

## Help with Postcards of West Sussex

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

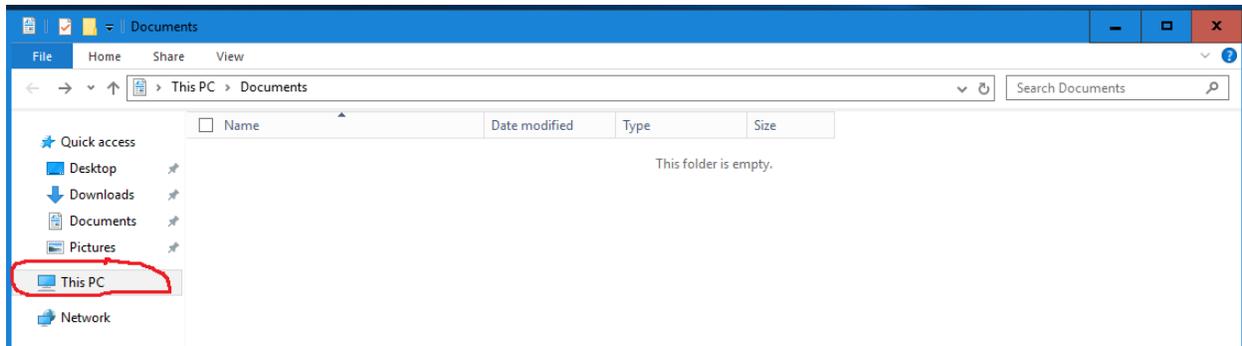
The West Sussex Postcards collection includes over 8,000 postcards from the early 1900s to the 1950s covering every town and village in West Sussex. The larger villages and towns have multiple folders divided into subjects.

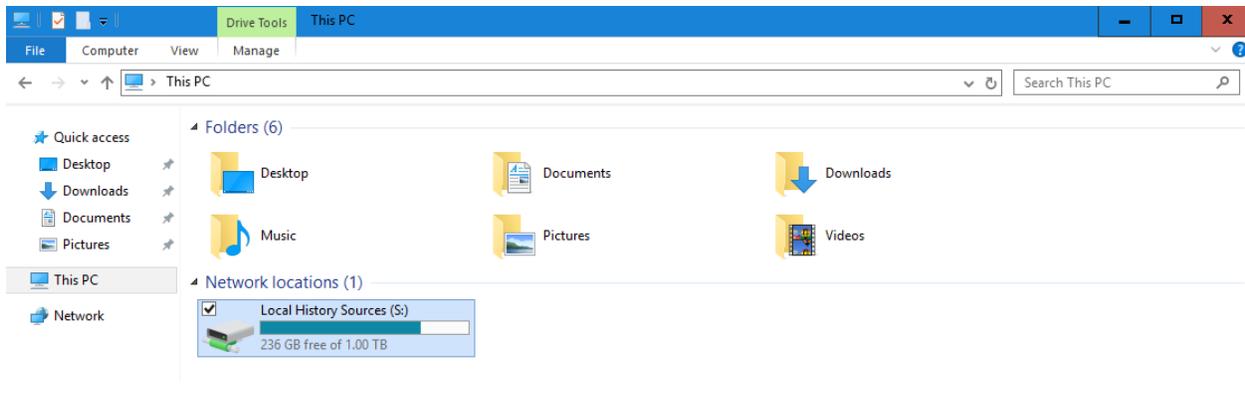
### Searching the Postcards Collection

After you have logged on to the public computer, to access the Postcards Collection, double-click on the **Documents** icon on the desktop (circled in red).



Choose **This PC** then double-click **Local History Sources**.

