



Repository of Neesima Memorabilia Online Access System

User Manual



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1. Basic Functions

1 Operating Environment

1. Recommended Environment

- The Repository of Neesima Memorabilia Online Access System is confirmed to operate in the following environment.

Recommended OS	Recommended Browser
Windows 10	Internet Explorer 11
	Microsoft Edge 42
	Google Chrome 78
	Mozilla Firefox 71
macOS High Sierra	Safari 13
	Google Chrome 78
	Mozilla Firefox 71

- Please note that the system may not operate or be displayed correctly if viewed in an environment other than those listed above.
- There may be cases where you cannot use the system even with one of the recommended browsers above, depending on your network environment or browser settings.

2. JavaScript

- The Repository of Neesima Memorabilia Online Access System uses JavaScript. The system may not operate properly if JavaScript is disabled on your browser. Please enable JavaScript before use.

3. Plug-Ins

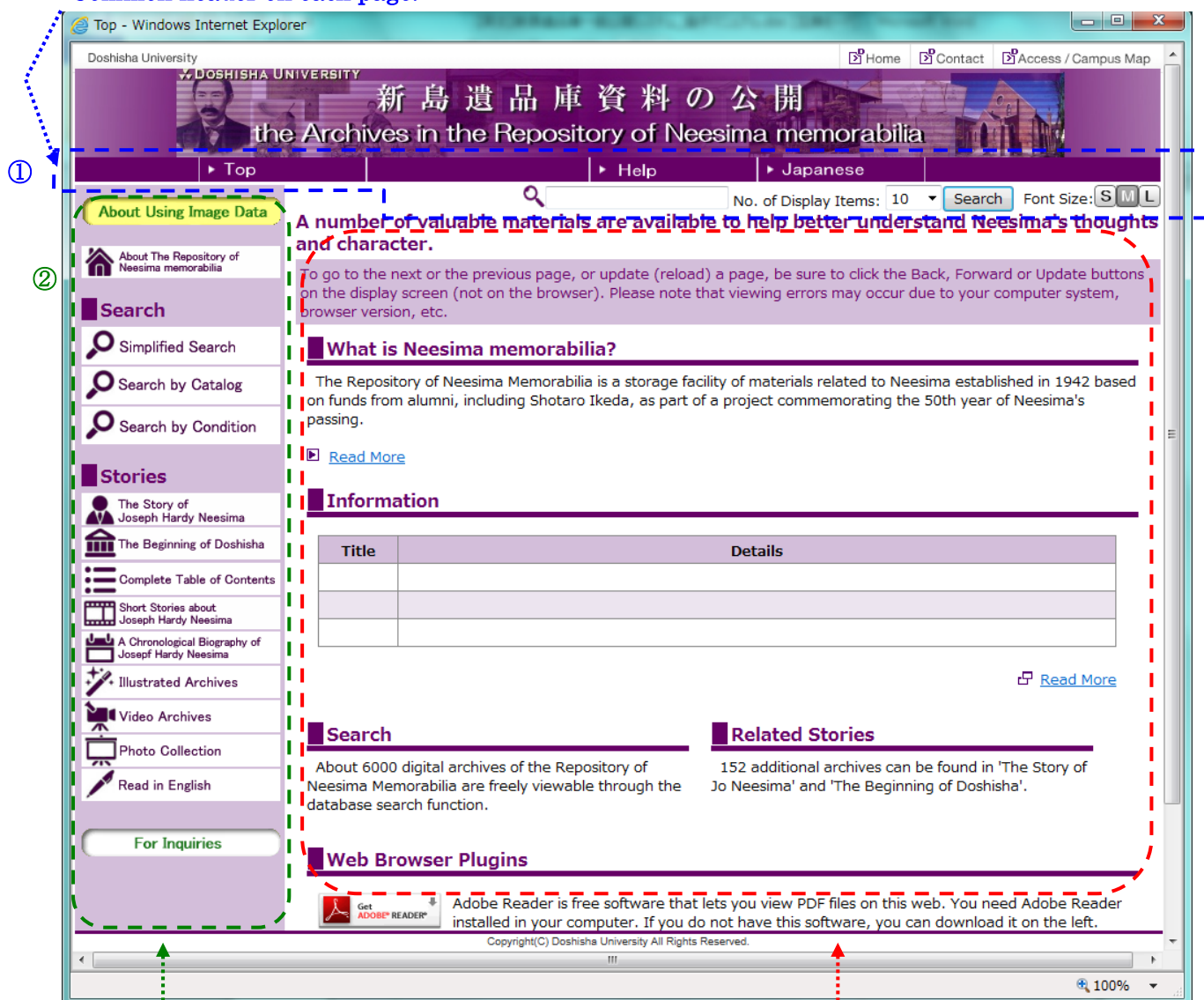
- Adobe Reader is required to view PDF files.
- Real Player is required to watch RM format movies.

