

Help With ...

## ENGRAVINGS OF WEST SUSSEX

This user guide will show you how to search for, save and print images from local engravings scanned from originals held by West Sussex Library Service.

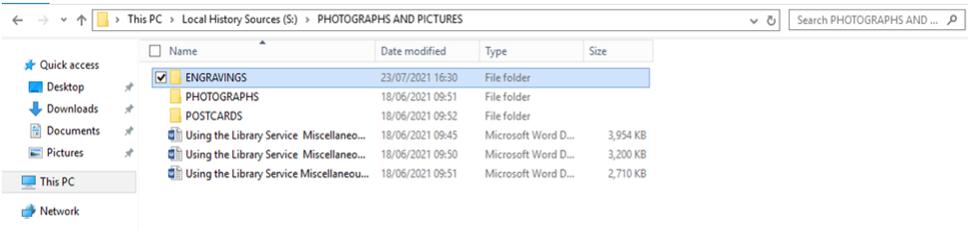
The West Sussex Engravings collection includes over 1,600 engravings, depicting views of every town and many villages in West Sussex, some dating back to the 1640s but most from the period 1760s to 1890s.

### 1. Introduction

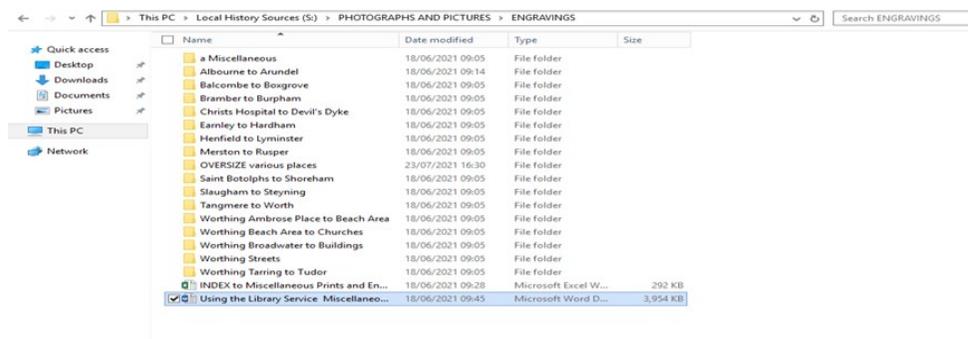
To access the engravings from the welcome screen, double-click on the **Documents** icon on the desktop. Choose **This PC** then double-click **Local History Sources**. From the menu shown double-click **Photographs and Pictures**.

 AUDIO RECORDINGS	29/10/2019 11:05	File folder
 CUTTINGS COLLECTION	11/08/2020 09:23	File folder
 DIRECTORIES	21/09/2020 13:13	File folder
 MAPS	24/07/2020 10:00	File folder
 NEWSPAPERS	23/11/2020 09:20	File folder
 PHOTOGRAPHS AND PICTURES	02/03/2021 09:18	File folder

## 2. Then double-click on **Engravings**.

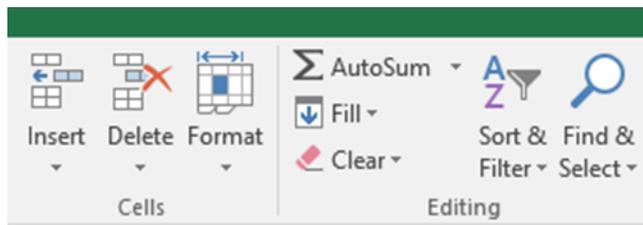


## 3. Then double-click on the folder you would like to look through.



4. You can use the Index to the Miscellaneous Prints and Engravings Spreadsheet saved in this folder to help you find what you're looking for. You can either scroll down the spreadsheet and browse through the Folder Name column or do a keyword search.

To do a keyword search, select Find & Select on the right of the toolbar.



Other ways we can help you find the information you need:

- Ask a Librarian [www.westsussex.gov.uk/askalibrarian](http://www.westsussex.gov.uk/askalibrarian)
- Family History [www.westsussex.gov.uk/familyhistory](http://www.westsussex.gov.uk/familyhistory)
- Local History [www.westsussex.gov.uk/leisure-recreation-and-community/history-and-heritage/local-studies-in-libraries/](http://www.westsussex.gov.uk/leisure-recreation-and-community/history-and-heritage/local-studies-in-libraries/)
- Local Clubs & Societies [www.westsussex.gov.uk/localclubs](http://www.westsussex.gov.uk/localclubs)
- Business [www.westsussex.gov.uk/businessinformation](http://www.westsussex.gov.uk/businessinformation)
- Homework and Research [www.westsussex.gov.uk/homework](http://www.westsussex.gov.uk/homework)

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### 13. How to Use These Engravings

These are low resolution images which you can print, or save and email to yourself, for private use or research. If you share them on social media please mention that you obtained them from **West Sussex CC Library Service**.

