



**DA301 Final Project Reports CD ROM
User Manual (Updated 2011)**

Studying Family & Community History

19th and 20th Centuries

Project Reports in Family and Community History

Prepared by Donald Dickson
on behalf of the Family & Community Historical Research Society
www.fachrs.com

DA301 CD ROM User Manual (Updated 2011)

User guide

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DA301 CD ROM User Manual (Updated 2011)

In 1996 the Open University (O.U.) commenced publication of a series of CD ROMs that contained the end of course project reports prepared by O.U. Students as part of the DA301 honours level course *Studying family & community history*. The data contained on each DA301 Project Reports CD ROM remains a unique resource, the fruit of many instances of individual research. In 2011, ten years after the publication of the final CD ROM, the remaining stock of DA301 Project Reports CD ROMs held by the O.U. were gifted to the Family & Community Historical Research Society (FACHRS), an incorporated charity that owes its origins to the former students and tutors of the O.U. course DA301, in order that existing and future members of the Society may be able to continue to purchase the data contained on the CD ROMs

Back in 1994 the computer operating system of choice tended to be Microsoft Windows version 3.1 and the help file documentation contained on each DA301 Project Reports CD ROM tends to be focused upon that operating system. By 1997 the references were to Windows 95 and so on through to the last published CD ROM in 2001.

With that in mind, as many members of FACHRS may never have had experience using the Microsoft Windows version 3.1 operating system, this updated user manual has been produced by FACHRS to facilitate working with the data contained on the CD ROMs.

The most important aspect is that the content on all the DA301 Project Reports CD ROMs is forward compatible, that is the DA301 Project Reports CD ROMs will run on all versions Microsoft Windows including the most recent Windows 7 version.

There were a total of six DA301 Project Reports CD ROMs that were eventually published by the O.U.

Course Year 1994	CD number 1	Published in 1996	Number of reports 482
Course Year 1995	CD number 2	Published in 1997	Number of reports 389
Course Year 1996	CD number 3	Published in 1998	Number of reports 352
Course Year 1997	CD number 4	Published in 1999	Number of reports 231
Course Year 1998	CD number 5	Published in 2000	Number of reports 197
Course Year 1999	CD number 6	Published in 2001	Number of reports 193

Copyright subsists in each DA301 Project Reports CD ROM as follows.

The DA301 Project Reports CD ROM as a whole is first copyright to the Open University

Each individual project report is first copyright to its author

When used for private research purposes, short quotations and references are permissible provided that the source is fully acknowledged. For more substantial reproduction permission must be sought from the authors.

First Copyright subsists in this user manual as follows.

The Family & Community Historical Research Society.

The intellectual property rights of the document author are asserted.

Installing the DA301 CD ROM Application

The DA301 Project Reports CD ROMS are compatible, and have been validated only, with the Microsoft Windows operating system.

The DA301 Project Reports CD ROMS have not been tested on the Linux operating system
The DA301 Project Reports CD ROMS are not compatible with the Apple McIntosh operating system.

1. Place the DA301 Project Reports CD ROM in your computer CD Drive, if you have more than one CD or DVD drive choose the drive with the lowest letter, for example drive 'D'
2. If you have a fully updated version (all the security updates installed) of a Windows operating system, you may find that the Setup application will not automatically run because Microsoft released a security update in 2011 that inhibits the autorun or setup application to automatically start from USB and CD drives.
3. If your installation does not automatically start then open up My Computer (Windows XP) or Computer (Windows Vista & Windows 7) and locate the drive containing the DA301 Project Reports CD ROM.
4. Right-click the DA301 Project Reports CD ROM icon and select **Expand** or **Explore** to open and see the contents of the DA301 Project Reports CD ROM
5. Locate the file **SETUP** and **double click** it to cause it to run
6. Follow the instructions that are then displayed on your monitor screen
7. When the installation has completed you will be able to run the DA301 Project Reports application

Note: The DA301 Project Reports CD ROM makes the assumption that you are using drive 'D' as the CD ROM drive. If you have more than one CD or DVD drive and if the facsimile reports do not subsequently display when using the application, do the following.

- Make sure your DA301 Project Reports CD ROM is in the **CD drive with the lowest letter**
- Using the DA301 Project Reports CD ROM use the **Configure CD Rom** option from the **Help menu** and make sure that the correct CD drive letter is specified for use with the DA301 Project Reports CD ROM.

Using the CD ROM

Prelim

The CD ROM contains facsimile copies of the original final project reports submitted by the students participating in OU course DA301.

The first two CD ROMs, 1994 and 1995 have produced the facsimile copies of the reports as picture files using the TIFF format and these are viewed using a screen reader inbuilt into the application.

The remaining CD ROMs in the series, 1996 to 1999 have produced the facsimile copies of the reports as PDF documents that require the free application **Adobe Reader** to be installed on your computer. Adobe Reader is used by the application as the screen reader for the final project reports for years 1996 - 1999.

Most computers will already have Adobe Reader installed however if you do not have this application and you have access to the Internet, the most recent version can be downloaded free of charge from the Adobe web site at www.adobe.com/reader. Follow the install instructions provided on the Adobe web site to install Adobe Reader on your computer

If you do not have Internet access it is useful to be aware that many computer magazines, such as *PC Pro*, on sale in local bookshops and stores, provide accompanying CD ROMs that nearly always include a free copy of the most recent version of Adobe Reader.

Also, if you do not have Internet access then each of the CD ROMs for 1996 - 1999 include an early version of Adobe Reader. Should you elect to use the copy of Adobe Reader supplied on one of these CD ROMs, always use the version on the most recent CD ROM you own.

Note: If you have a copy of Adobe Acrobat, that produces original PDF documents, installed on your computer, this application has the significant benefit of OCR (Optical character recognition) and its use is described later in this manual.

Getting Started

The CD ROM can be searched to locate a particular report. Information about an individual report is displayed in a [report summary](#). To open or view a project report first requires the report summary to be displayed. Project reports are opened for reading from the Report Summary screen

To locate a report the normal process is as follows.

