

# ARKIV DIGITAL

## Genealogical Research in color



### *By genealogists - for genealogists*

The company Arkiv Digital has been founded for the realization of a family researchers dream of being able to read the archival material on his computer, as if he had the book in his hand.

To be able to take advantage of our new material in color, we are constantly developing our program. We already have several features that make it easy to find what you are looking for among all the parishes and volumes. Information from the National Archives database is easily found and in the near future the new feature AID will make it even easier to collect, share and store information.

We are constantly working on providing more information regarding the material in the database and everything is available through the program. Our knowledge of genealogical research challenges and joy, allows us to understand what you need!

We wish everyone good luck with their research!

Arkiv Digital AB  
SWEDEN

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# Arkiv Digital – Users Guide

To be able to look at our images of the old documents, you must install our software AD OnLine. The latest version is called **ADOnLine2 v1.4**.

To upgrade from an earlier version, just install the new version - no uninstall procedure is needed (remember that **AD OnLine** must be closed when installing a new version).

## Installation

To find the install link, please visit our website [www.arkivdigital.se](http://www.arkivdigital.se) and make the following menu selection:

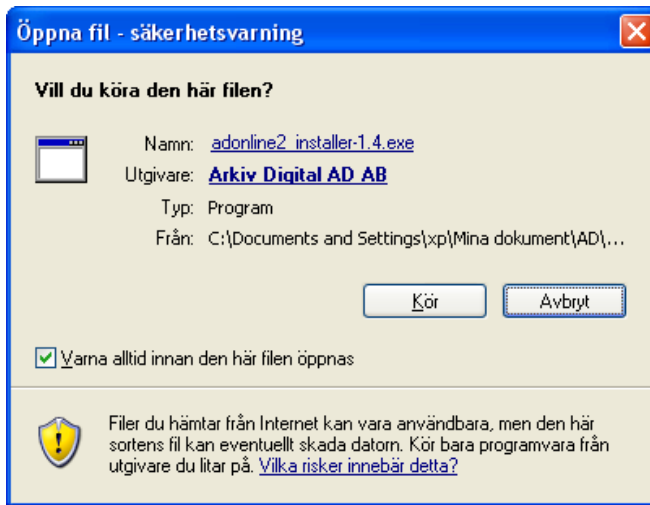
Produkter / AD OnLine / Installation to the left in the main menu (see the red numbers in the picture to the right).

Click on the link (the red circle) and choose either to run directly or to save the file to your desktop or an appropriate directory.

The screenshots are from Windows Vista



If you are using Windows Vista, the following messages will probably show up:



Security warning: Do you want to run this program...

Click on **Kör [Run]**

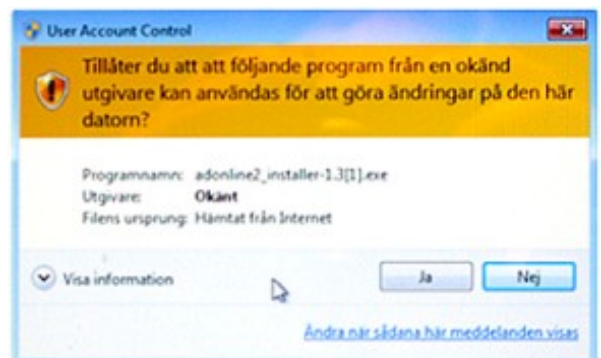


Message: License agreement

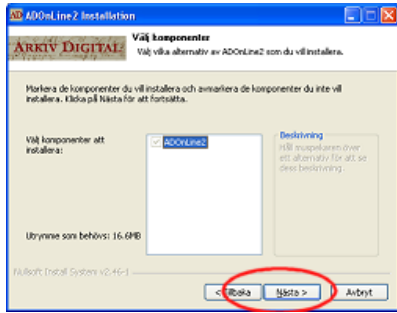
Click on: **Jag Godkänner [I agree]**

Possibly your computer (Windows) will ask for your permission to install the program - You must always allow or accept that the program may be installed, otherwise you may have problems using AD OnLine.