4. Browser Functions

- Do not use the browser's "Back (Previous)", "Forward (Next)", or "Update" buttons as it will not process your request properly. Make sure to click the appropriate buttons on the screen.

2 Common Actions on All Pages

Common header on each page.



Common side menu on each page. Clicking one of the buttons will direct you to the respective pages.

Content of each page is displayed here.

1. Common header・・・①

(1) Top

▶ Top

Clicking [Top] will return you to the home page of the Repository of Neesima Memorabilia Online Access System.

(2) Help

▶ Help

Clicking [Help] will open the PDF user manual in a pop-up window.

(3) Keyword Search

No. of Display Items: 10

You can search for an archive material by entering search keywords and clicking the [Search] button. You can change the number of items to be displayed.

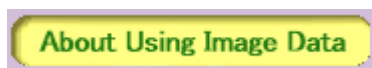
(4) Change of font size

Font Size:

You can change the font size by clicking [S], [M] or [L] button.
※Size of the characters in the image will not be changed.

2. Side menu・・・②

(1) About Using Image Data



Clicking this button will open the PDF file of the guidelines for using images of archive materials.

(2) About the Repository of Neesima Memorabilia



This section introduces the building that stores memorabilia and documents related to Neesima, with photographs of the exterior and interior of the repository and description of the photos.

(3) Search



You can search for memorabilia of Neesima in the repository and download their images.

For more details, read:

“2. Search Function” and

“3. Download Function”

(4) The Story of Joseph Hardy Neesima



This section contains 20 chapters of Neesima’s life presented in a narrative style, each linked to related documents stored in the Repository of Neesima Memorabilia.

Each chapter has the Story Description screen, on which you can read the story as well as view related documents stored in the Repository of Neesima Memorabilia on a separate pop-up window.

(5) The Beginning of Doshisha



This section contains 13 chapters of the history of Doshisha presented in a narrative style, each linked to related documents stored in the Repository of Neesima Memorabilia.

Each chapter has the Story Description screen, on which you can read the story as well as view related documents stored in the Repository of Neesima Memorabilia on a separate pop-up window.

(6) Complete Table of Contents



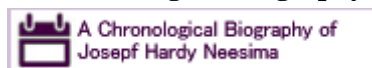
This page displays the entire list of contents under the “Stories” section of the Repository of Neesima Memorabilia Online Access System. Clicking on the hyperlinked text takes you to the respective content pages.

(7) Short Stories about Joseph Hardy Neesima



This section has 48 articles on Joseph Hardy Neesima and Doshisha. Each article is displayed along with a corresponding image.

(8) A Chronological Biography of Joseph Hardy Neesima



The life of Joseph Hardy Neesima is presented in seven-part chronology. You can have a quick overview of major events in each period of time.

(9) Illustrated Archives



Ten most notable items among the materials related to Joseph Hardy Neesima are each introduced with an illustration. Illustrations are accompanied by commentary and notes.

(10) Video Archives



The life of Joseph Hardy Neesima is introduced in 10 videos. ※RealPlayer is required to watch these videos.

(11) Photo Collection



Photo Collection

This section collects 72 photographs about Joseph Hardy Neesima, including those of people and buildings related to him.

(12) Read in English



Read in English

This section has a collection of writings by Joseph Hardy Neesima translated into modern English.

