



## DigiTool – digital asset management system

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QG DBS006 [https://www.abdn.ac.uk/library/documents/guides/qgdb006.pdf]

Library, Special Collections & Museums has an extensive range of digital material which is being brought together into one digital asset management system – **DigiTool**. These digital objects include past exam papers in Word and PDF format, photographic collections from **George Washington Wilson** and **Aberdeen Harbour Board**, digital resources within archive collections, including the **Energy Archive**, and digital versions of illuminated manuscripts, illustrated books, museum objects and other treasures from the Library's stellar collections. Electronic versions of Research Theses from 2008 onwards are also being added to the collection.

There are two methods of finding material within DigiTool – you can **search by keyword** using either a **Simple Search** or an **Advanced Search** or you can **browse** specific collections, e.g. exam papers, or photographic collections.

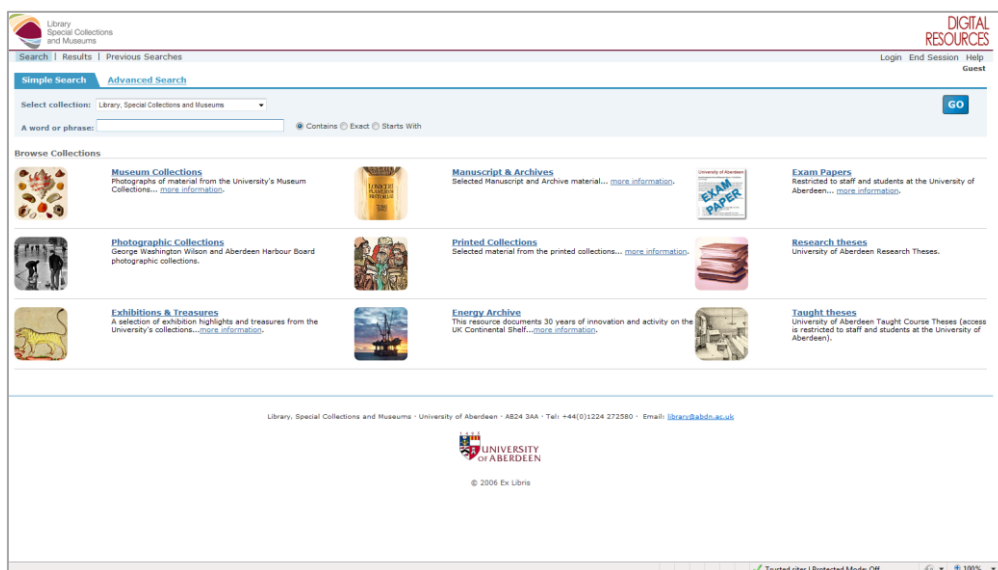
You do not need to logon to search DigiTool, but as some resources, e.g. past exam papers, are restricted to University of Aberdeen staff and students you will have to logon in order to be able to view them.

Go to <http://digitool.abdn.ac.uk/>.

If you want to logon, click on **Login** on the top right of the screen and logon using your University computer username and password.

### Searching – Simple Search

The **Simple Search** is the default screen when you first access DigiTool.



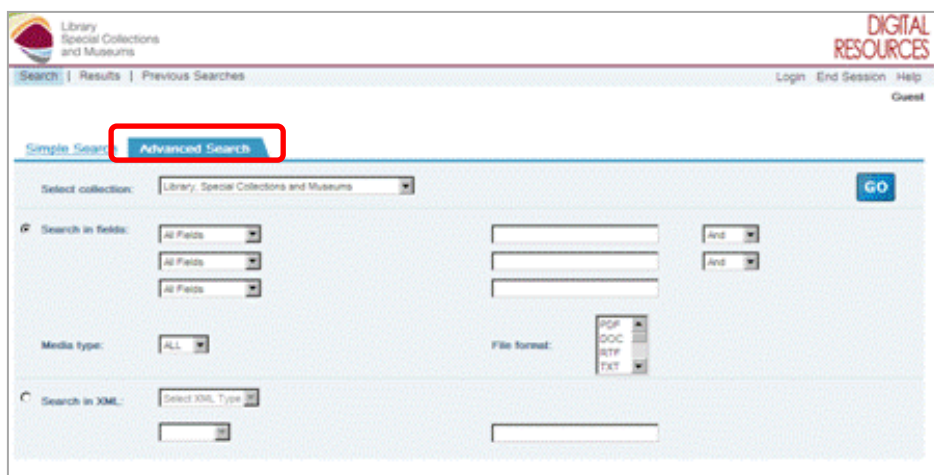
You can search across all collections by entering a word or phrase in the search box and pressing **enter** or clicking **Go**. For example, to find any material relating to oil and gas, enter **oil and gas** in the search box and press **enter**. This will search all collections for the keywords **oil and gas** in **any field** and then present the results in **brief view** display.

If you wanted to search for oil and gas only in the **Energy Archive** then you would select **Energy Archive** from the dropdown **Select Collection** box before clicking **Go**, or you could search only for past exam papers by selecting **Exam Papers** from the dropdown box.