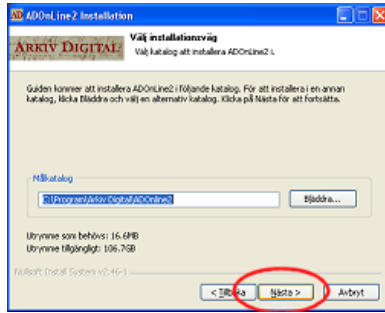
- The security warning looks like this ....



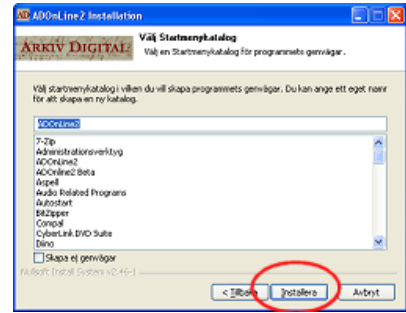
The following boxes belongs to the installer and shows up during the installation process:



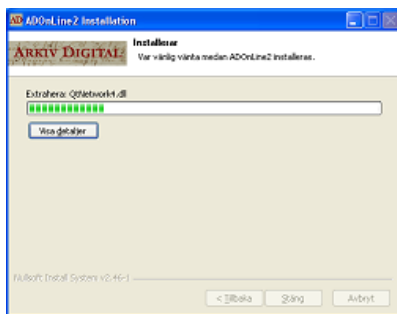
1. Select components:  
Click **Nästa [Next]**



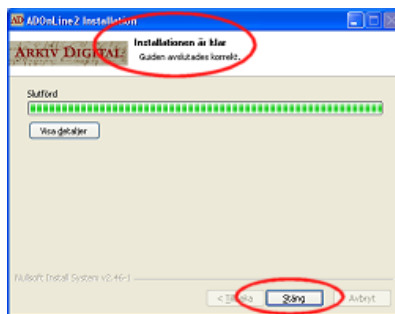
2. Choose installation folder:  
Click on **Nästa [Next]**



3. Select Start menu folder:  
Click on: **Installera [Install]**



4. Installation in progress:  
Can take a while – Wait...



5. Installation ready:  
Click on **Stäng [Close]**

You have now a new icon on your desktop.

The icon should be named ADOnLine2 and look like this:



6. New icon on your Desktop

You will find the AD icon on your desktop if you close or minimize your browser (Internet Explorer or other browser).

**NOTE:** When the program starts the first time, your computer can sometimes tell you that you have no rights. The message asks what to do and the answer is that you **want to allow** the program. If the program does not start automatically, you must close it by clicking the red cross on the top right of the program window. Wait 50-10 seconds and then start the program by double-clicking the icon **AD online2** on your computers Desktop.

## How to Log in

When the program starts, the login box appears.

In the login box, fill in your **username** (email address) - the same as you used when you registered on our website. Then fill in the **password** you chose.

Click **OK**

The program will now download some information that you need to search the entire image database.



The screenshot shows a Windows-style dialog box titled "AD OnLine infogging". At the top center is the "ARKIV DIGITAL" logo. Below the logo are two text input fields: "Användarnamn (E-post)" containing "anders@andersson.se" and "Lösenord" containing seven dots. To the right of the password field are two checkboxes: "Spara lösenord" (checked) and "Logga in automatiskt" (unchecked). Below these fields is a button labeled "Avancerade alternativ >>". At the bottom right are two buttons: "Ok" and "Avbryt".

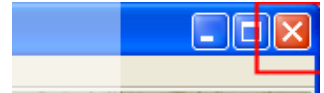
# Overview of the program's different areas and functions

When you log in the program opens a connection to our server where our entire digital archive available. When you click on a **parish** or on a **volume**, the program sends your "request" to our server, which in turn sends back the information you have requested.