3 Timeout

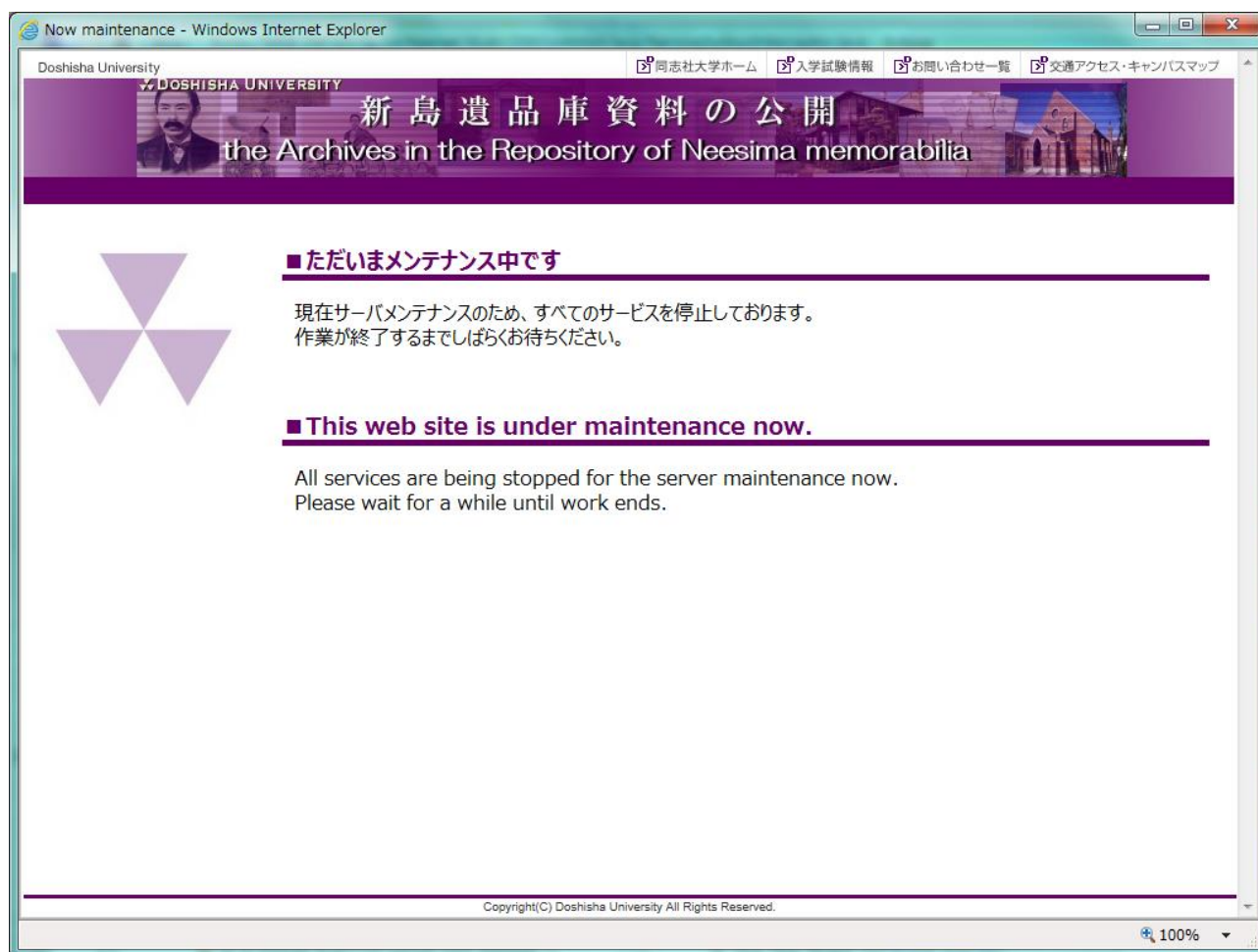
The page will time out after 30 minutes of inactivity and you will be unable to perform further actions.

1. In case of timeout

When a timeout occurs, you will be automatically redirected to the home page when you next perform an action.

4 Maintenance

The following message will be displayed on the screen during the server maintenance of the Repository of Neesima Memorabilia Online Access System.



1. About Maintenance

The Repository of Neesima Memorabilia Online Access System is not available for use during the maintenance.

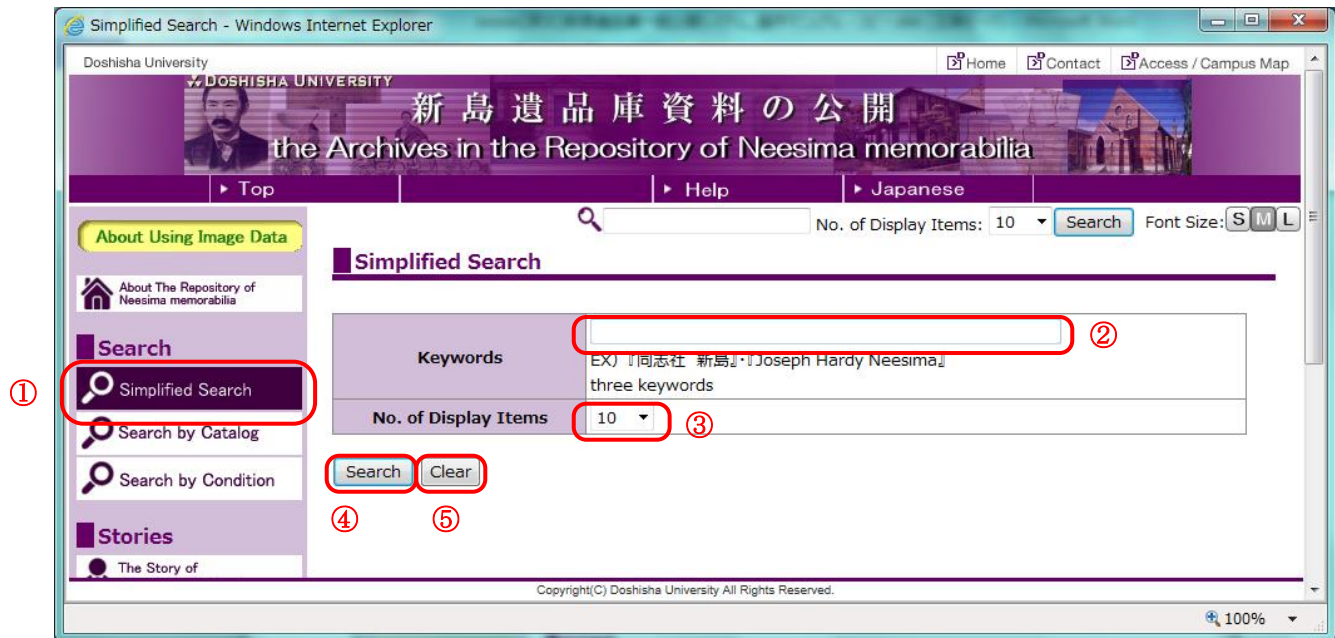
Please wait until the maintenance is completed.