Please note that West Sussex County Council Library Service created these files and owns the copyright. You must contact us to request permission before publishing or sharing them online, in print, talks or exhibitions as we shall require a specific credit line, and/or a link and may charge a fee if for commercial use.

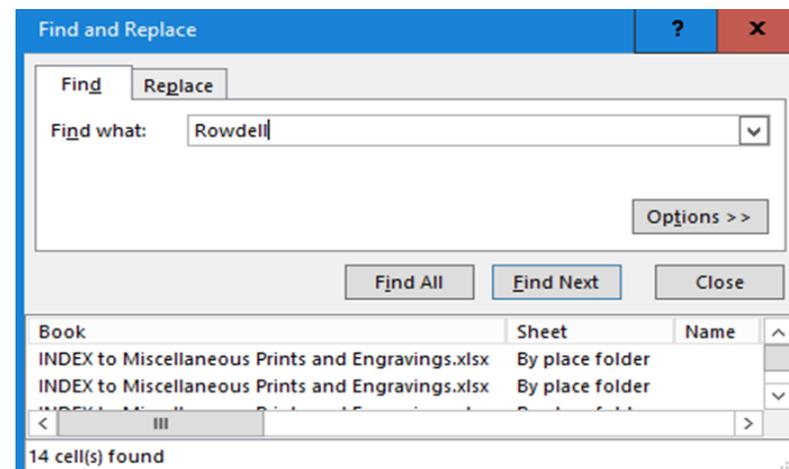
Commercial use is always welcomed and we can supply images for books, magazines, exhibitions, television etc. Just complete the online form on [www.westsussexpast.org.uk](http://www.westsussexpast.org.uk) for a no obligation quote.

You can also buy high resolution jpegs or enlarged prints on photographic paper from the Scanning Unit based at West Sussex Record Office. Just email our Record Office colleagues with the file name of any photographs, or attach the low resolution image(s) you downloaded, and mention whether you'd like a digital file or a particular size print.

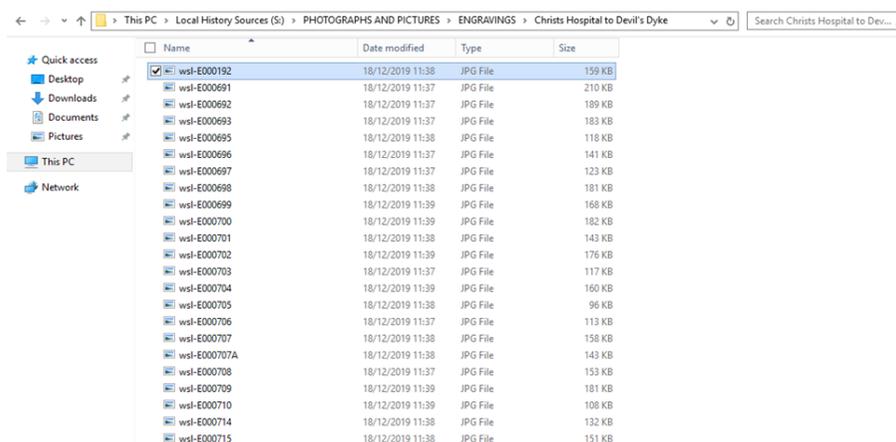
[records.office@westsussex.gov.uk](mailto:records.office@westsussex.gov.uk)

If you have any queries about these sources, please email the ELE Team: [EnquiriesTeam@westsussex.gov.uk](mailto:EnquiriesTeam@westsussex.gov.uk).

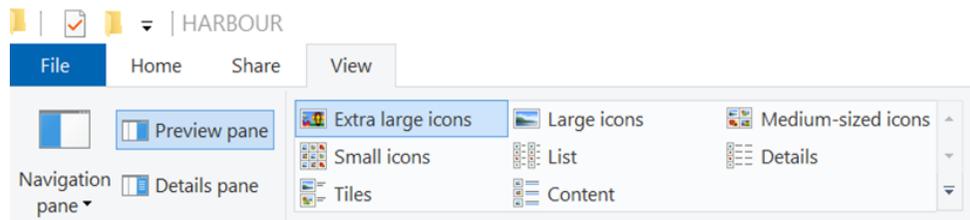
### 5. To look through the results, click on **Find Next**.