1. From your Computer Start applications menu Launch the CD ROM
2. From the [landing page](#) (opening screen) select the **Search the report Database** to open the Search screen
3. From the [Search Screen](#) complete any [search parameters](#) using either a simple text search or Boolean parameters (either, or and etc.) When the results of the search are displayed select the report of choice to open the Report Summary screen
4. On the [Report Summary](#) screen you can determine if the report will be useful and then click the **Show Report** button
5. The **Project Report** will be displayed using either the [inbuilt screen reader](#) (years 1994 and 1995) or [Adobe Reader](#) (years 1996 - 1999)

To print a hard copy of a report from a printer attached to your computer

The CD ROMs for 1994 and 1995 have no inbuilt report print function, however there is a [work around](#) using *Windows Picture and Fax Viewer* (Windows XP) or *Windows Photo Viewer* (Windows 7) that is described on [page 14](#)

The CD ROMs for 1996 - 1999 use the [Adobe Reader print](#) function.

Both the work around option and Adobe Reader also permit a copy of a report to be saved to your own computer.

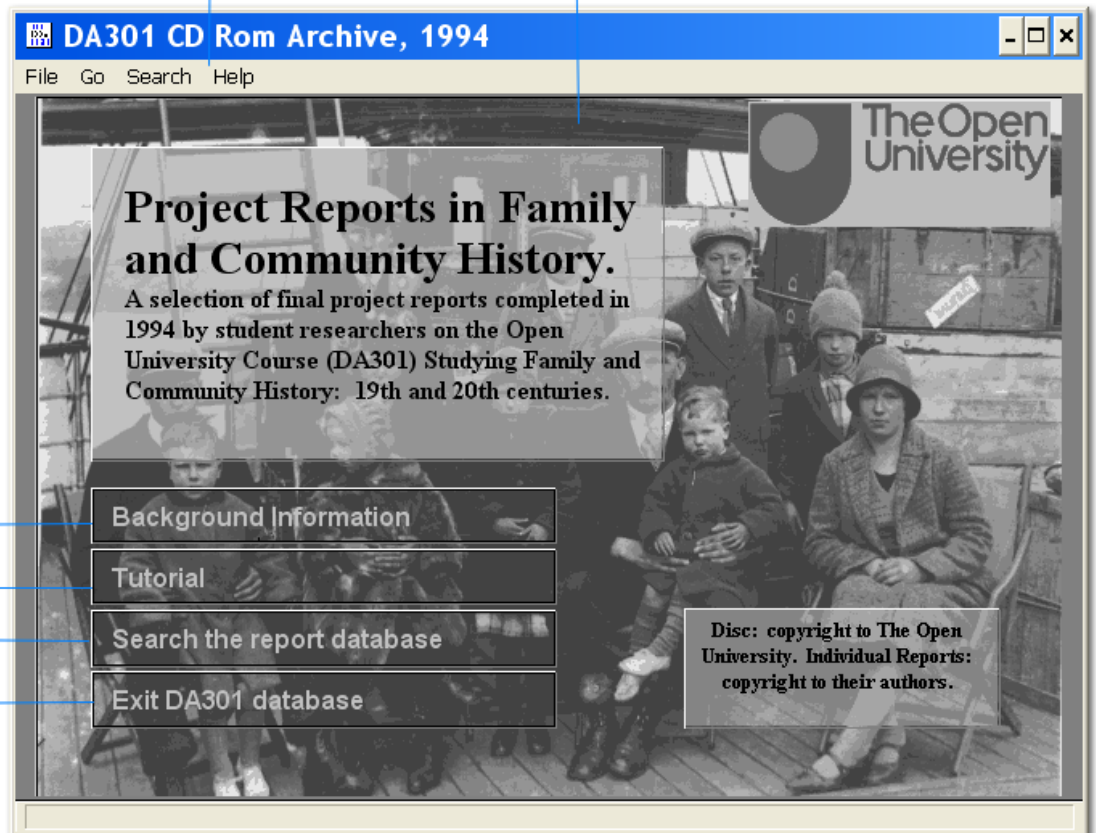
DA301 CD Rom Archive, landing screen

Application menu bar

Landing screen

1

2



Button opens background information

3

Button opens the tutorial

4

Button to open the search utility

5

Button to Exit the application

6

1 Application menu bar

File Go Search Help

Contains commands to manipulate the current view or document
When the application first opens the available commands are

File - Exit

Go - Back / Opening Screen / Author - Title Index / Search Screen

Search - Specify Search / New Search

Help - Help / Tutorial / About the CD ROM / Configure the CD ROM

When using the Help or Tutorial sections, any references to the use of Microsoft Windows should be ignored as they relate to the Windows operating system version 3.1. If you click one of the green coloured inks under the words Microsoft Windows you will see a message advising that the Windows file is missing.

2 Landing screen



3 Button opens background information

Opens a new screen that provides background about the production of the CD ROM and the reports contained therein. The background is very extensive and includes the following information and guidance that each researcher was provided with. These make useful reading not only in relation to the reports contained on each CD ROM but as general guidance for anyone engaged in similar research.

- Background to the reports
- Project Guide
- Strategies for research
- Questions for research
- Developing research project plans

4 Button opens the tutorial

Clicking the button opens the tutorial that explains how to use the CD ROM. Any references to the use of Microsoft Windows should be ignored as they relate to the Windows operating system version 3.1. If you click one of the green coloured inks under the words Microsoft Windows you will see a message advising that the Windows file is missing. The remainder of the comprehensive tutorial content is still valid and the user is recommended to follow the tutorial before embarking upon an in-depth use of the CD ROM.

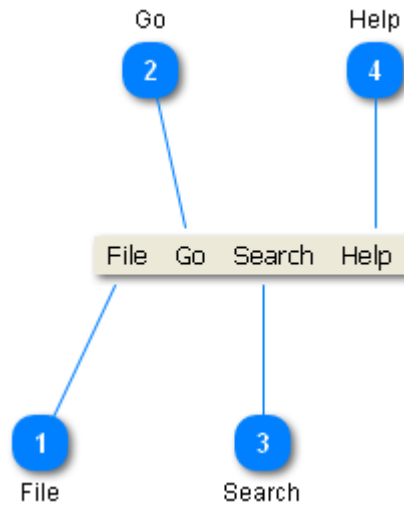
5 Button to open the search utility

Clicking the button opens the Search CD ROM utility

6 Button to Exit the application

Click this button to exit the application

Application menu bar



The tool bar that is always visible whilst using the CD ROM. Each of the controls reveal "drop down" choices that can be selected irrespective of any other displayed screen. For example with the **Search** Screen open, using the **Go** command it is possible to navigate to another screen leaving the Search Screen open

