

## Downloading Digital Items

### PURPOSE

The purpose of this guide is to explain how to download digital items from Pae Korokī.

### GENERAL CONSIDERATIONS



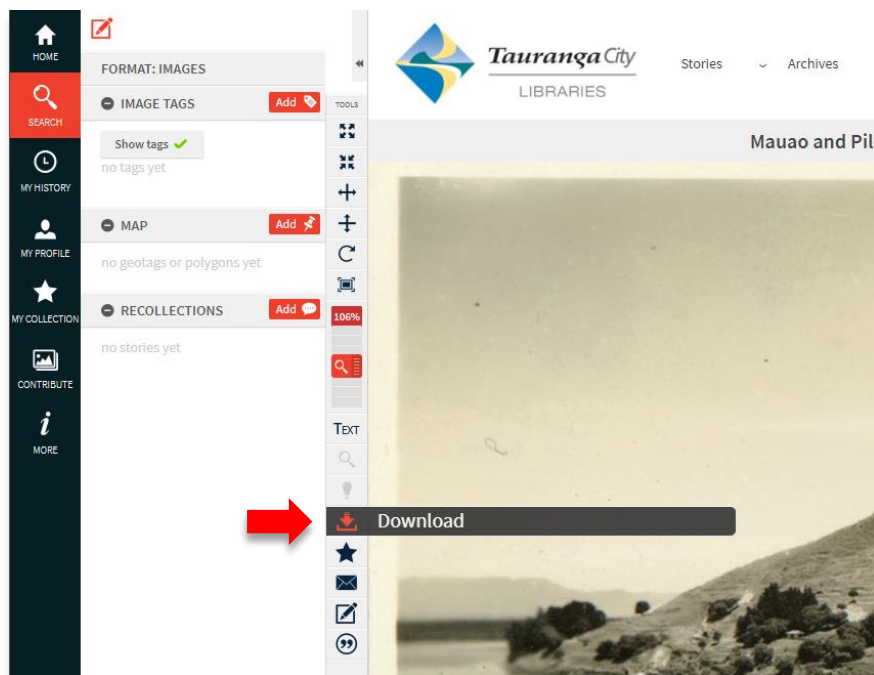
Pae Korokī works best in the Chrome browser.

### SEARCHING

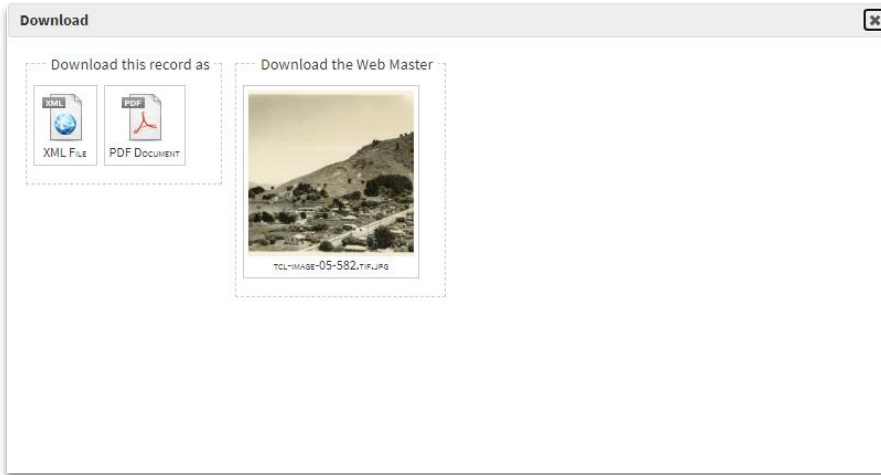
Please see our [Search](#) guidelines for help on searching.

