

Saving Images and Catalogue Entries to a Personal Archive



It is possible to save favourite images and catalogue entries in a personal archive on Lincs to the Past, so that you can view them again without having to repeat your search.

This guide is arranged in four sections:

1. Registration
2. Signing in to the Site
3. Saving an Image or Catalogue Entry
4. Accessing an Image or Catalogue Entry

1. Registration

To add index entries to the site, you first need to become a registered user of *Lincs to the Past*.

First, open the webpage at www.lincstothepast.com .

Next, left click on **Register** at the top right corner of the webpage.



This will open up an online form, which you will need to complete. The Username can be a pseudonym if you prefer. Some of the fields are compulsory, and these are indicated by a red asterisk.

You are here > Home > Register

Register

Registration allows you to add comments to records, save searches and receive updates.

[Privacy Concerns](#) | [Cookies information](#) | [Frequently asked questions](#)

Create an account

★ Required Fields.

Username ★

Password ★

Confirm password ★
(Five character minimum)

Email address ★
[Why do we need this?](#)

keep me logged in

Personal information

★ Required Fields.

First name ★

Last name ★

House name / number

Street

Locality

Town

Postcode

Human Test ★ What are the second and sixth letters of the word:
MAJORITY

* This test is not case-sensitive so it is not necessary to type capital letters.

I agree to the site's [Terms and Conditions](#).

Register

Please keep a careful note of the Username and Password that you create, as you will need these in the future to log in.

When you have filled in all the relevant information, completed the “Human Test” (this is to stop rogue computers infecting the website with Spam or worse), you will need to click in the small box to agree to the site’s Terms and Conditions (left click on the underlined words to read these).

Finally, click on the **Register** box at the bottom of the form.

You should receive a confirmation email shortly afterwards.

2. Signing in to the Site

To add information to the website, you need to be Signed in (Logged in).

At the start of your session, left click on **Sign in** at the top right corner of the webpage.

Sign in | Register

This will open a short form, asking you to enter your user name and password.

Sign in

Username

Password

[Forgotten password?](#)

keep me logged in

Sign in

Not registered?

Free registration will allow you to add comments to records, save searches and receive updates.

Register

If you have forgotten your password, you can click on **Forgotten password?** This will open a form asking you to enter your email address, so that your password can automatically be emailed to you.

Fill in the email address you used to register and we will send your password to that address.

Enter your e-mail

Your e-mail

Submit

If you still have problems signing in, perhaps because you have forgotten your User name, please email LincsToThePastEnquiries@lincolnshire.gov.uk . The webteam will then check your entry on the registration database and, if necessary, issue new credentials.

While you are signed in, your user name will appear at the top right corner of the webpage.

Welcome, RogersM | [My Account](#) | [My Archive](#) | [Sign out](#)

3. Saving an Image or Catalogue Entry

When you are looking at an image or catalogue entry, there will be an icon shaped like a floppy disk, above and to the right of the image.

Add to basket    

Comments (0)

Tags (0)

The text "Save to Archive" will appear if you hover your cursor over this icon.



Click on the icon to save the image. [If you are not already logged on, you will be prompted to enter your account details or create an account, as above].

Save to your archive

Record name

Description

1000 characters remaining

You will then have the option to add some descriptive text to remind you of the contents of the image at a later date. When finished, click on the blue **Submit** button.

The image or catalogue entry is now saved in your personal section of the website.

4. Accessing a saved Image or Catalogue Entry

Sign in using your existing account details.

Click on **My Archive** at the top right corner of the webpage.



You will now enter your personal section of the website, divided into "Pages", "Records" and "Searches".

You are here > Home > My Archive

My Archive

Pages **Records** **Searches**

My Archive No Pages - You haven't saved any pages.

Click on the **Records** tab to open up a list of your saved items:

You are here > Home > My Archive

My Archive

Pages

Records

Searches



photograph

Edit ✕

railcar

Saved: Fri, 25 Nov 2011 12:17 pm



photograph

Edit ✕

trams

Saved: Fri, 25 Nov 2011 12:31 pm

Finally, click on a title or an image to open up the full record.