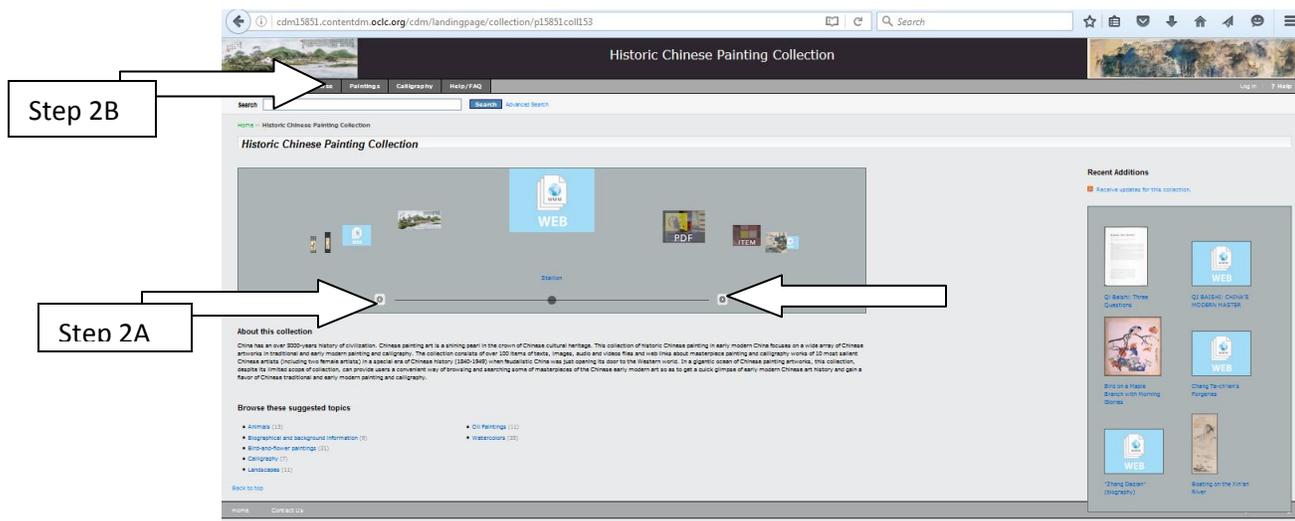
# Browsing and Searching

## HOW DO I BROWSE THE COLLECTION?

**Step 1:** To begin browsing the collection, please go to the main page of the collection:

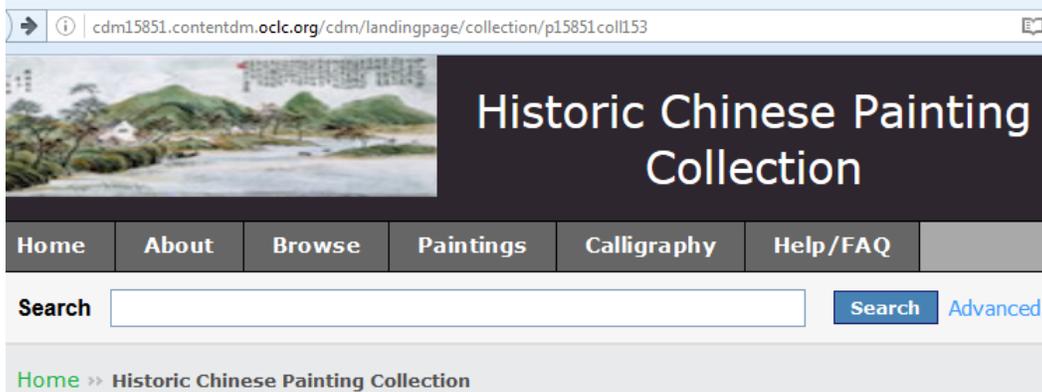
<http://cdm15851.contentdm.oclc.org/cdm/landingpage/collection/p15851coll153>

The main page is presented below:

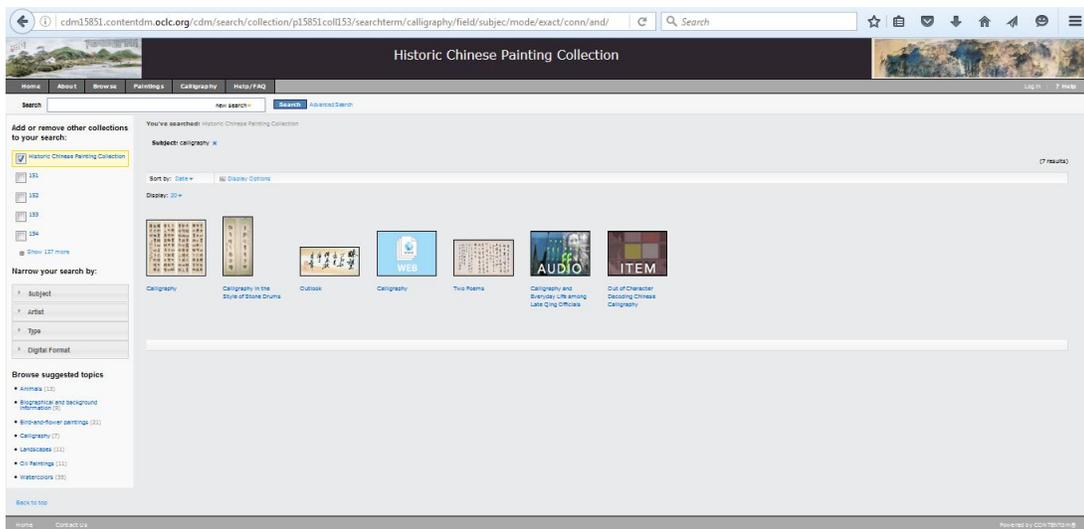


**Step 2a:** You may do a slideshow browse of the collection on the main page. This will provide you with a few items from the collection. The arrows beneath the thumbnail images will move you forward and backward.

**Step 2b:** You may also do a browse by item type (Calligraphy, Paintings). To do this, refer to the tabs on top of the main page:



The Calligraphy and Paintings pages should look like this:



# HOW DO I SEARCH THE COLLECTION?

**Step 1:** To begin searching, please go to the main page of the collection:

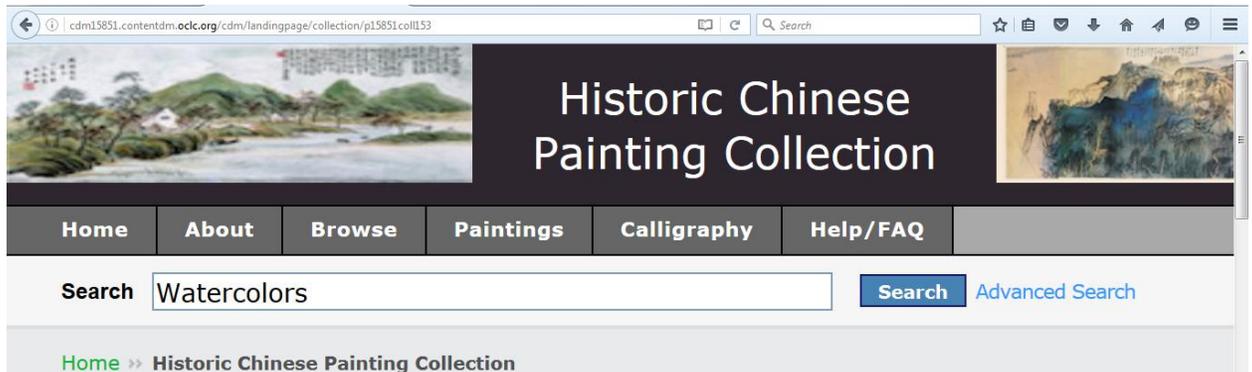
<http://cdm15851.contentdm.oclc.org/cdm/landingpage/collection/p15851coll153>

The main page is presented below:

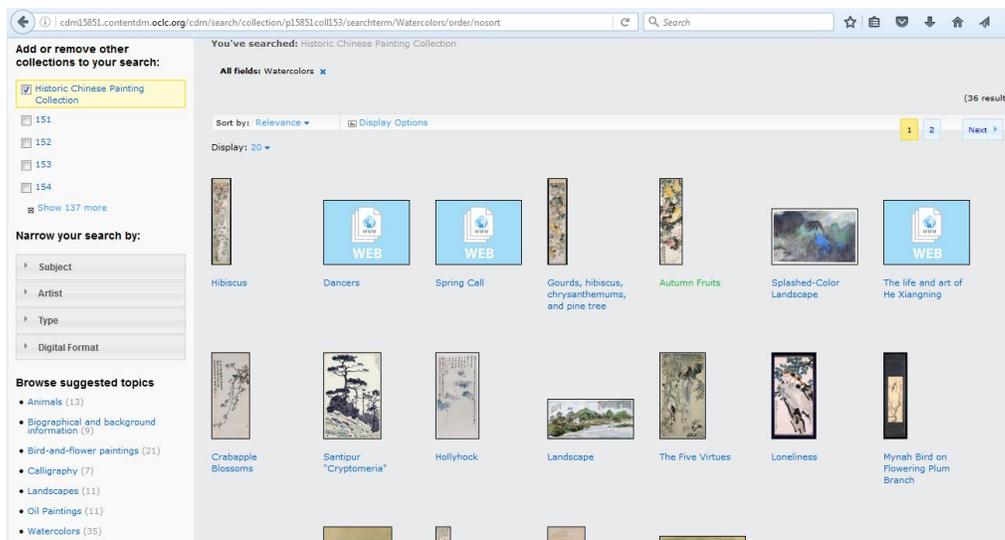
The image shows a screenshot of the Historic Chinese Painting Collection website. At the top, there is a navigation bar with links for Home, About, Browse, Paintings, Calligraphy, and Help/FAQ. Below this is a search bar with a search button and a link to 'Close Advanced Search'. Underneath the search bar, there are options to 'Find results with:' and a dropdown menu set to 'The exact phrase'. There are also dropdown menus for 'in Title' and 'and'. A callout box labeled 'Step 2B' points to the search options. Below the search bar, there is a 'Station' section with a slider and icons for WEB, PDF, and ITEM. To the right, there is a 'Recent Additions' section with several items listed, including 'Qi Baishi: Three Questions' and 'Qi Baishi: China's Modern Master'. A callout box labeled 'Step 2A' points to the search bar. The main content area includes an 'About this collection' section with a paragraph of text and a 'Browse these suggested topics' section with a list of categories like Animals, Oil Paintings, and Watercolors.