## The program window consists of a number of different areas:

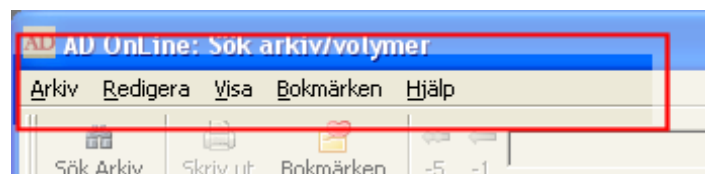
### ✚ The TITLE BAR

At the top of the application window there is a stripe called the Title bar. It shows the program's name and sometimes even some of the content of the actual window. It is usually blue which is Windows default color. On the far right is a red cross that can be used to close the program, buttons for minimizing and maximizing, or restoring the window.



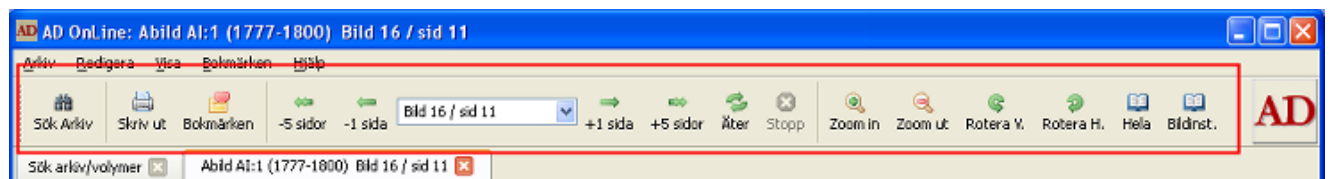
### ✚ The MENUES

Under the Title you will find the Menu bar starting from the left with the menu: Arkiv [File] and ends with the menu Hjälp [Help].



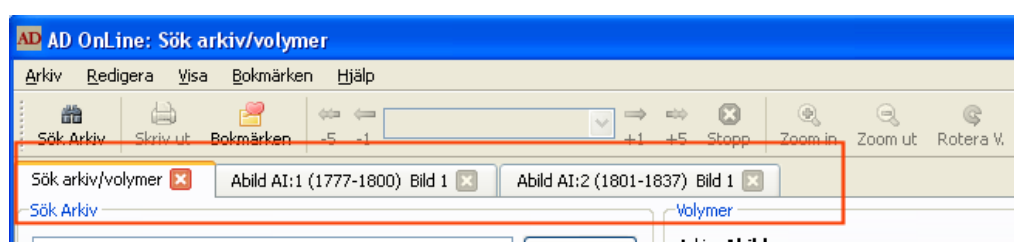
### ✚ FUNCTION BUTTONS

Directly under the menu bar you will find a series of "Function buttons". Here is where you find the Print button, the Bookmark button, scroll buttons, zoom in and zoom out, rotate, etc. The symbols will give you a clue.



### ✚ The TABS

The program is designed to show all images in "TABS" in the same way as a traditional card system. TABS with their respective headlines appear directly below the row of Function buttons.



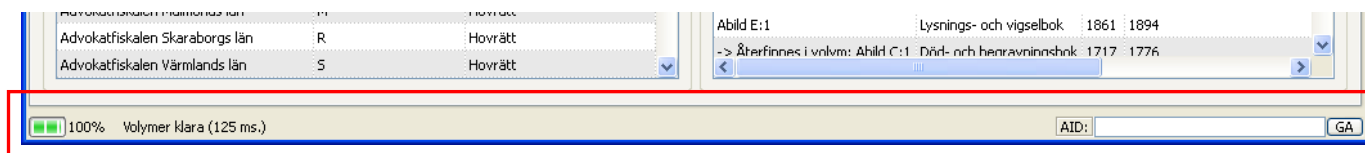
Under the **Function buttons** is a large area for searching and browsing the images (pages). In the top portion of this area you will find the tabs "heads" - inside the red marking above you can see three tab heads.

