

## Tools on Pae Korokī

### PURPOSE

The purpose of this guide is to explain the tools available on Pae Korokī. They include main menu tools, the image display toolbar, text toolbar and action toolbar.








### GENERAL CONSIDERATIONS



Pae Korokī works best in the Chrome browser.

### MAIN MENU TOOLS








The icons in the **Main Menu** located on the left-hand side of the page open a submenu with additional options:

 HOME	<b>Home:</b> Returns you to the Pae Korokī home page
 SEARCH	<b>Search:</b> Opens the search panel offering search and search filtering options
 MY HISTORY	<b>My History:</b> Gives a list of items viewed or searches performed in your current session
 MY PROFILE	<b>My Profile:</b> Here you can change your password, username and/or email address, and review your contributions to Pae Korokī.
 MY COLLECTION	<b>My Collection:</b> View and organise your 'collected' Items. These are permanent to your login, not session based.
 CONTRIBUTE	<b>Contribute:</b> Contribute your story, research or personal memories, or upload a document. You can only access this feature when you are logged in to Pae Korokī.
 MORE	<b>More:</b> Additional information pages, How to Guides and Frequently Asked Question, plus an email form for contacting the Pae Korokī administrators.










## ITEM VIEW TOOLS

The item view tool bar runs vertically down the left side of an item when in item view. The tools offer various options for interacting with the item.

### IMAGE DISPLAY TOOLBAR

	Click to view the <b>full-size thumbnail</b>
	Click to <b>fit to screen</b>
	Click to fit image <b>width</b> to window
	Click to fit image <b>height</b> to window
	Click to <b>rotate</b> image 90° clockwise to view this will not edit how others see the item
	Click to <b>zoom</b> image to 100%
	Click and drag the magnifying glass to adjust <b>zoom</b> from minimum to maximum

### TEXT TOOLBAR

	Click to view the <b>Optical character recognition (OCR)</b> created from this page (this will open the OCR panel on the right-hand side of your page)
	Click to view automatically generated OCR
	Click to view existing OCR generated by Tauranga City Libraries
	For users to write their own transcription
	Click to <b>increase</b> text size
	Click to <b>reduce</b> text size
	Click to <b>close</b> the Text Transcription view and return to the image view
	Click to open the pop-up window to <b>view search results</b>
	Click to <b>show/hide</b> the highlighted search result hits in the image on this page



## ACTION TOOLBAR



Click for **download options** (image only, tagged image, metadata)



Click to add the item to **My Collection**



Click to **contact** the site administrator about this item



Click to **suggest an edit** to this item



Click to display the information required to **cite this item**

## 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:

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Phone: 07 577 7177