2. Search Function

1 Simplified Search Screen

On the Simplified Search screen you can search for materials of the Repository of Neesima Memorabilia by keyword.

You can search for items that contain the keyword(s) in either “Name”, “Author”, “Date”, “Figure”, “Size” or “Catalog No”.



1. Open the Simplified Search screen・・・①



Click [Simplified Search] on the side menu.

2. Enter Keywords・・・②

Enter keywords that you wish to search for.

※A fuzzy search of keywords with partial matching is performed.

※If multiple keywords are entered, an AND search is performed.

Ex.) If you enter “Doshisha Neesima” in the search box, items that only contain “Doshisha” and not “Neesima” will not be returned.

※You can enter up to three keywords, separated by spaces.

An error occurs if four or more keywords are entered.

※Dates should be entered in the order YYYYMMDD.

(Ex: January 11, 2013 should be entered as 20130111.)

3. Change the No. of Display Items・・・③

You can change the number of items to be displayed on the Result screen.

Choose the number from the drop-down list.

4. Search・・・④

Click the [Search] button.

The Result screen will be displayed.

5. Clear・・・⑤

If you wish to clear the entered search criteria, click the [Clear] button.

The search criteria is cleared.

2 Search by Catalog Screen

On the Search by Catalog screen, you can search for materials of the Repository of Neesima Memorabilia by catalog category.



1. Open the Search by Catalog screen...①



Click [Search by Catalog] on the side menu.

2. Select Large Categories...②

Select the category you wish to search from the drop-down list.

3. Select Medium Categories...③

Select the category you wish to search from the drop-down list.

※If the selected large category does not have a medium category, the list is empty.

4. Change the No. of Display Items...④

You can change the number of items to be displayed on the Result screen.

Choose the number from the drop-down list.

5. Search...⑤

Click the [Search] button.

The Result screen will be displayed.

6. Clear...⑥

If you wish to clear the entered search criteria, click the [Clear] button.

The search criteria is cleared.

3 Search by Condition Screen

On the Search by Condition screen, you can search for materials of the Repository of Neesima Memorabilia by detailed conditions.

If multiple conditions including “Name” and “Author” are specified, an AND search is performed.

Search by Condition - Windows Internet Explorer

Doshisha University

Home Contact Access / Campus Map

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the Archives in the Repository of Neesima memorabilia

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About The Repository of Neesima memorabilia

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A Chronological Biography of Joseph Hardy Neesima

Illustrated Archives

Video Archives

Photo Collection

Read in English

Search by Condition

Name or

(Fuzzy keyword search)

Author

(Fuzzy search by first or last name.)

Date

(Search by specifying the date range. Input of only 'year' or 'year and month' enables a search. EX. 2012/12/24)

Catalog No.

enter Catalogue No.

No. of Display Items

10

Search Clear

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100%

1. Open the Search by Condition screen・・・①



Click [Search by Condition] on the side menu.

2. Enter Name・・・②

Enter the name of the item you wish to search for.

※A fuzzy search with partial matching is performed.

※If you enter words in two or more boxes, an OR search will be performed.

3. Enter Author・・・③

Enter the name of the author you wish to search for.

※A fuzzy search with partial matching is performed.

4. Enter Date・・・④

Enter the date of issue of the item you wish to search for.

※You may enter year only, or year and month only. Boxes you did not fill will be auto-completed during search.

Ex.) If you enter “2013” and “February 2014”, items dated between January 1, 2013 and February 28, 2014

will be returned.

5. Enter Catalog No. . . . ⑤

Enter the four-digit catalog number of the item you wish to search for.

6. Change the No. of Display Items . . . ⑥

You can change the number of items to be displayed on the Result screen.

Choose the number from the drop-down list.

7. Search . . . ⑦

Click the [Search] button.