When the program is started, it will always show a tab titled "Sök arkiv/volymer" [Search archives/volumes]. In this tab you can choose what material you want to work with. In the current software version, there are two different tab types:

1. Tab with information and search tools: "Sök arkiv/volymer" [Search records / volumes].
2. Tabs for reading images (pages) called "Bildflikar" [Image tabs].

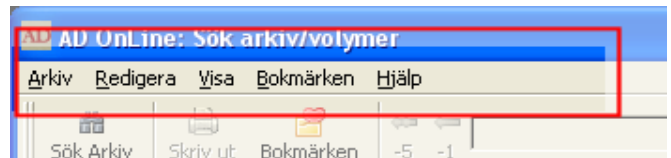
#### STATUS AREA with the AID-Field

At the bottom of the application window is the status area.



## Function Descriptions

### MENUS – Content and Features:



Below the Title bar you will find the Menu bar:

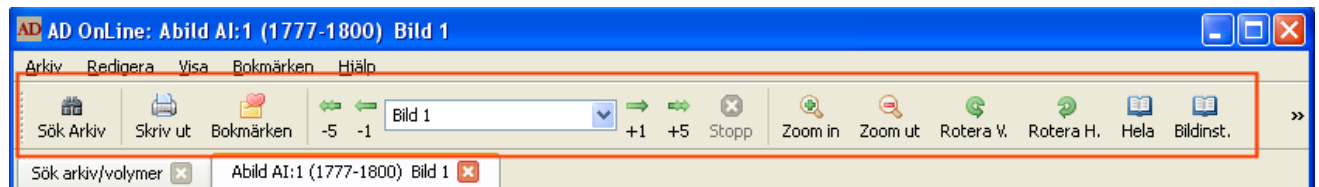
- Arkiv [**File**]
  - Logga in [**Log in**]:
    - Opens the log in dialog
  - Spara bilden [**Save image**]:
    - Choose JPG eller PNG-format to save a selected image.
  - Avsluta [**Exit**]:
    - Closes the program
- Redigera [**Edit**]
  - Kopiera källhänvisning [**Copy source**]: [Ctrl]+[C]
    - Copies the complete source: Parish, Volume ID, Year, Image/pagenr and the AID-code and NAD-code of the volume.
  - Kopiera AID [**Copy AID**]: [Ctrl]+[A]
    - Copies the AID-code for the actual image (sample: v91713.b18.s6 ).
  - Kopiera HTML-länk [**Copy HTML-link**]: [Ctrl]+[Shift]+[C]
    - This link can be used on a homepage to give others direct access to the image in Arkiv Digital's program. One click on the link automatically opens the image in AD OnLine.
  - Kopiera AID Visa-URL [**Copy Show-URL**]:
    - Sample: <http://www.arkivdigital.se/aid/show/v26363.b1>
      - Open up the image in ADOnLine2
  - Kopiera Info-URL [**Copy Info-URL**]:
    - Sample: <http://www.arkivdigital.se/aid/info/v26363.b1>
      - Opens Arkiv Digital's homepage with information regarding the parish
  - Kopiera Anbytarforum-länk [**Copy link for a forum**]: [Ctrl]+[Shift]+[A]
    - This is specially designed for **The Federation of Swedish Genealogical Societies** forum.
  - Kopiera bildyta [**Copy image**]: [Ctrl]+[Alt]+[Shift]+[C]
    - The chosen image is copied into your computers memory and can be pasted into any graphics program or in Microsoft Word.
- Visa [**View**]
  - Verktygsrad [**Tool row**]:
    - Tick to toggle show/don't show.
  - Statusrad [**Status row**]:
    - Tick to toggle show/don't show.
  - Färgschema [**Colour scheme**]:
    - Standard
    - Högkontrast [**High contrast**]
    - Blå... m.fl. [**Predefined colours**]
    - Egendefinierad (se nedan) [**Advanced personally defined**]
    - Ändra egendefinierad [**Change personally defined**] – using a special code you can change how you would like the program to look.  
**NOTE: Requires advanced knowledge!!**

cont...