1 File



Has just the Exit command

2 Go



Navigate through the CD ROM when other screens are open

3 Search



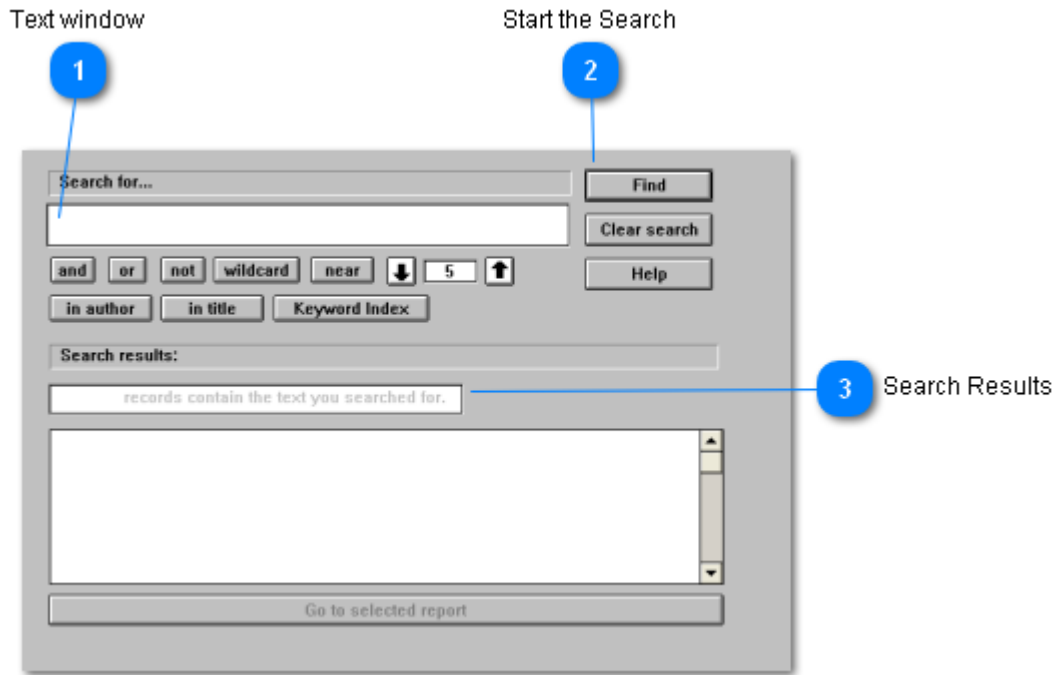
Opens the Search window and is accessible when any other screen is open

4 Help



Provides access to the help screens, the tutorial, and (optionally) to configure the CD ROM drive letter to be used when more than one CD ROM drive is used on a computer

The Search screen



1 Text window



Enter your search text in the window, the buttons below permit the use of Boolean parameters to assist and qualify the search

2 Start the Search



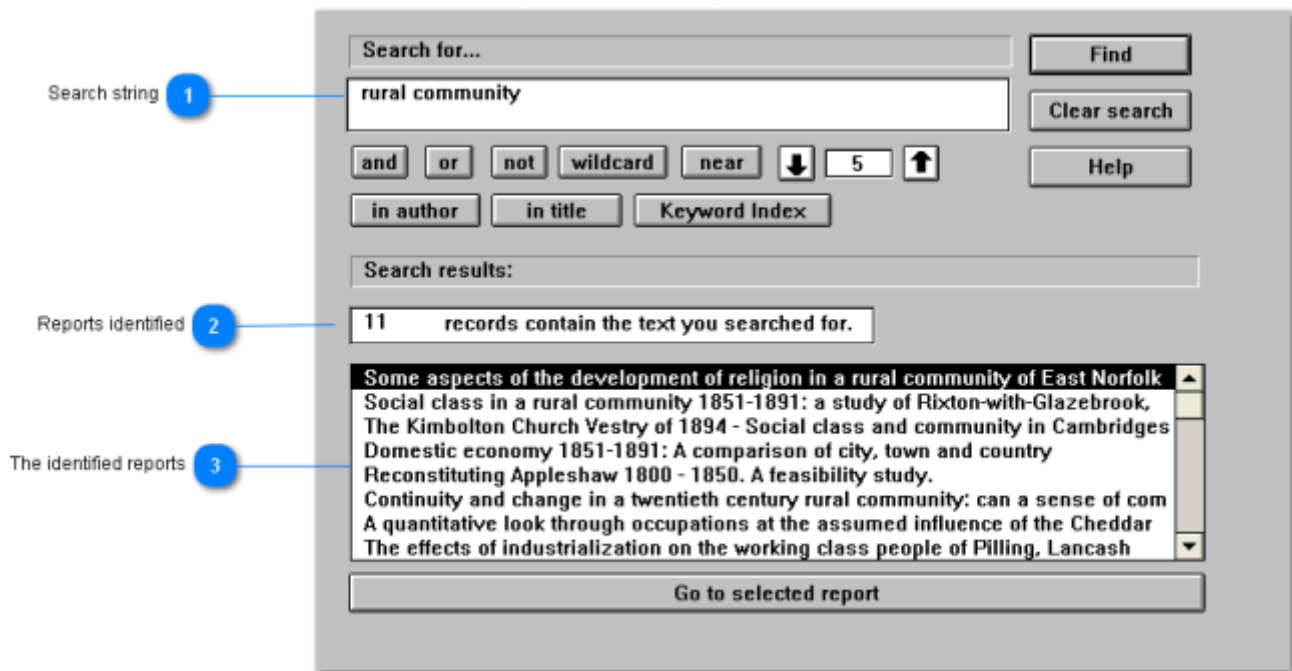
Clicking the **Find** button will start the search according to the parameters specified in step 2

3 Search Results

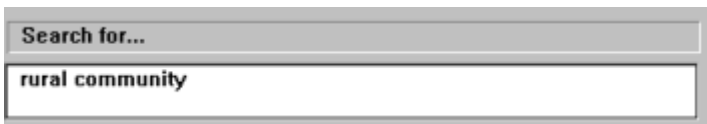


If greater than 50 instances of your search query are located you will be asked to narrow your search parameters. Otherwise the number of reports that satisfy your search query parameters are indicated