The Result screen will be displayed.

8. Clear . . . ⑧

If you wish to clear the entered search criteria, click the [Clear] button.

The search criteria is cleared.

4 Result Screen

Clicking the search button on the Simplified Search screen, Search by Catalog screen or Search by Condition screen will display items that match the criteria.

result - Windows Internet Explorer

Doshisha University

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result total : 0 (0 bytes)

Keywords [Vol.101.Documents related to Doshisha][A.Establishment of Doshisha]

Items 1 to 10 are now being displayed (from a total of 32items) Next> Last>>

Choose Image	Screen Images	Description
total : 0	Material Description	<p>Name Draft of the request for the establishment of a private school</p> <p>Author Joseph H. Neesima</p> <p>Date August 23, 1875</p> <p>Figure and Size Hanging scroll in paulownia box 45.5cm</p> <p>Catalog No. 0001</p> <p>Vol. No. of "the Joseph Neesima Collection" -</p>
		<p>Name Request for Permission of Kyoto Prefecture for the Establishment of a Private School and Employment of a Foreign Teacher</p> <p>Author Joseph H. Neesima</p> <p>Date August 23, 1875</p> <p>Figure and Size Ink brush on Japanese paper, 5 sheets with</p>

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100%

Material Description

Catalog No. 0010

Vol. No. of "the Joseph Neesima Collection" -

Items 1 to 10 are now being displayed (from a total of 32items) Next> Last>>

Download total : 0 (0 bytes) Top

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100%

1. Keywords・・・①

Specified search criteria is displayed.

※If the following message appears:

result total : 0 (0 bytes)

Keywords [Search condition]

No matching data was found.

This message appears when no items matching the search criteria are found.

Search again with different criteria.

2. Number of items displayed and total number of matches...②

This bar shows the total number of items matching the search criteria and the number of items currently displayed.

3. Page navigation...③

Links for page navigation appear if the search returns more items than the number of display items set on the search screen.

By clicking these links you jump to the next page or the last page.

4. Information of each item...④

Information of each item matching the search criteria is displayed.

Clicking the [Material Description] button will jump to the Images List screen.

5. Download Images...⑤

Clicking the [Download] button will jump to the Download List screen.

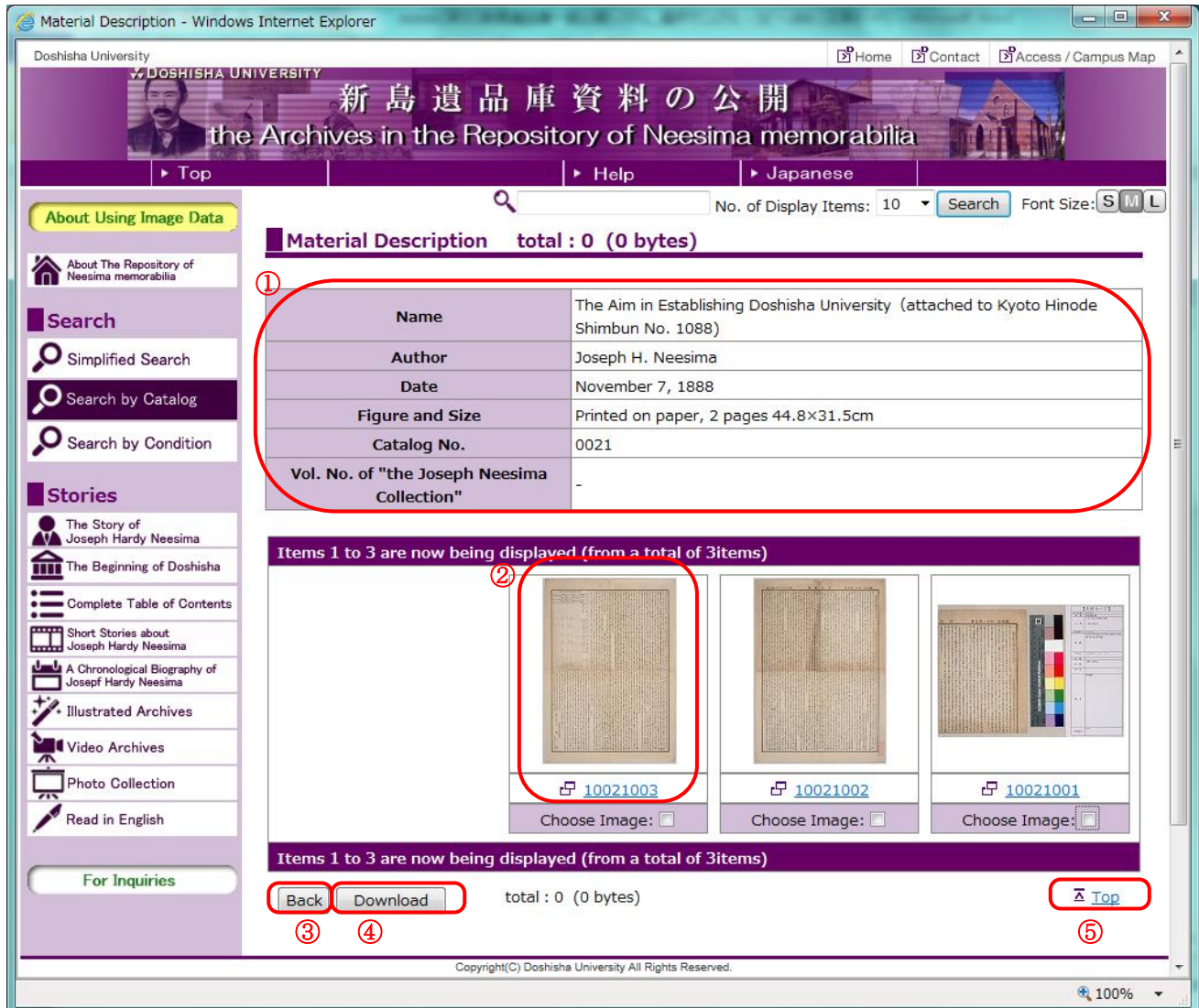
For more details on downloading, see “3. Download Function”.