- Bokmärken [**Bookmarks**]
  - Bokmärken [**Bookmarks**] [Ctrl]+[B]:
    - Opens your Bookmarks window.
  - Bokmärk sida: [**Bookmark an image**] [Ctrl]+[D]:
    - Skapar ett nytt bokmärke för den aktuella sidan.
  - Exportera bokmärken [**Export bookmarks**]:
    - Creates a bookmark file in the location of your choice.
  - Importera bokmärken [**Import bookmarks**]:
    - Allows you to retrieve bookmarks locally and save them on our server.
- Hjälp [**Help**]
  - Om [About]:
    - Information regarding the program.

## FUNCTION BUTTONS

Below the Menu bar you will find the Function buttons. Here is where you find the Print button, the Bookmark button, scroll buttons, zoom in and zoom out, rotate, etc.



- The Button "**Sök arkiv**" [**Search archive**]:
  - One click of the button opens a new "**Search Archive**" tab. This feature allows you to have volumes available from several parishes at the same time.
- The Button "**Skriv ut**" [**Print**]:
  - Opens the Print dialog.
- **Other buttons:**
  - Those features are described in detail in the respective area below..

## 🚩 The TABS

### 1. The "Sök arkiv/volymer" TAB [Search archive/Volumes TAB]

The screenshot shows the 'Sök arkiv/volymer' interface with the following elements highlighted by red boxes and numbered 1 through 5:

- Sök Arkiv**: The search input field containing 'Skara'.
- Avancerade sökalternativ >>**: The button for advanced search options.
- NAD SE/GLA/12487**: The National Archives Database (NAD) identifier.
- Info**: The information section for the selected parish.
- Församlingslista (Arkivbildare) [Archive holder]**: The table listing various parishes and their archive types.

Namn	Län	Arkivtyp
Advokatfiskalen Skaraborgs län	R	Hovrätt
Skaraborgs läns landskontor	R	Landskontor
Skaraborgs regemente	R	Militaria
Skara domkapitel	R,P,F	Domkapitel
Skara hospitalsförsamling	R	Församling/Socken
Skara landsförsamling	R	Församling/Socken
Skara rådhusrätts och magistrat	R	Rådhusrätt
Skara stadsförsamling	R	Församling/Socken
Släktnamnsregister Skaraborg	R	Register

Namn	Volymtyp	Från	Till
Skara domkapitel FXIV:1	Bilagor till lysnings och vig...	1740	1794
Skara domkapitel FXIV:2	Bilagor till lysnings och vig...	1794	1794
Skara domkapitel FXII:5	Längder över vaccinerade	1805	1830

Red markings shown above described in numerical order below:

#### 1. Sök Arkiv [Search for an archive]: Example "Skara"

Please enter the name of the parish that you want to work with. As soon as you start typing the name as "filtered" from the list of parishes below ( 5.)

#### 2. Avancerade sökalternativ: [Adv. Options]

If you click the button you will get three boxes with the possibility to choose type of Archive, County and Province.

Avancerade sökalternativ >>

Arkivtyp	Ingen typ vald
Län	Inget län valt
Landskap	Inget landskap valt

**As long as this box is open your choices are valid!**

**OBS!** When you close the box your choices are not valid anymore!

#### 3. NAD: This is information about where in the National Archives system you will find the selected parish. If you click on the link (blue underlined text) to open your browser, it gives you direct access to the **National Archives database's** information regarding the chosen parish/archive.

#### 4. Info: In this area you can read important information regarding the chosen parish/archive. Changed names or merging with other parishes is vital information that you may find here.