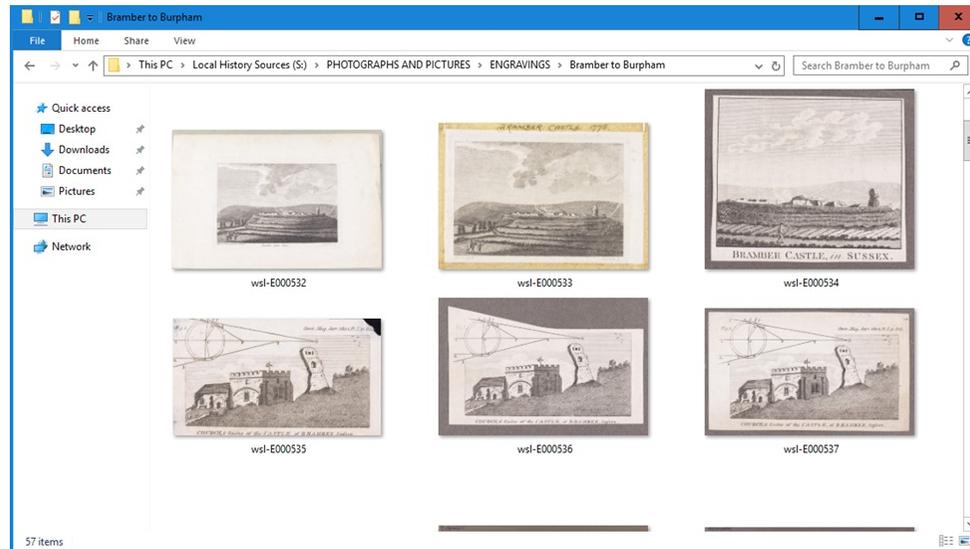
6. Once you have found the images that you would like to see, make a note of the file names from the spreadsheets, then look for the images in the relevant folders. The prefix 'wsl-' has been added to each image filename to denote the original is from 'west sussex libraries'. File names ending in 'a' are scans of the reverse of the engravings.



7. When you open the relevant folder, to display the files as image thumbnails, single click on **View: Extra Large Icons**



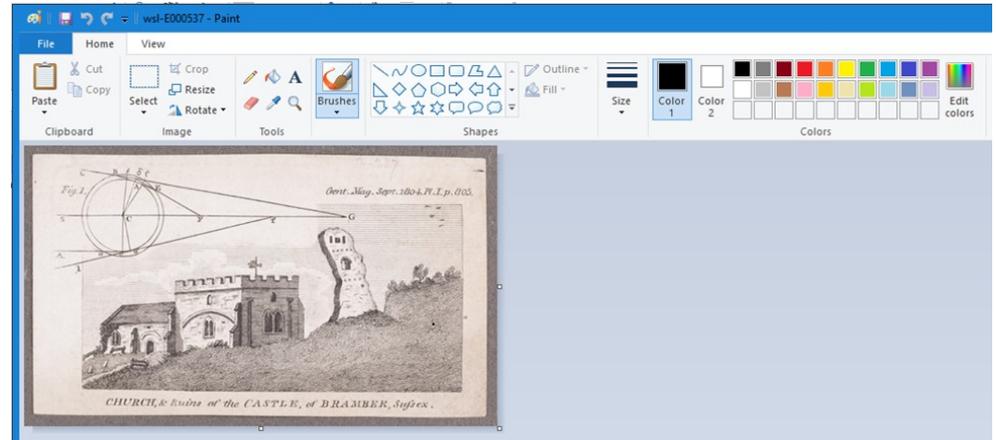
8. Then you can see thumbnails of all the images in the folder. Double click on the individual files, to have a closer look.



9. The files automatically open in Windows Photo Viewer, but if you right click and **Open with Paint** then you can **Print** and **Save** the images.

10. To print the image, click **File** from the toolbar, followed by **Print**.

To save the image, click **File** from the toolbar, followed by **Save As**.



11. The jpeg will automatically save to **This PC – Pictures**. If you have a memory stick, insert it into the USB port on the left-hand side of the PC monitor. Then find the location in the column on the left, and save your file there. If you don't have a memory stick, you could email the image to yourself through your web-based email account eg Hotmail or Gmail.