Example of a simple search

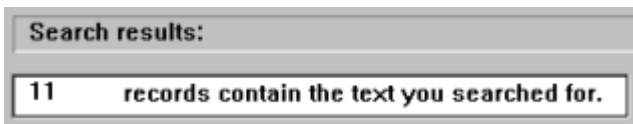


1 Search string



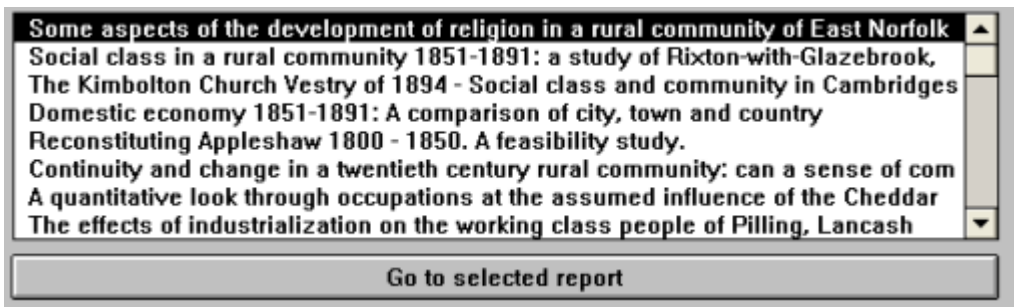
Simple search string *rural community*

2 Reports identified



Using the simple search string rural community, 11 reports are identified

3 The identified reports



The eleven reports are identified, each can be selected and clicking the **Go to selected report** button opens the appropriate **report summary**

Example of a report summary

Open the report

Author **1** Author 18 pages

Report Title **2** Title

Abstract **3** Abstract

Key-words

Notes

Abstract of Final Project Report, completed in 1994, for the Open University Course DA301 'Studying family and community history: 19th and 20th centuries'. Information is available on the [BACKGROUND](#) to these Reports, the [COPYRIGHT](#) position and how to [ACKNOWLEDGE](#) their use. This Abstract has been [EDITED](#) and [KEYWORDS](#) added. To see a facsimile of the original report, click on the "show report" button above.

1 Author

Author

This field contains the report author's name. Unfortunately the CD ROM provides no indication of how to contact the author to obtain any copyright release should you wish to reproduce the report for any non personal use. If you do wish to contact the author, the Open University at Milton Keynes, Buckinghamshire, may have details of the author and could, in the first instance be approached for help.

2 Report Title

Title

The full title of the report is displayed and above it the number of pages in the report

3 Abstract

Abstract

Brief abstract of the report, scroll down if necessary to see more of the abstract

4 Open the report

18 pages

Opens a facsimile of the project report and an indication of how many pages the report contains

Viewing a project report

When a project report is opened a [facsimile copy](#) of the original report is revealed and any material, such as a map or image, that is not copyright of the author is redacted.

Earlier versions of the CD ROMS captured the individual reports as picture images and these, when opened for review, cannot be printed neither can they be searched using a word string from within the CD ROM.

There is however a work around that involves browsing the CD ROM using Windows Explorer. The earlier versions of the CD ROMS captured the individual reports as picture images and these are located on the CD ROM in the folder DA301BMP. Within that folder each report is contained within a sub folder that contains each page of the report as an individual TIFF image in sequential order.

Users who have a copy of [Windows Picture and Fax Viewer](#) or Windows Photo Viewer installed on their computer can open the first page of a report and use the controls within the application to read each page or print each page onto a printer connected to the user's computer.

Hint: There are many other applications, such as photo or image editing programs, that can open a TIFF image and a similar process can be followed using any of them. If you browse to a TIFF image of a report page, *right-click* your mouse button, a pop-up window will appear. Choose **Open With** and your computer will indicate which applications installed on your computer will open the image. Your computer makes a 'best guess' and not all of them will work so you will need to ascertain which application works best for you!

Later CD ROMs have the reports produced as [Adobe Reader PDF](#) and these can be opened using the free application Adobe Reader. The application is available free of charge from the web site of Adobe www.adobe.com/reader.

Most computers will already have Adobe Reader installed however if you do not have this application read the page [Using the CD ROM](#)

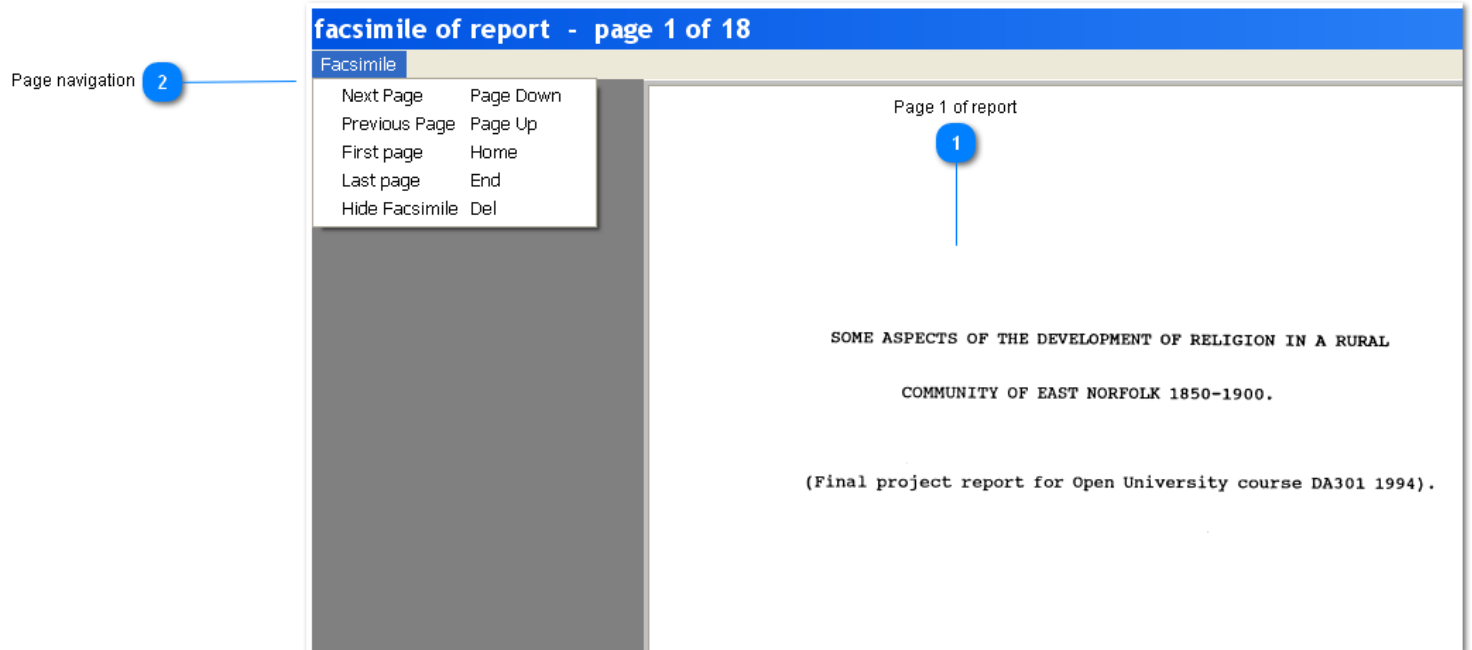
By using Adobe Reader the reports can be printed using the printer connected to your computer. When you click the [Show Report](#) button on the selected Report Summary window, the report will open using which ever version of Adobe Reader, or if you have it, Adobe Acrobat, that you have installed on your computer. Note that when copies were made, most of the reports did not use any Optical Character Recognition application and as such the Adobe Reader report is not word searchable.