#### 5. Församlingslista (Arkivbildare) [Archive holder]:

Showing all the parishes/archives in the Arkiv Digital image database or a subset of parishes/archives and is used as follows:

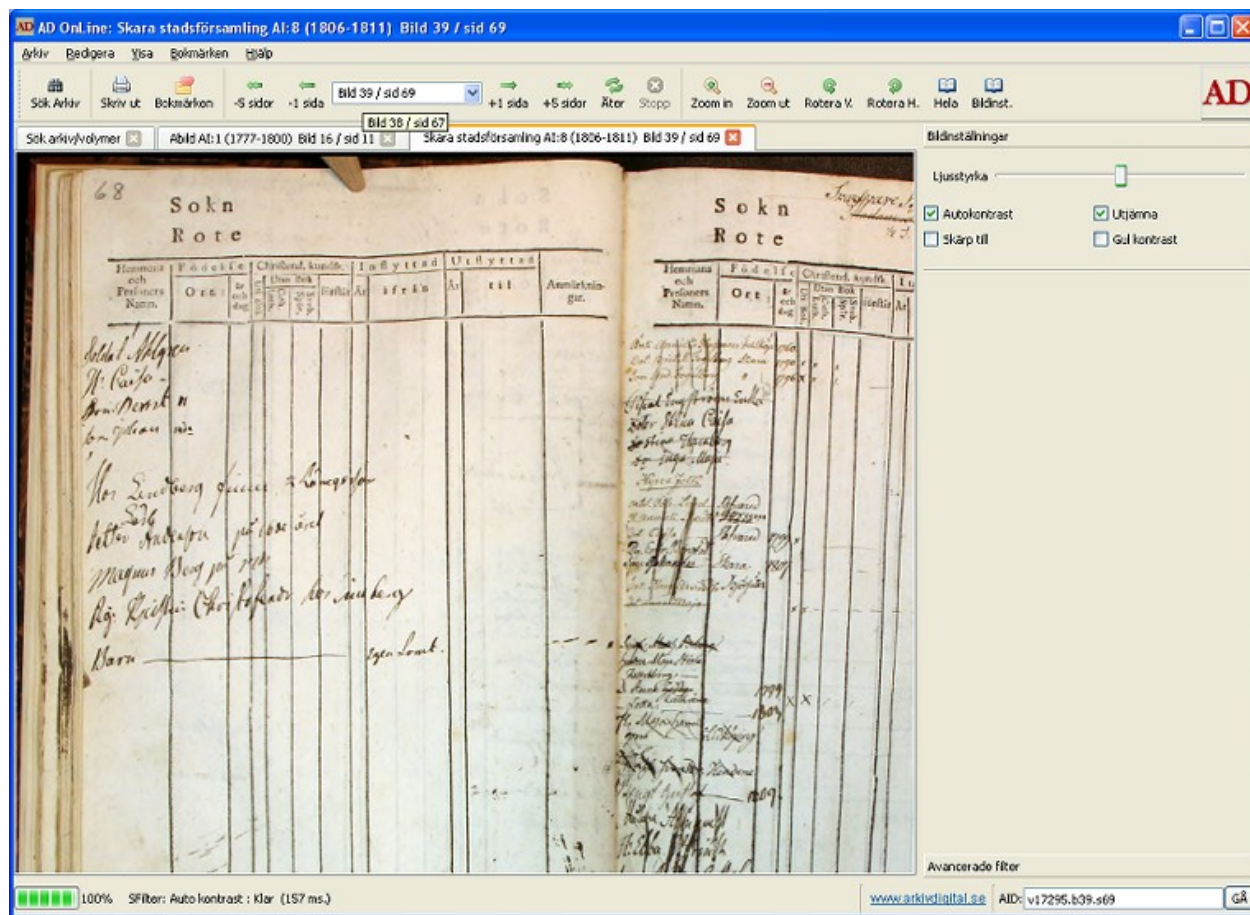
a. Find a parish:

i. Through filtering:

1. If you filled in the search box with the example of "Skara" you will see all parishes/archives that contains the word "skara" in their name.