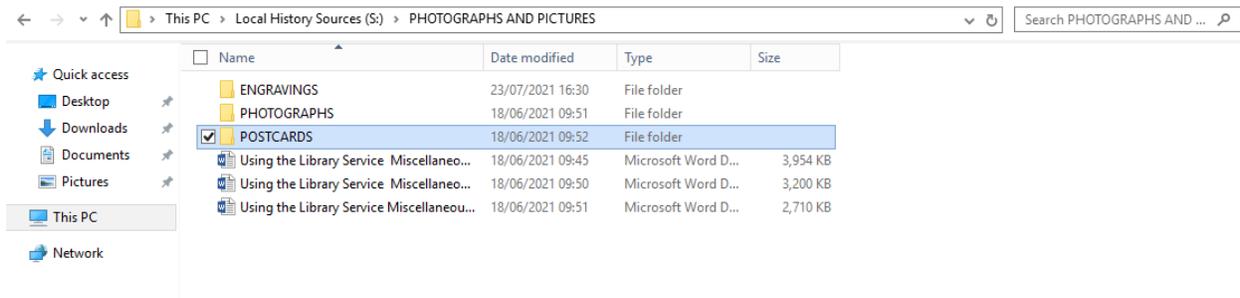




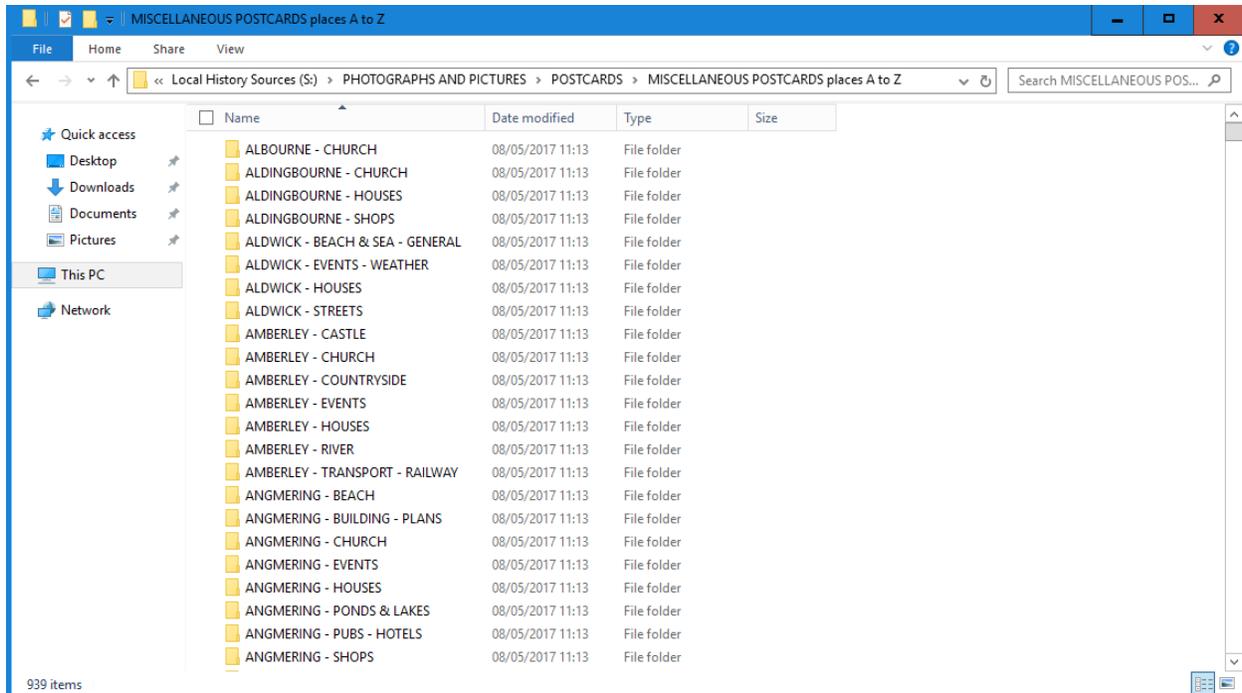
Then double-click on **Photographs and Pictures**.

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

Then double-click on **Postcards**.