If you have the full version of **Adobe Acrobat** installed on your computer then you can use that application's *Recognize text using OCR* feature to modify the document for full text search. You can then save a new copy of the report as a full searchable document onto your computer, or just abandon the changes when you have finished with the report.

The later releases of the CD ROMS also included all the summaries of the reports on previous CD ROMS, so for instance CD number 6 has the summaries (but not the actual reports) from 1994 to 1998 and the full reports for 1999.

CD Number	Year	Report Type
1	1994	Image
2	1995	Image
3	1996	PDF
4	1997	PDF
5	1998	PDF
6	1999	PDF

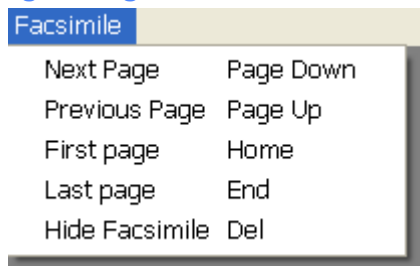
Example of a facsimile of a report (1994 and 1995 Projects)



1 Page 1 of report

To the right of the screen is displayed page 1 of the report showing the title etc. of a project report saved in the TIFF image format and using the inbuilt screen reader. Note that in rare cases some of the reports were submitted by the original author in script and will display as such.

2 Page navigation



These are the navigation controls for reading the report, captured as a TIFF image, on screen. The earlier CD ROMS use image files for each page and these images can not be searched by word or text string. These images do not have a print facility so hard copy is not possible unless you have a screen capture application on your computer. From 1996 the project reports use the PDF format and use Adobe Reader as the screen reader application

Work around for print using Windows Picture and Fax Viewer



Image viewer toolbar

1 Image viewer toolbar



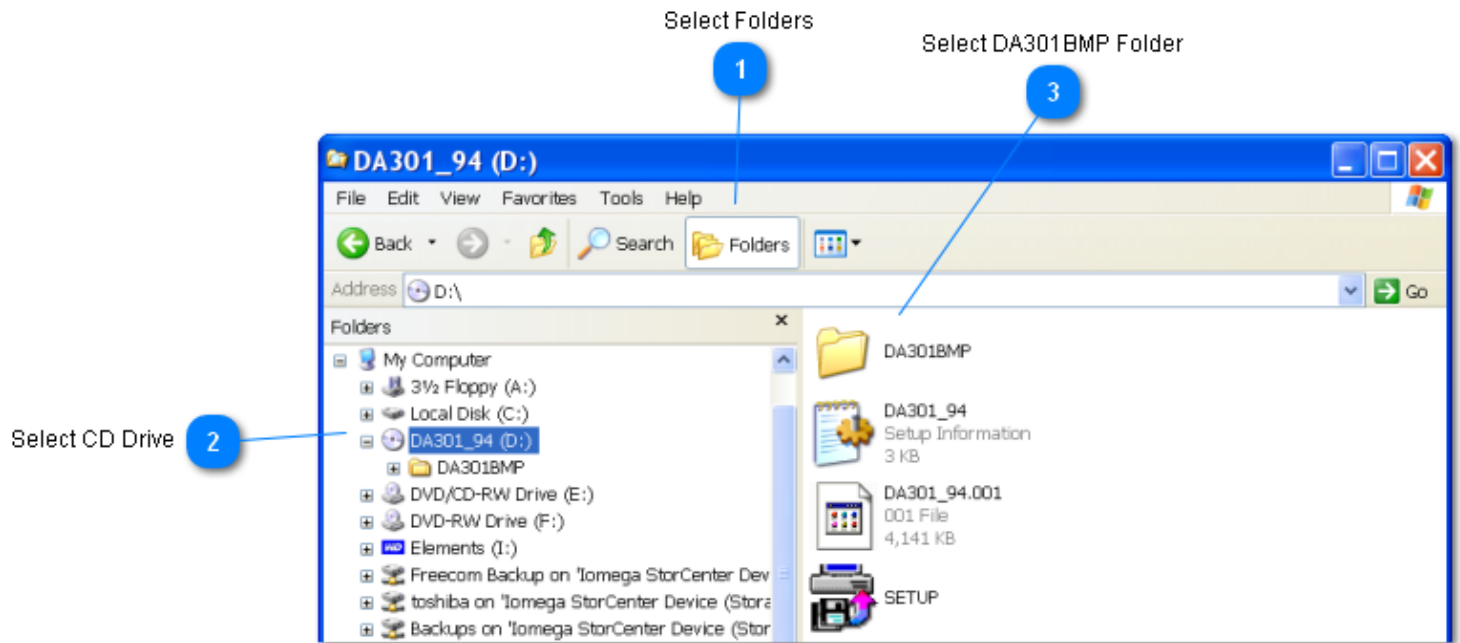
This is the work around to obtain a printed copy of a project of a report from the 1994 or 1995 CD. The work around uses either *Windows Picture and Fax Viewer* (Windows XP) or *Windows Photo Viewer* (Windows 7). There is no link from within the CD to the Windows application that can be used, however you can select the appropriate application from Windows Accessories in the installed applications menu on your computer.