2. Fill in a letter combination in the search box that may be included in a number of parishes/archives in order show them.
  - ii. Without filtering:
    1. Scroll down the list which is in alphabetic order
      - a. With the mousewheel
      - b. Using the scrollbar to the right
    - b. How to see all volumes available in a selected parish/archive:
      - i. Select the parish in the list by clicking the line. The volume list will fill up with all available volumes in the selected parish/archive.
6. **Info:** This screen allows you to read some important information about the selected volume. Here you can see if there is damage, missing pages or what other information you can find in the book.
7. **Volymlista [List of Volumes]:** Showing any volume/-es in the parish you selected in the Parish list ( [5.](#) )
  - a. Open a volume
    - i. **To open a volume for reading, you must double-click the volume's line.**  
Once you've done this, a new tab opens with the current volume's first image. See the paragraph immediately below.

## 2. TABS for reading images/pages

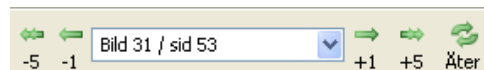


To open an image tab, double click on the volume (the line in the volume list ( [7.](#) ) above) that you want to open and read. When you double-clicked to open the tab and the volume's first image appears in the tab - usually cover it. The binder and the cover can usually confirm that you have found the correct volume and are therefore important to have in the database.

Once the image has come up you can perform the following operations for easier reading:

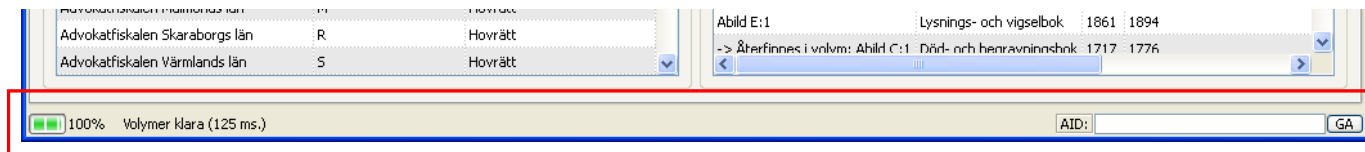
- To **Navigate**(move around) the image:
  - a. Put the cursor in the middle of the picture - hold down the left mouse button and drag the image in any direction.
  - b. Use the arrow keys on the keyboard to "go" in any direction.
- To **Zoom**:
  - a. Use the **zoom buttons** in the function bar (+) and (-) to zoom in or out.
  - b. Use [+] or [-] keys on the **keyboard**.
  - c. Use the **mouse wheel** to zoom in or out.
- To **Browse**:
  - a. The Browse function in the **Function Bar**.
    - i. **[-5]** scroll back five pages in the book
    - ii. **[-1]** scroll back one page in the book
    - iii. **[+1]** scroll forward one page in the book
    - iv. **[+5]** scroll forward five pages in the book
    - v. In the **Browse list** you can choose any page to go to directly.
    - vi. The **Reload button** enables you to download the same image again.
  - b. Browse with the **Keyboard**:
    - i. **[Shift] + [PageUp]** scroll back five pages in the book
    - ii. **[PageUp]** scroll back one page in the book
    - iii. **[PageDown]** scroll forward one page in the book
    - iv. **[Shift] + [PageDown]** scroll forward five pages in the book
- **Rotate** an image:
  - a. Use the buttons **rotate the V** and **H Rotate** the Function Bar.

The buttons provide 90 degrees of rotation each time you click on them.
- **To restore the zoom** of the image so that the entire image is visible again:
  - a. Click once on the button "Hela" [Whole image] in the Function Bar.
- To change the **Image settings** (picture appearance) :
  - a. Click on the **Image Settings** in the **Function Bar**.
    - i. Use them for:
      - I. Brighthness
      - II. Smooth (standard)
      - III. Autocontrast
      - IV. Sharpen
      - V. Yellow Contrast (for some sight disabilities)
      - VI. Advanced filter - you may wish to achieve an effect that suits your needs
  - b. Click once on the **Image Settings button** to close the settings area.



## STATUSROW with the AID-Field

At the bottom of the application window is the Status Row.



The Status Row, you can see the following information and functions:

### **Technical Information:**

Here you can see information about how long time a download of images and data is taking. This can be used to verify that the program is working as it should.

### **AID:**

A completely new and requested feature in our software (on the right of the red mark in picture above).