6. Top...⑥

Clicking this button will return you to the top of the current page.

5 Images List Screen

Clicking the [Material Description] button on the Result screen will show the list of images contained in the material.



1. Information of the material・・・①

Information of the selected material is displayed.

2. Image and image title・・・②

Thumbnails of individual images are displayed.

Clicking an image or a hyperlinked image title will open a pop-up window of the Image Description screen, where you can view the enlarged version of the image.

3. Back・・・③

Clicking the [Back] button will return you to the Result screen.

4. Download Images・・・④

Clicking the [Download] button will jump to the Download List screen.

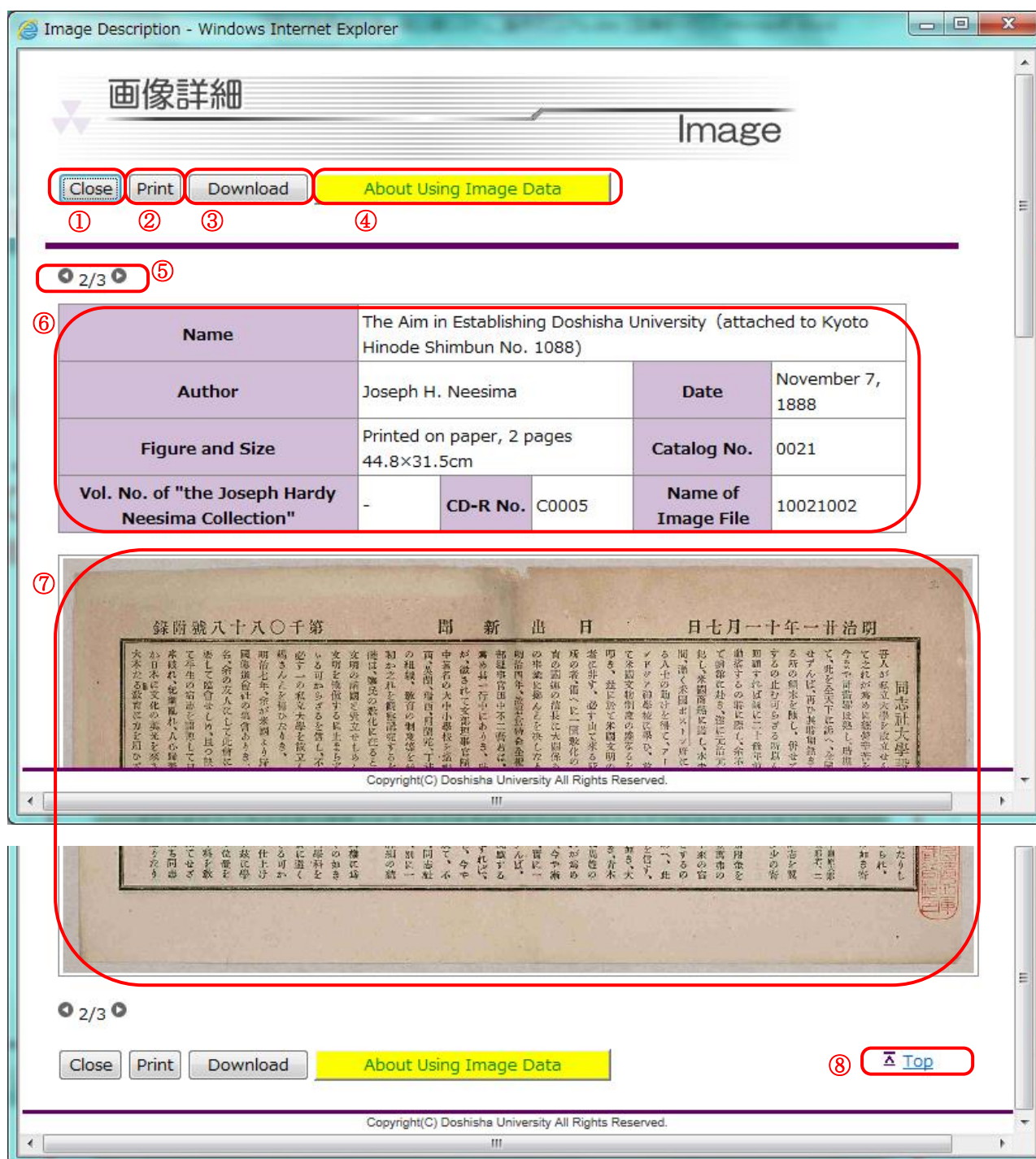
For more details on downloading, see “3. Download Function”.