1. Open your preferred application and browse to a project report folder on the CD ROM (1994 - 1995).
2. Select the file of choice and right click then select **Open with** either *Windows Picture and Fax Viewer* (Windows XP) or *Windows Photo Viewer* (Windows 7) can be used to open the TIFF image files in the folder.
3. Use the Windows application's toolbar to move forward or backward through the pages of the project report in the folder, pages can be zoomed, printed or save each page to the user's computer.

If you have more sophisticated applications, such as the full version of Adobe Acrobat, or similar that has embedded optical character recognition, you can open the TIFF file, perform OCR and save as a PDF thus producing a word searchable document.

The following screen shots demonstrate the process of the work around to open a file for printing.

Browse the CD ROM with Windows Explorer

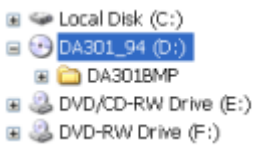


1 Select Folders



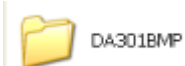
With Windows Explorer select the **Folders** view

2 Select CD Drive



Browse to the drive with the CD ROM, in the example shown it is drive 'D'

3 Select DA301BMP Folder

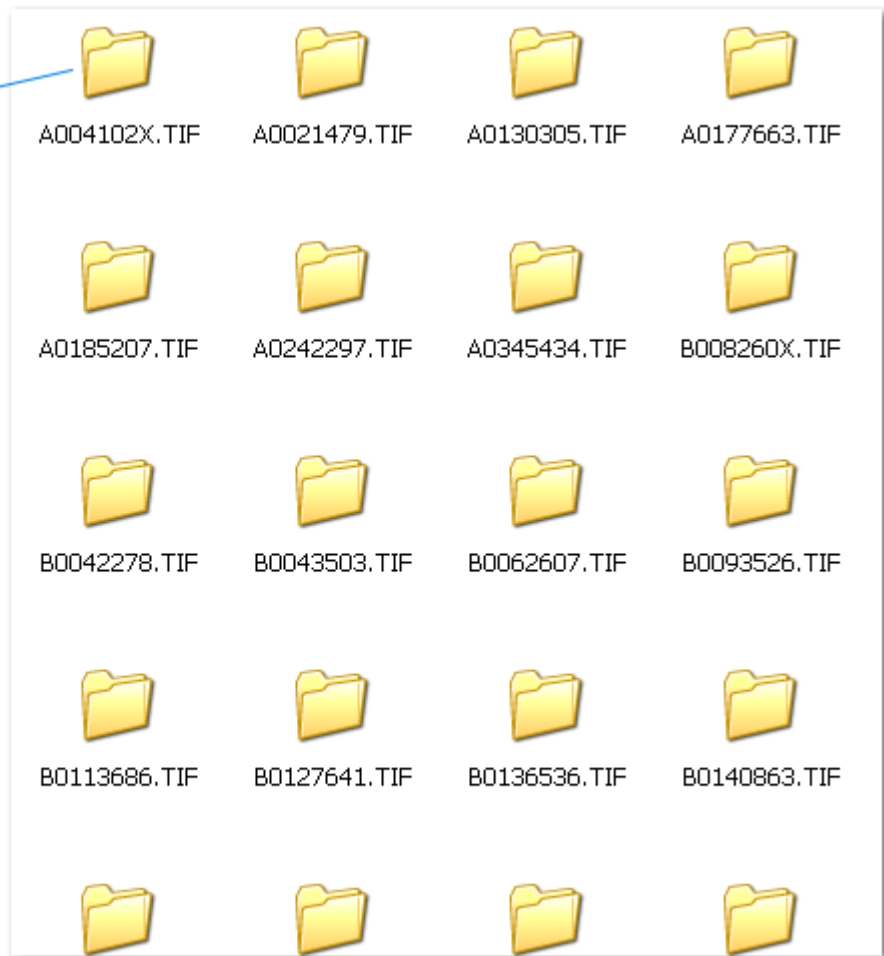


Identify the DA301BMP folder and open the folder to show the contents

Contents of DA301BMP folder

Report folder

1



1

Report folder

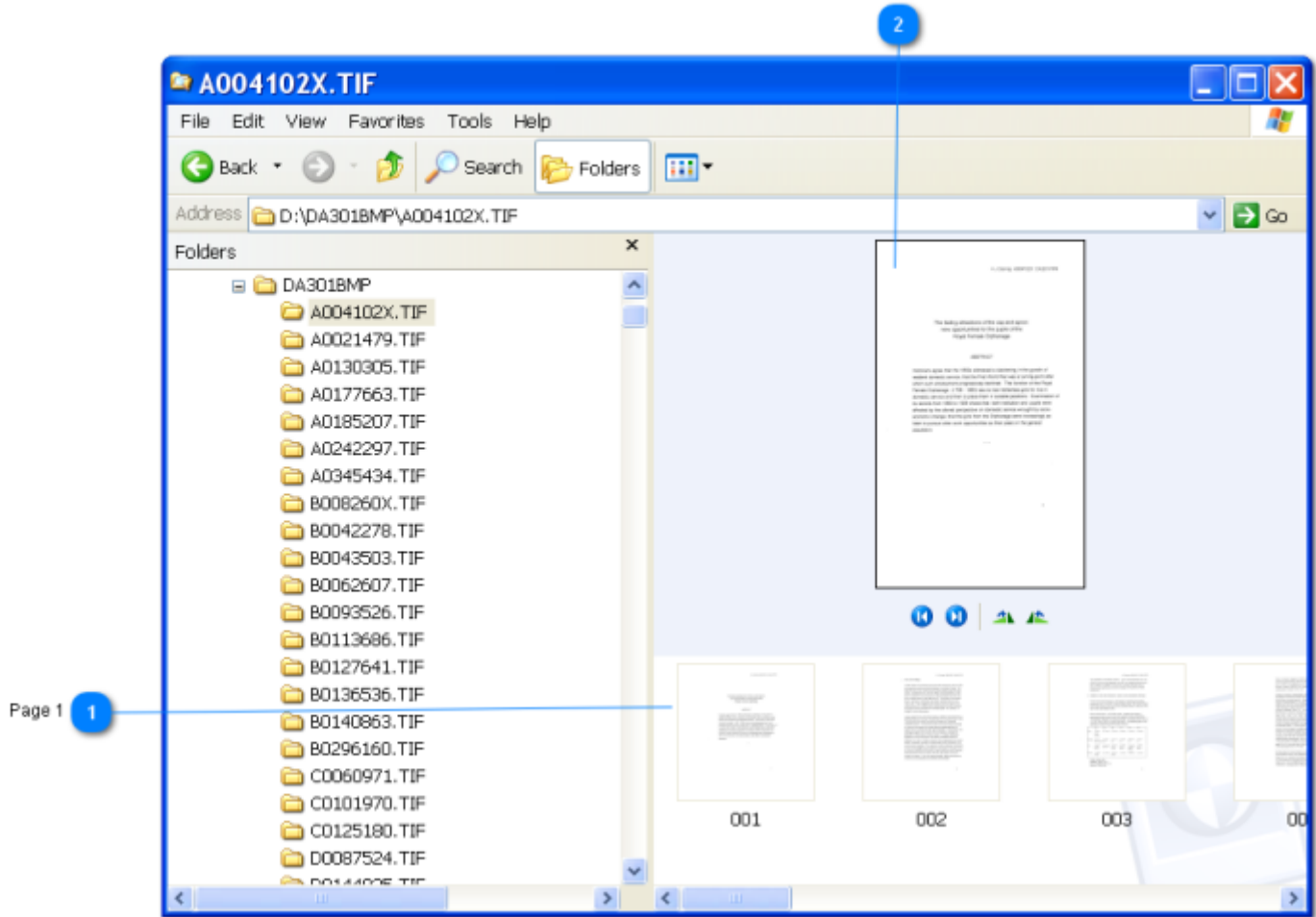


A004102X.TIF

Each folder contains a project report, open the folder to reveal the pages of the report

Image Document A004102X.TIF window

Page 001 preview



1 Page 1



The pages of the folder are revealed with page 001 selected

2

Page 001 preview



Page 001 is visible in the Preview window

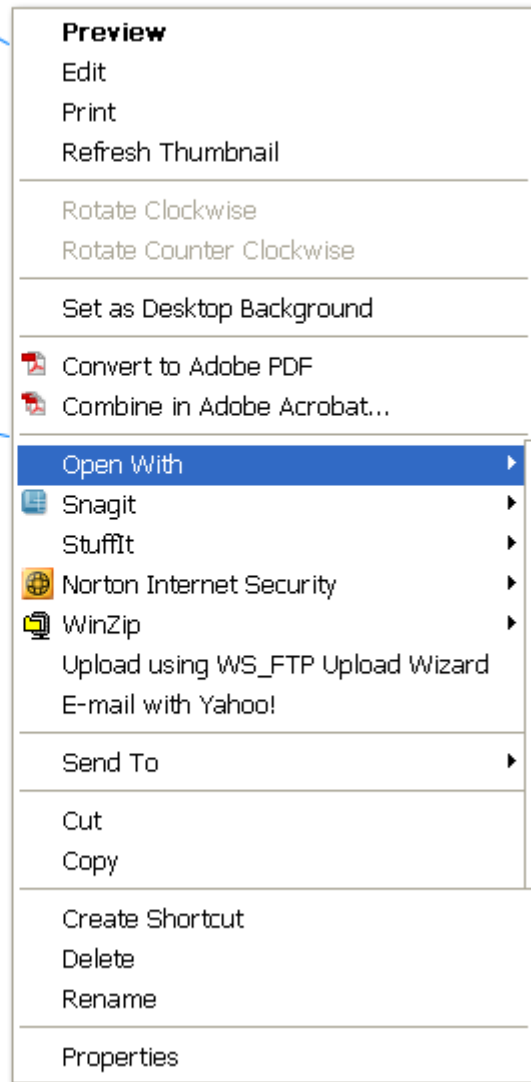
Open the report image file

Right-click file name to open menu

1

Open With

2



Select the required file from the DA301BMP folder and using the mouse Right-click to reveal the 'pop up' menu. Note that your computer may not contain all these choices.

1 Right-click file name to open menu

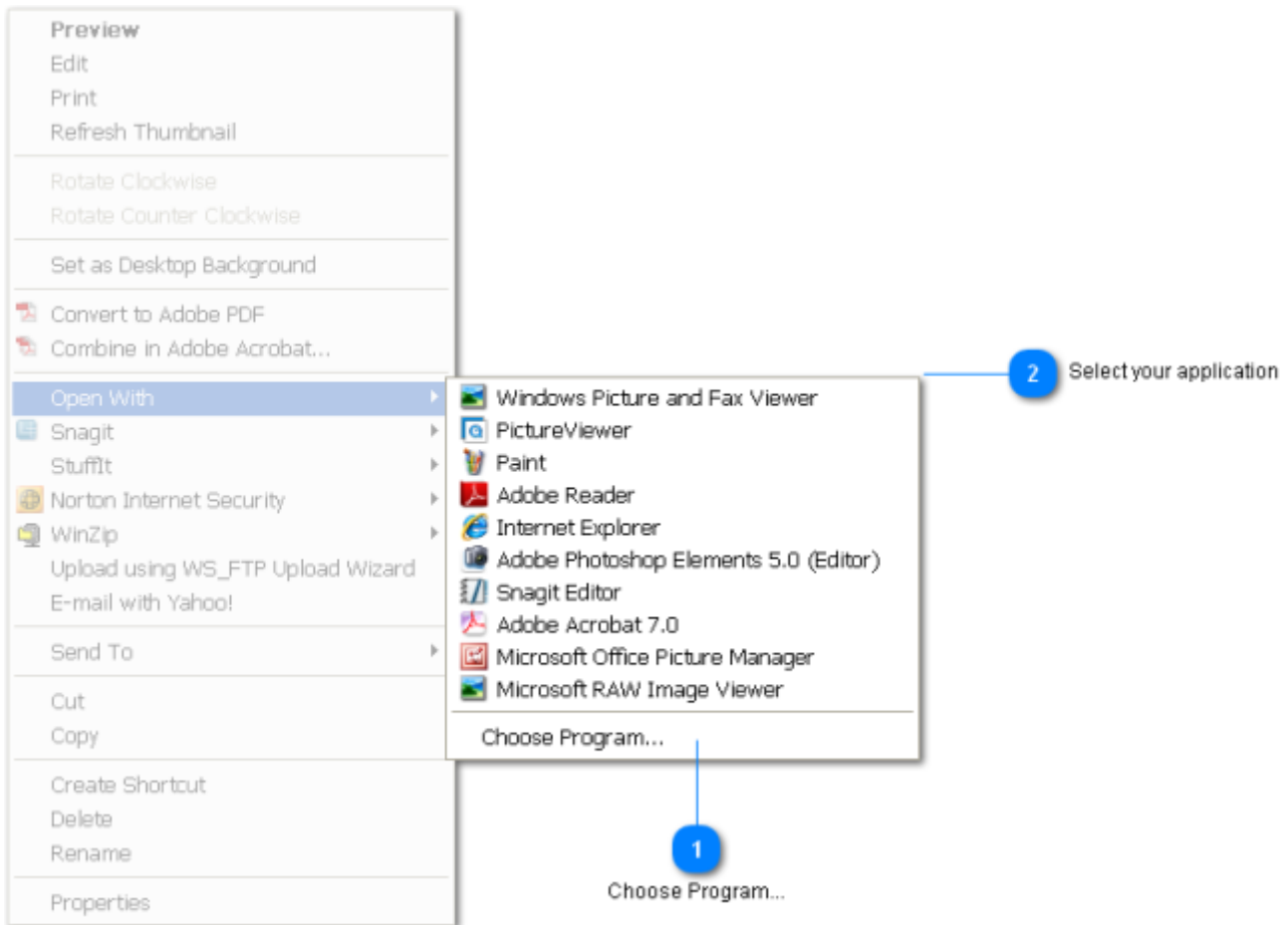
With the page file selected, Right-click the mouse button to open this pop up menu