All images in our database have a unique identity known as **AID**. The name of **the AID** represents the international word for **Help**. The point is that all users of **AID** can use it to help find their way back to a certain information and even to help others finding information. How you want to use **AID** is entirely up to each person. **AID** consists of information based on how we index our images and the basic information is the National Archives NAD-codes.

Each image's **AID** can be seen in **the AID-box** and can be copied in several ways:

1. Through the **Cut-&-Paste** feature:
  - a. Highlight the code in **the AID-box** and copy by pressing [Ctrl] and [C] on your keyboard.
2. By **the Edit menu** in the **Menu Bar**:
  - a. Menu item: **Copy AID**
  - b. Keyboard combination [Ctrl] + [A]

## **KEYBOARD - keyboard shortcuts**

To facilitate the management of the program, several keyboard commands has been introduced in this version of the program (Ver. 1.4 e). Below are the instructions divided into three groups:

1. Menu selections
2. Image and TAB handling
3. The movement of the cursor (focus) in the program window (between different parts of the Search archive tab).

**Mac-users:** Use the Command [⌘] key instead of [Ctrl]

File:	[Ctrl]+[L]	Open the Login-box
	[Ctrl]+[S]	Save Image view (part)
Edit:	[Ctrl]+[C]	Copy Source (källhänvisning)
	[Ctrl]+[K]	Copy Source (short version)
	[Ctrl]+[Alt]	Copy AID (Arkiv Digital ID)
	[Ctrl]+[Shift]+[C]	Copy HTML-link
	[Ctrl]+[Shift]+[A]	Copy Anbytarforum-link
	[Ctrl]+[Alt]+[Shift]+[C]	Copy Image view (part) ti clipboard
Bookmarks:	[Ctrl]+[B]	Open the Bookmark window
	[Ctrl]+[D]	Create a new bookmark

### **Image and TAB-handling**

Pan an image:	[Arrow]	Move in the direction of the arrow
	[Arrow] + [Shift]	Increase moving steps
	[Arrow] + [Ctrl]	Moves to the image border from latest position
	[Arrow] + [Ctrl] + [Shift]	Moves to the image border, centered
	[Home]	Moves to the upper image border from latest position
	[End]	Moves to the lowe image border from latest position
Zoom:	[+]	Zoom in
	[-]	Zoom out
	[Shift] + [Home]	Zooms to "Whole" – Fit to window
Browse:	[PgUp] / [PgDn]	1 image back / 1 image forward
	[Shift][+] [PgUp] / [PgDn]	5 images back / 5 images forward
TAB change:	[Ctrl] + [PgUp] / [Pg Dn]	Change 1 TAB back / 1 TAB forward

### **Move the cursor between the different parts of the program**

You can move the cursor (focus) to different areas of the program by using the [TAB] key. Key combination [Shift] + [TAB] gives the inverse transfer order.

When the program starts the program window has focus, but the cursor is not visible. You can move the focus to the next "area" of the application window by pressing the TAB key and you can proceed through the different areas in the following order:

- Search box

- Search button
  - Responds to the [Enter] key
- Advanced search options button
  - Responds to the [Space]-key
    - Search options; Choose "Arkiv", "Län" och "Landskap" [Archive, County, Province] by means of the [TAB]-key
      - Browse the lists by using the [Arrow]-keys (up / down)
  - Leave the Advanced options area by using the TAB-key
- Information box
  - If there's a link within the information box, the [TAB]-key will move the cursor to it. The link can be followed by using the [Enter]-key.
- Archive holder list
  - Choose archive by using the [Enter]-key]
- Volume list
  - Choose Volume by using the [Enter]-key
- TAB-header
  - If there are more than one tab open you can move to the nearest tab by using the [Arrow]-key.

To move between certain program areas you sometimes have to press the [TAB]-key more than once.

Thank You for using Arkiv Digital's services!

*By genealogists -For genealogists*

We are cooperating with genealogists and the large family research organizations to develop the best genealogy service.