

Playback

To play films you will need either Windows Media Player (recommended for Windows-based PC users) or QuickTime (recommended for Mac users). The Culverhouse Classical Music titles are also available as WAV and MP3 files. In most cases no additional software installation or configuration should be required. If you have any problems, please contact your computer support department in the first instance.

Search Techniques and Tips

Boolean Operators

Boolean (“and”, “or”, “not”) operators allow users to combine search terms and result sets to execute a more precise search.

- and:* both terms must be in the field(s) searched
- or:* either term can be in the field(s) searched
- not:* exclude the records where the term following “not” is present

Boolean operators can be specified on the Advanced Search and Search History pages and elsewhere using drop-down menus. In addition, you may add them to search strings within a text box for searching in a single field.

Truncation

Truncation refers to using characters that can represent other characters, and is used when you want to search for more than one form of a word. Use * when you want to match any number of characters in a word. Note: you must type at least three characters before a final asterisk.

For example,

- lamb** will find lamb, lambs, lambing, lambers, lamborghini, etc.
- behavio*r* will find both behavior and behaviour

Extra Features

Film Trails



Explore films in the service by themes.

Forum



Comment on content; discuss the service with other users.

Lucky Dip



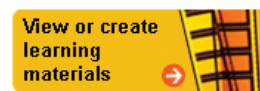
A random selection of the service content. Try it and see!

Keep in touch



Register to receive service announcements and updates via email.

Learning Materials



View or create case studies, film trails and reviews to support the use of Film & Sound Online in teaching and learning.

Help

Context-sensitive help is available for all parts of the interface. The help option is located on the menu bar. Close the help window to return to the interface.

Exit

Please use the exit link when you have finished using the service. You will be automatically logged out after a period of non-use of the interface.



Quick Reference Guide

Film & Sound Online brings together collections of audio, video and associated metadata of wide interest to the Higher and Further Education communities.

The content is fully downloadable, either in full or as segments, and can be used in learning, teaching and research.

<http://www.filmandsound.ac.uk>

Using Film & Sound Online

The navigation bar at the top of the page allows you to move between any of the main areas.

- Home:** Links to all areas of the site and includes the Standard Search.
- Advanced Search:** Further options for more precise searching.
- Collections:** Displays all titles in each collection.
- Subjects:** Search by general subject areas.
- Search History:** Displays previous searches, for you to combine or re-run.
- Help:** Context-sensitive help.
- Exit:** Log out of Film & Sound Online.

Standard Search



A search form with a text input field labeled "Search for (see example):", a dropdown menu set to "All fields", and a "SEARCH" button.

This is the default search page on the Homepage. For more search options, go to the Advanced Search page.

In this area you can enter a search term, and choose all or one of the six fields to search, using the drop-down menu:

- Title:** term appears in the film title.
- Description:** term appears in the film description.
- Credits:** term appears in the film credits.
- Director:** term comprises part of the Director's name.
- Producer:** term comprises part of the Producer's name.
- Segments:** term appears in one or more segment descriptions of the film.

Advanced Search

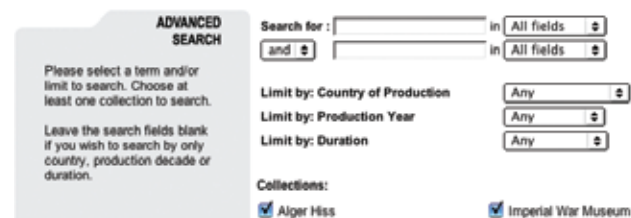
On the Advanced Search page, you can combine search terms from one or two with Boolean operators **and**, **or**,

not (Boolean operators are explained overleaf).

You may also limit your search by the country of production, the year of production and duration of the film.

You may specify which collections you wish to search by ticking the boxes next to each (the default setting ticks and searches all collections).

Collections



An advanced search form with fields for "Search for:", "and", "Limit by: Country of Production", "Limit by: Production Year", "Limit by: Duration", and "Collections:" with checkboxes for "Alger Hiss" and "Imperial War Museum".

The Collections area contains links to all collections. Clicking on a collection name will give a brief overview of the collection. A link "Browse all titles in this collection" displays the full list of titles for that collection.

Subjects

This allows you to browse through general subject areas in Film & Sound Online.

Click on the **Subject Icons** on the home page, or **More Topics** on the Subjects page to produce a list of more specific sub-topics within each subject allowing you to focus your search.

Click on **More Topics** beside the specific sub-topic that interests you to see how many films are available in more specific groupings.

Click on the highlighted group name to see and view the titles relating to your search. The number beside each group name indicates how many titles are available.

Search History

This displays a list of searches already performed in the current session.

Combine any marked searches with Boolean operators

and, **or**, **not**. (Boolean operators are explained overleaf.) Tick the boxes next to the Search Query to select which searches to combine. NB: The most recent saved search is at the top of the list.

Search Results

Up to ten records are listed on each page, with links to take you to the next or previous page of results. A Sort button allows you to sort the results by **Title** or **Year** in either ascending or descending order. Click on the titles to view the individual records.

Full Record

On the Full Record page you can read a description of the item, download the item or segments of the item, email the descriptive text and change the download protocol from HTTP to FTP.



A screenshot of a full record page for the film "Why We Fight: The Battle of Britain". It includes a video player, a description, credits, and download options for Windows PC and Mac users.

Download

To download a segment, click on the link at the end of a segment description. To download the whole item, click on the link at the end of the full record.