5. Top・・・⑤

Clicking this button will return you to the top of the current page.

6 Image Description Screen

Clicking an image on the Images List screen will open a pop-up window of the Image Description screen.



1. Close・・・①

Clicking this will close the current window.

2. Print・・・②

Clicking this will print the current page.

3. Download・・・③

Clicking this will download the image.

For more details on downloading, see “3. Download Function”.

4. About Using Image Data・・・④

Clicking this will open the PDF file “About Using Image Data”, which is guidelines for using images of archive materials shown on the site.

5. What number the current image is out of the total number of images・・・⑤

This shows how many images are in the material and what number the current image is.
Clicking the right and left arrows will display the previous and next images.

6. Information of the material・・・⑥

Information of the current image is displayed.

7. High definition image・・・⑦

A high definition image of the archive material is displayed.

※High definition images are resized to fit in the window.

If you wish to view the original size image, use the download function.

8. Top・・・⑧

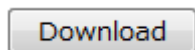
Clicking this button will return you to the top of the current page.

3. Download Function

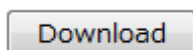
1 Download Function

Images of archive materials shown on the Repository of Neesima Memorabilia Online Access System are available for download.

1. Download multiple images



Selecting items or images that you wish to download on the Result screen or Images List screen and clicking the [Download] button will direct you to the Download List screen.



Clicking the [Download] button on the Download List screen will start download of the selected images.

2. View image before download

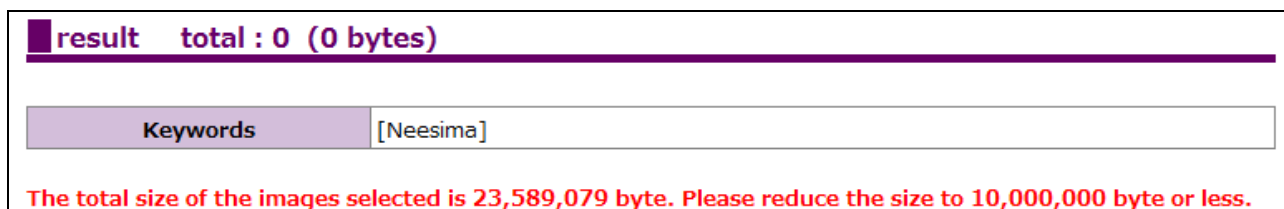
Clicking an image or a hyperlinked image title on the Images List screen will open a pop-up window of the Image Description screen.

Clicking the [Download] button will start download of the displayed image.

※Notes on downloading images

- Format of the download file
Images are compressed to a ZIP file when downloaded.
- Download limit
You can download up to either
 - 100 images or
 - total approx. 10MB (10,000,000 bytes)at one time.

※If the following message appears:



This appears when more images than the limit are selected.
Please reduce the number of images.

2 Result Screen

On the Result screen, you can select items whose images you wish to download.

The screenshot shows the 'result' screen of the Doshisha University Archives. The page header includes the university name and navigation links. The search results section shows two items, each with a thumbnail, a 'Choose Image' button, and a description table. The first item is a 'Draft of the request for the establishment of a private school' by Joseph H. Neesima, dated August 23, 1875. The second item is a 'Request for Permission of Kyoto Prefecture for the Establishment of a Private School and Employment of a Foreign Teacher' by Joseph H. Neesima, dated August 23, 1875. The page also includes a sidebar with navigation links and a footer with copyright information.

1. Select an item・・・①

You can select an item for download by checking the box next to each of them.
Checking this box will select all images of the material.

2. Select all items・・・②

If you wish to select all items displayed on the screen, check the box indicated by ②.
※You cannot make changes to items with the sign “partial select”.