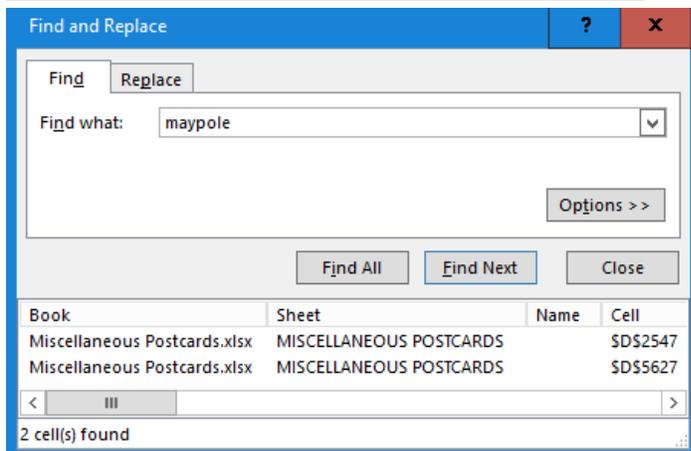
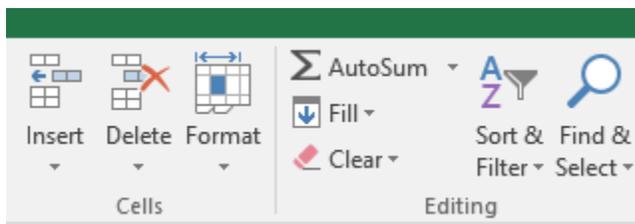


Open any folder to browse by place and topic.



You can use the **Postcards Spreadsheet** 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. Type your search term in the box and click **Find all**.

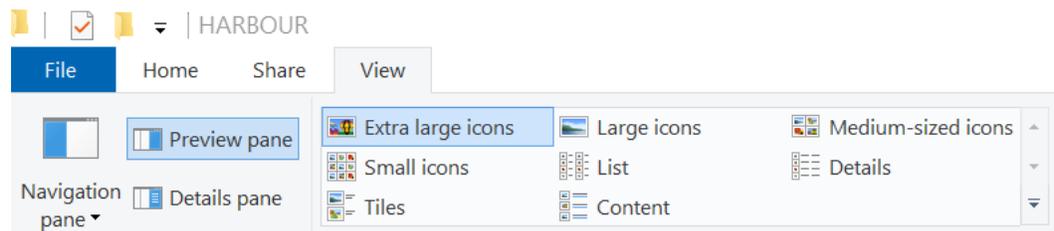


To look through the results, click on **Find Next**.

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 postcards.