2 Open With



Click this option to open a sub menu of applications that Windows has determined will open the file. Not all the applications chosen by Windows will work however! It is best to select an application that is not 'memory hungry'; larger applications such as image editing ones, e.g. Photoshop, will slow down your computer

Open With



The sub menu of '**Open With**'. When selected Windows 'guesses' which applications installed on your computer will open the file. Note that Windows is not always right! For instance *Internet Explorer* will not open a TIFF file, neither will *Adobe Reader* but if you have the full copy of *Adobe Acrobat*, then that application will convert the TIFF file to a PDF automatically and open it! *Picture Viewer* is a free application from Apple and it will open a TIFF or BMP file, as will *Windows Paint*. If you have Microsoft Office then *Microsoft Office Picture Manager* will also open these files and you can page back and forth through the folder. Image editing applications such as *Adobe Photoshop* will probably use too much computer RAM memory and are best avoided for this simple task. Also note that with reference to the above example your computer may not have all the applications shown. In our example we will use *Windows Picture and Fax Viewer* (Windows XP) or *Windows Photo viewer* (Windows 7)

1 Choose Program...

Choose Program...

This is the list of applications that Windows guesses will open your file. You may not have all the applications shown here installed on your computer.

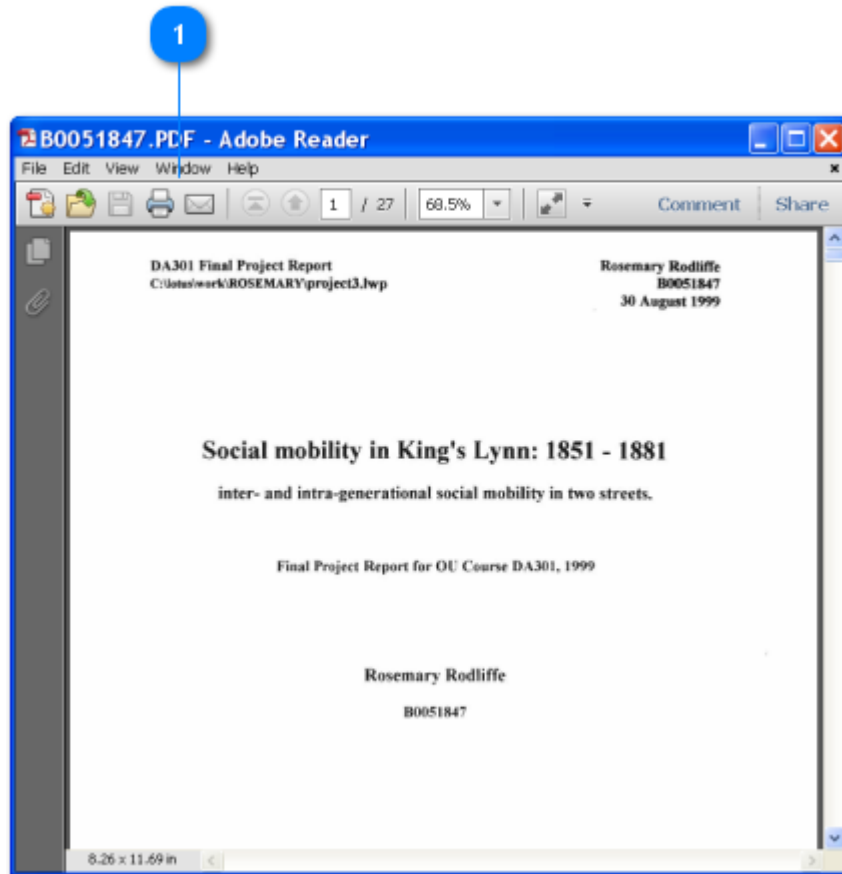
2 Select your application

Windows Picture and Fax Viewer

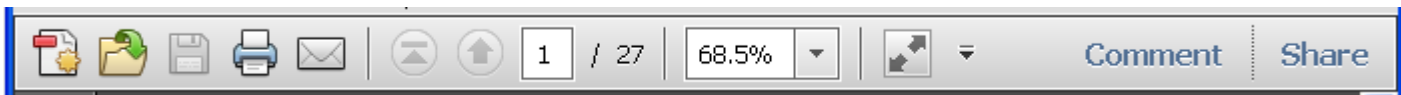
Select **Windows Picture and Fax Viewer** (Windows XP) or **Windows Photo Viewer** (Windows 7) to [open the file](#)

Example of viewing a report using Adobe Reader (1996 - 1999 reports)

Using Adobe Reader



Using Adobe Reader



When viewing reports contained on the CDs for 1996 - 1999 and selecting Show Report from the Report Summary, if you have Adobe Reader or Adobe Acrobat installed on your computer, the application will open and display the report that you have selected. Shown is the control bar for Adobe Reader version X and from this, and also using the standard Adobe Reader toolbar, it is possible to save a copy, or print the report. Note that most of the reports, when copies were made, did not use the Optical Character Recognition application and as such the report is not word searchable.