## Step 2a:

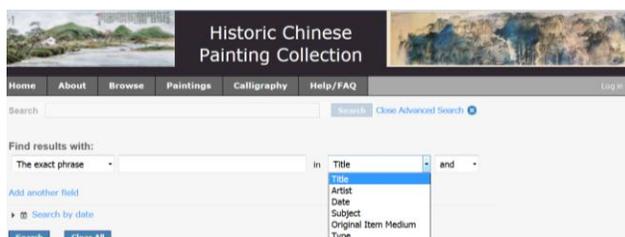
**Option 1 (General Search):** For a search without a specific title or author in mind, use the main search box on the top of the main page to enter in your query. Here's an example (watercolors):



After hitting search, you'll receive all watercolor works within the collection:

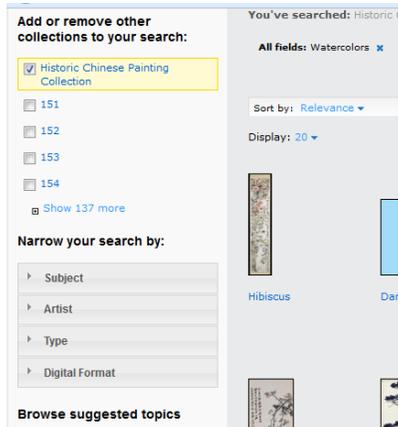


**Option 2 (Advanced Search):** For a more specific query (**advanced search**), use the advanced search function. This function is located to the right of the main search box. It will open up on the same page, allow you to type in several fields. To add more fields to your search query, click on the "Add another field":



## I'D LIKE TO NARROW THE RESULTS. HOW MAY I DO SO AT THIS POINT?

This collection allows users to filter out results. You can limit the results on the left hand side on the results page under the "Narrow Your Search By":



## I'M NOT FINDING WHAT I'M LOOKING FOR. HOW CAN I START MY SEARCH OVER?

If you would like to start your search over, click on the "Home" tab on the top of the page.

# Contributing to the Collection

## HOW CAN I ADD INFORMATION TO AN ITEM?

On each record are two options available for you to provide additional information about that particular item.

These options are "Add Tags" and "Comment":

The screenshot displays a web interface for a digital collection. At the top, there is a search bar with a 'Search' button and a link to 'Advanced Search'. Below this is a breadcrumb trail: 'Home » Historic Chinese Painting Collection » The Woman before the Window'. A horizontal menu contains 'Reference URL', 'Share', 'Add tags', and 'Comment'. A white arrow points to the 'Comment' button. The title 'The Woman before the Window' is prominently displayed, with a 'View Description' link and 'Download' and 'Print' buttons to the right. Below the title is a gallery of images, including a small thumbnail of a white dog and a larger image of a woman in traditional Chinese attire. Underneath the gallery are two expandable sections: 'Tags (0)' and 'Comments (0)'. The 'Tags' section has a text input field for tags, a 'Your Name' field, and 'Save Tags' and 'Cancel and close' buttons. The 'Comments' section has a larger text area for the comment, a 'Your Name' field, and 'Post Comment' and 'Cancel and close' buttons. At the bottom left, there is a 'Back to top' link, and at the bottom right, it says 'Powered by CONTENTdm'.

**Add Tags:**

If you have a one or two term synonym or phrase for the item, enter in the words in the box. Make sure to separate each terms or phrases by a comma. When finished, hit save.

**Comments:**

If you have additional information that requires more than a couple of words to describe, type in the information in the comments box. Hit save when finished.