### DOWNLOADING INDIVIDUAL ITEMS

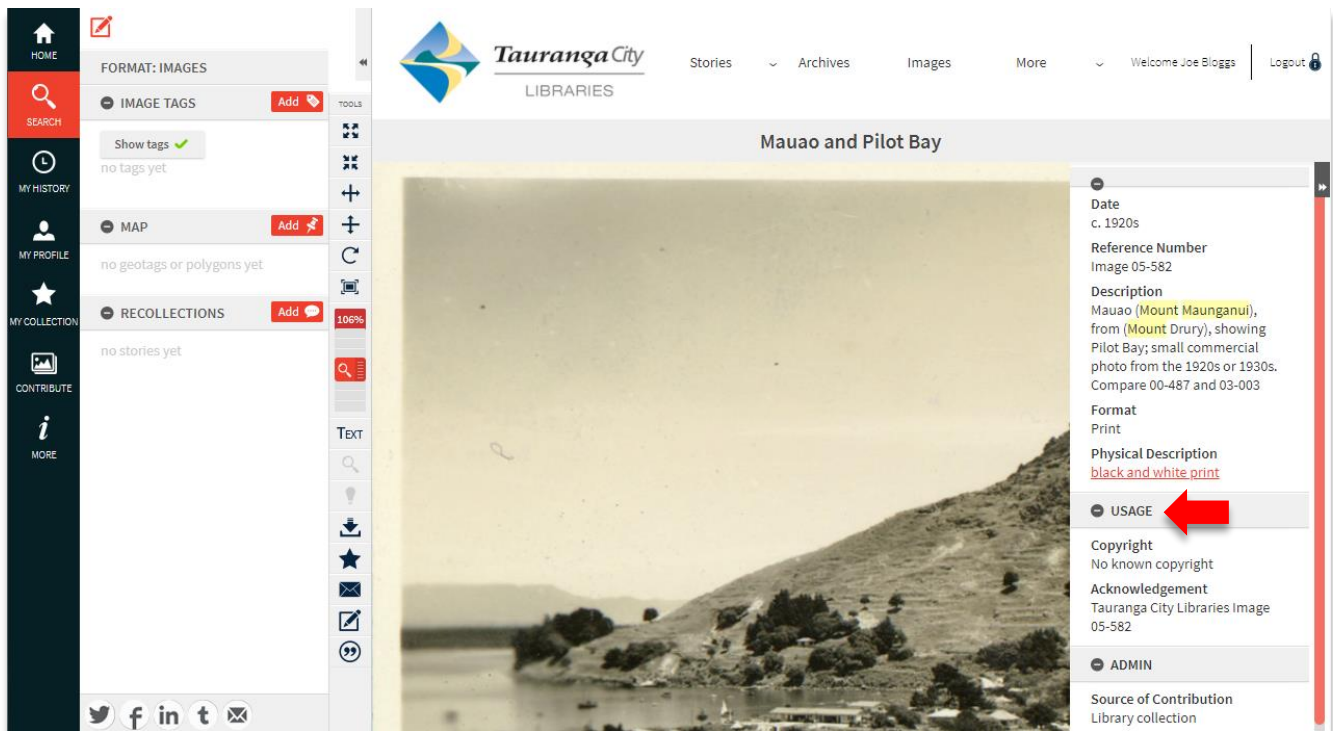
Once you have opened the item you wish to download, there is a download button available on the item toolbar.



Where digital items are available, options for download include XML, PDF (which includes a metadata report), a web master or the Original (when available).



The Original is usually the highest resolution. Our copyright notice will display. Further information about copyright items is available in the descriptive information under the **Usage** section.



## DOWNLOADING MULTIPLE ITEMS

You are also able to download the metadata and/or digital items from a search results page.

You can do this via **List View** or **Gallery View**.

The screenshot displays a search results interface. At the top, there is a search bar with the text "NEW SEARCH" and a "Reset" button. Below the search bar, a message states "More than 358 pages found. Please refine your search." The interface includes several utility buttons: "Uncheck All / Check All", "Download", "Contact Us", "My Collections", and "Share". A "Display as:" dropdown menu is highlighted with a red arrow, showing options for "List View" (selected) and "Gallery View" (a 2x2 grid icon). To the right of the dropdown are "Order By" and pagination controls showing "1 of 358". On the left, a "FILTER BY" sidebar lists categories: "FORMAT", "STARTS WITH", "HAS THE FOLLOWING", "WITHIN DATA", and "DATE", with a "Remove All Filters" button at the bottom. The main content area shows three search results in a gallery view. The first two results are images of a building, both titled "Bruce McFadgen, Wiremu Ohia, & ..." and labeled "Format: Images". The third result is an archival document titled "Valuation amendments, Jun 1924..." with a "Format: Archives" label and additional metadata: "Date: Jun 1924-Aug 1935" and "Reference Number: Ams 463/3/1".

You can either:

Select **Check All** and then **Download**, or

The screenshot shows a search results page with a dark sidebar on the left containing navigation options: BROWSE ALL, SEARCH, MY HISTORY, LOGIN, and MORE. The main content area has a search bar with 'NEW SEARCH' and a search button. Below the search bar, a message states 'More than 358 pages found. Please refine your search.' Two red arrows point to the 'Uncheck All / Check All' button and the 'Download' button. Below this are options for 'Contact Us', 'My Collections', and 'Share'. A 'Filter by' section is visible on the left with categories: FORMAT, STARTS WITH, HAS THE FOLLOWING, WITHIN DATA, and DATE. A 'Remove All Filters' button is at the bottom of the filter section. The search results are displayed in a grid view, showing three items. Each item has a circular checkbox with a checkmark. The first two items are images of a building, and the third is an archive document. The page also shows 'Display as' options (list and grid), 'Order By' dropdown, and pagination (1 of 358).

Make a manual selection by checking the tickbox on relevant items and then **Download**.