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



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



PC005494



PC005494a



PC005495



PC005495a



PC005496



PC005496a



PC005497

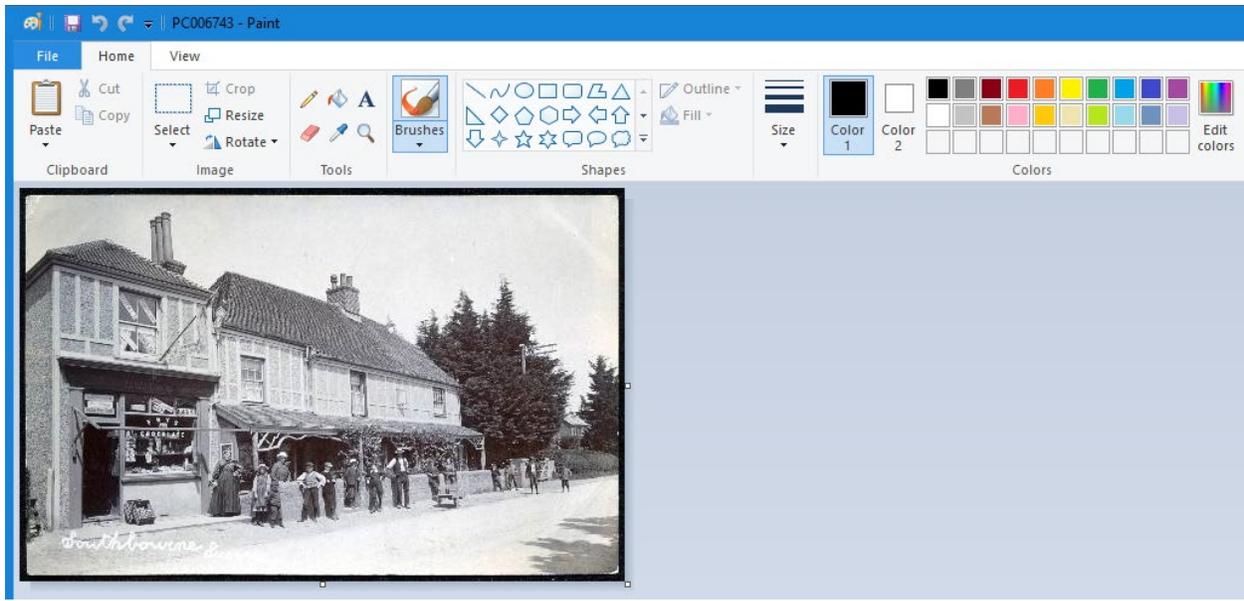


PC005501

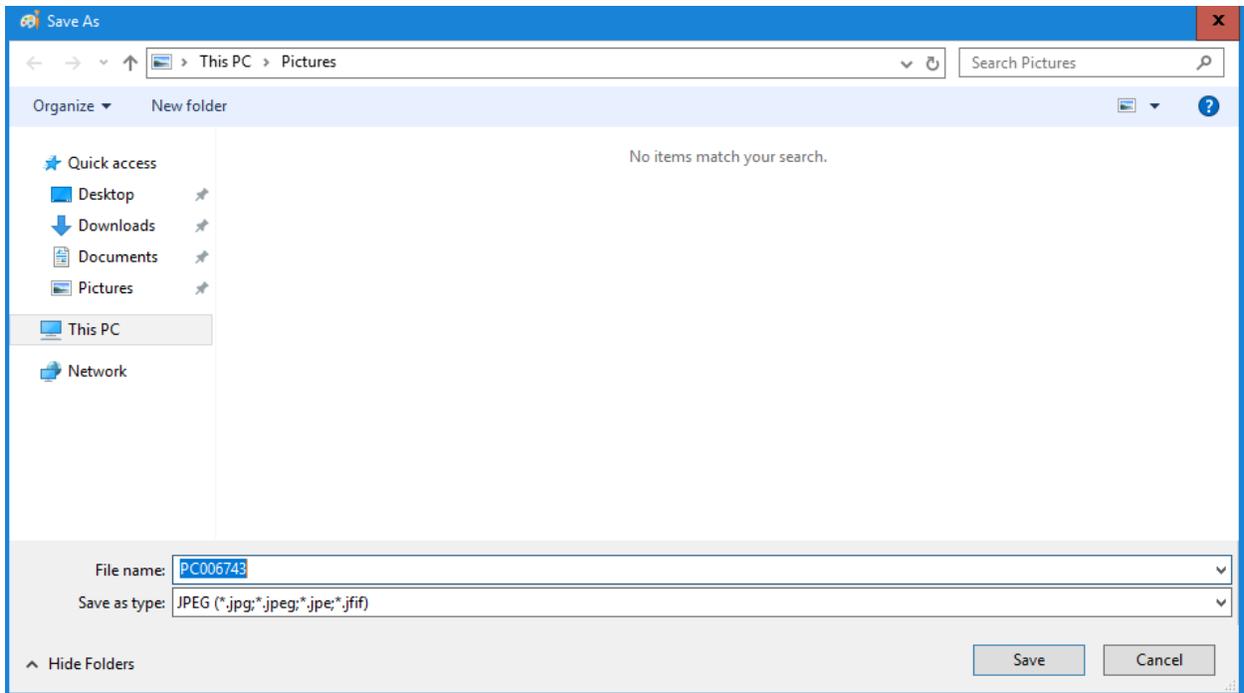
The files automatically open in Windows Photo Viewer, but if you right click and **Open with Paint** then you can **Print** and **Save** the images.

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**.



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.



## **How to Use These Postcards**

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 this [online form](#) 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.

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

## **Other ways we can help you find the information that you need:**

[Ask a Librarian](#)

[Local Clubs and Societies](#)

[Family History](#)

[Local History](#)

[Business](#)

[Homework and Research](#)

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