3. “partial select” status・・・③

“Partial select” appears instead of a checkbox if only some of the images of the material are selected. You cannot make changes to the choices for a material indicated “partial select” on this screen. Click the [Material Description] button and change selection on the Images List screen.

4. Proceed to the download list screen・・・④

After selecting the images, click the [Download] button to jump to the Download List screen.

5. Number of images selected and total file size・・・⑤

This part shows the number of images selected and the total file size.

※The information is as of the point the current screen was displayed. Changes made on the current screen are not included.

3 Images List Screen

You can select individual images of a material on the Images List screen.

The screenshot shows the 'Material Description' screen for item 10021003. The page has a purple header with the Doshisha University logo and navigation links. A sidebar on the left contains links for 'About Using Image Data', 'Search', 'Stories', and 'For Inquiries'. The main content area features a table with material details:

Name	The Aim in Establishing Doshisha University (attached to Kyoto Hinode Shimbun No. 1088)
Author	Joseph H. Neesima
Date	November 7, 1888
Figure and Size	Printed on paper, 2 pages 44.8×31.5cm
Catalog No.	0021
Vol. No. of "the Joseph Neesima Collection"	-

Below the table, a section titled 'Items 1 to 3 are now being displayed (from a total of 3items)' shows three image thumbnails. Each thumbnail has a 'Choose Image' checkbox below it. The first checkbox is highlighted with a red circle and the number 1. Below the image selection section, there are buttons for 'Back' (highlighted with a red circle and the number 2) and 'Download' (highlighted with a red circle and the number 3). To the right of these buttons is the text 'total : 0 (0 bytes)' (highlighted with a red circle and the number 4). A 'Top' link is also visible.

1. Select an image・・・①

You can select an image for download by checking the box under it.

2. Back・・・②

Clicking the [Back] button will return you to the Result screen.

3. Proceed to the Download List screen・・・③

After selecting the images, click the [Download] button.

4. Number of images selected and total file size・・・④

This part shows the number of images selected and the total file size.

※The information is as of the point the current screen was displayed. Changes made on the current screen are not included.

4 Download List Screen

On the Download List screen, you can check and download the images that are selected.

Download list - Windows Internet Explorer

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Video Archives

Photo Collection

Read in English

For Inquiries

Download list Total of Downloadable Images : 3 (1,261,853 bytes)

Items 1 to 3 are now being displayed (from a total of 3 items)

Undo	Images	Description												
Cancel	 10021001	<table><tr><td>Name of Data</td><td>The Aim in Establishing Doshisha University (attached to Kyoto Hinode Shimibun No. 1088)</td></tr><tr><td>Author</td><td>Joseph H. Neesima</td></tr><tr><td>Date</td><td>November 7, 1888</td></tr><tr><td>Figure and Size</td><td>Printed on paper, 2 pages 44.8×31.5cm</td></tr><tr><td>Catalog No.</td><td>0021</td></tr><tr><td>Vol. No. of "the Joseph Neesima Collection"</td><td>-</td></tr></table>	Name of Data	The Aim in Establishing Doshisha University (attached to Kyoto Hinode Shimibun No. 1088)	Author	Joseph H. Neesima	Date	November 7, 1888	Figure and Size	Printed on paper, 2 pages 44.8×31.5cm	Catalog No.	0021	Vol. No. of "the Joseph Neesima Collection"	-
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Catalog No.	0021													
Vol. No. of "the Joseph Neesima Collection"	-													

Items 1 to 3 are now being displayed (from a total of 3 items)

Back Download About Using Image Data

Total of Downloadable Images : 3 (1,261,853 bytes)

Copyright(C) Doshisha University All Rights Reserved.

1. Cancel selection of image・・・①

Clicking the [Cancel] button will remove the image from the download list.

2. Back・・・②

Clicking the [Back] button will return you to the Result screen or the Images List screen.

If you wish to add an image, return to the previous page with this button to select it.

3. Execute download・・・③

Clicking the [Download] button will start download.

Selected images are compressed to a ZIP file when downloaded.

※Download may take time depending on the number of images and environment.

4. About Using Image Data・・・④

Clicking the [About Using Image Data] button will open the PDF file of the guidelines for using images

of archive materials.

Please read this document before downloading an image.

5. Number of images selected and total file size・・・⑤

This part shows the number of images selected and the total file size.

5 Image Description Screen

You can download the image that is displayed on the Image Description screen.



1. Execute download・・・①

Clicking the [Download] button will download the image that is currently displayed.
The image is compressed to a ZIP file when downloaded.

2. About Using Image Data・・・②

Clicking the [About Using Image Data] button will open the PDF file of the guidelines for using images of archive materials.

Please read this document before downloading an image.