### List View

The list view shows three search results. Each result has a red arrow pointing to a checkbox with a checkmark. The first two results are images of a building, and the third is an archive document. The text for each result includes the title, format, date, and reference number.

Image	Title	Format	Date	Reference Number
	Bruce McFadgen, Wiremu Ohia, & Ratima Rolleston at Tawhitinui marae	Images		
	Bruce McFadgen, Wiremu Ohia, & Ratima Rolleston at Tawhitinui marae	Images		
	Valuation amendments,	Archives	Date: Jun 1924-Aug 1935	Reference Number: Ams 463/3/1

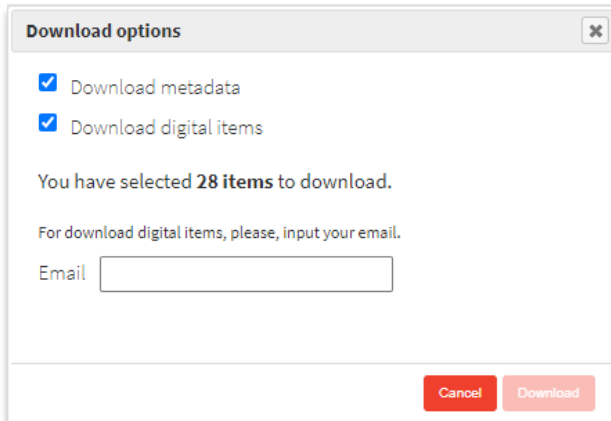
### Gallery View

The gallery view shows three search results in a grid layout. Each result has a red arrow pointing to a circular checkbox with a checkmark. The first two results are images of a building, and the third is an archive document. The text for each result includes the title, format, date, and reference number.

Image	Title	Format	Date	Reference Number
	Bruce McFadgen, Wiremu Ohia, & ...	Images		
	Bruce McFadgen, Wiremu Ohia, & ...	Images		
	Valuation amendments, Jun 1924...	Archives	Date: Jun 1924-Aug 1935	Reference Number: Ams 463/3/1



You will need to tick the boxes to download metadata and/or digital items and then select **Download**.

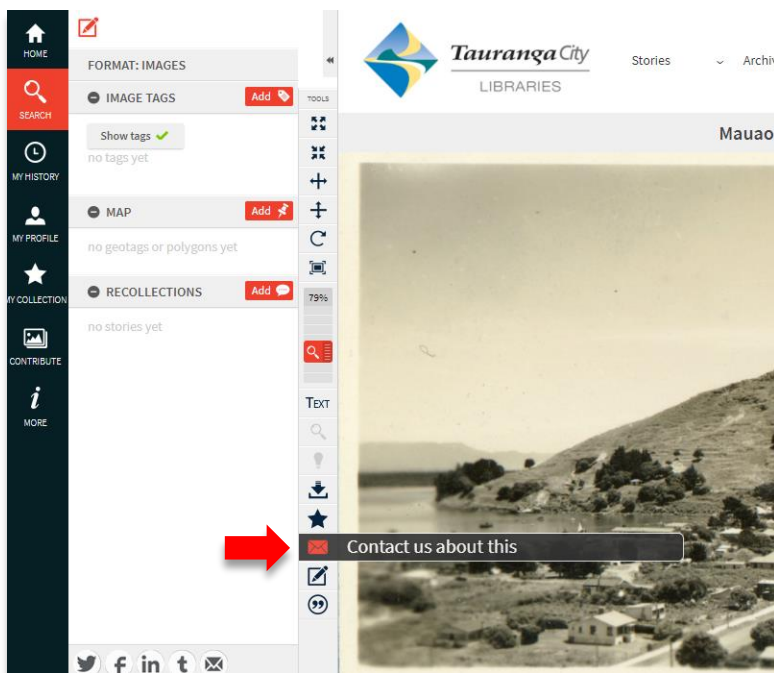


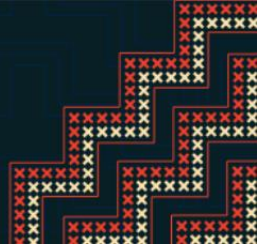
If you select **Download metadata** only, the metadata file will appear in the download area of your web browser (usually the bottom left corner). If you include **Download digital items**, you will receive an email with a download link to what you have requested. However, with either of the above options, the system will only download what is displayed on the **one page** of search results you are viewing.

**Note:** with digital items selected, the larger the request the longer the email will take to arrive.

### REQUEST A DIGITAL COPY

If there is no digital copy, or you require an item to be scanned at higher resolution, you can contact us for more information by clicking on the contact us icon in the toolbar.





## FURTHER ASSISTANCE

If you require assistance, please check the other online guides on Pae Korokī or contact Te Ao Mārama ki Te Papa Tauranga City Library:

Email: [Research@tauranga.govt.nz](mailto:Research@tauranga.govt.nz)

Phone: 07 577 7177