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## Searching – Advanced Search

To use the Advanced Search options, click on the **Advanced Search** tab above the search boxes. (See below)



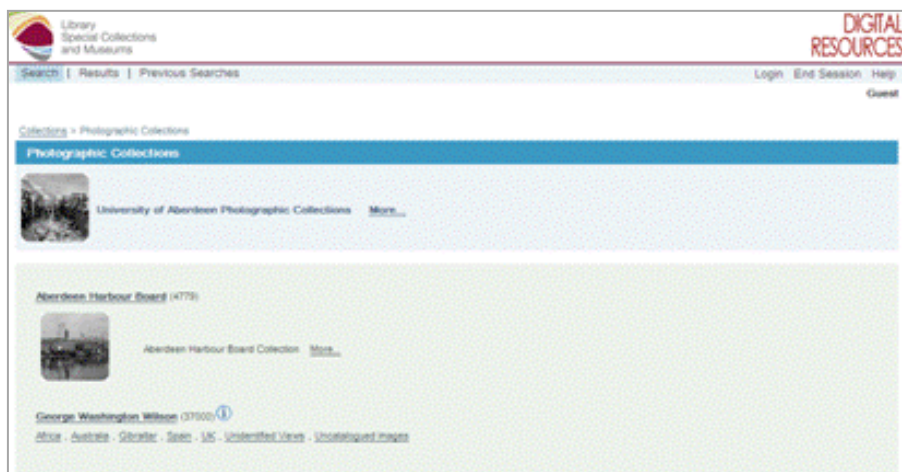
The screenshot shows the 'Advanced Search' tab selected in the search interface. The page header includes the 'Library Special Collections and Museums' logo and 'DIGITAL RESOURCES' branding. Navigation links for 'Search', 'Results', and 'Previous Searches' are visible. The search area contains several fields: a 'Select collection' dropdown set to 'Library Special Collections and Museums', a 'GO' button, and a 'Search in fields' section with three dropdown menus, all currently set to 'All Fields'. There are also input boxes for search terms and dropdowns for logical operators ('And', 'Or', 'Without'). A 'Media type' dropdown is set to 'ALL', and a 'File format' dropdown lists 'PDF', 'DOC', 'RTF', and 'TXT'. At the bottom, there is a 'Search in XML' section with a 'Select XML Type' dropdown and an input box.

Advanced Search allows you to enter more specific searches based on individual fields within a record. Whereas the simple search looks for your keywords within any field in the record, the advanced search lets you specify the field that you want to search in, for example, **title** or **creator**, and it allows you to combine your search terms using **'and'**, **'or'** or **'without'**. So if, for example, you wanted to search for **oil and gas** anywhere in any record, but excluding the exam papers, you could enter **oil** in the first search box (**All fields**), click on the dropdown alongside to select **'And'**, enter **gas** in the second search box (**All fields**), then click on the next dropdown to select **'Without'**, then on the third line select **title** from the first drop down, enter **exam** in the search box and click **Go**.

## Browsing collections

From the **Simple Search** screen you have the option to browse all of the collections within DigiTool. The collections are structured hierarchically with the top-level collections appearing on the main search screen. Collections may be further sub-divided into a number of levels; for example, the exam paper collection is divided into sub-collections by College, and within each College it is further subdivided by subject area.

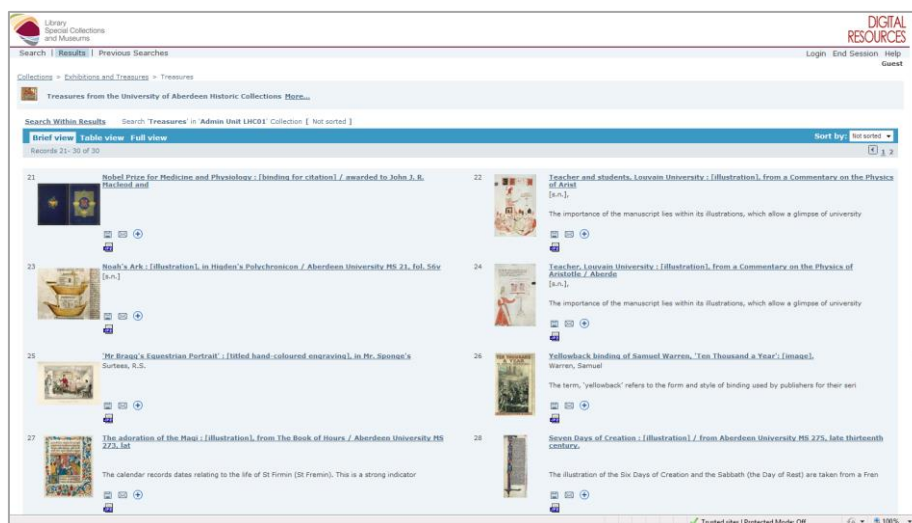
To view all of the **sub-collections** within a specific collection, click on the main collection name, e.g. **Photographic Collections**. The next-level collections in the hierarchy will then be displayed with an indication of the total number of items within each sub-collection. You can continue through the hierarchy by clicking on the sub-collection name until you reach the lowest level. Clicking on the lowest-level collection name will display all of the items within that collection.



## Viewing search results

### Brief view

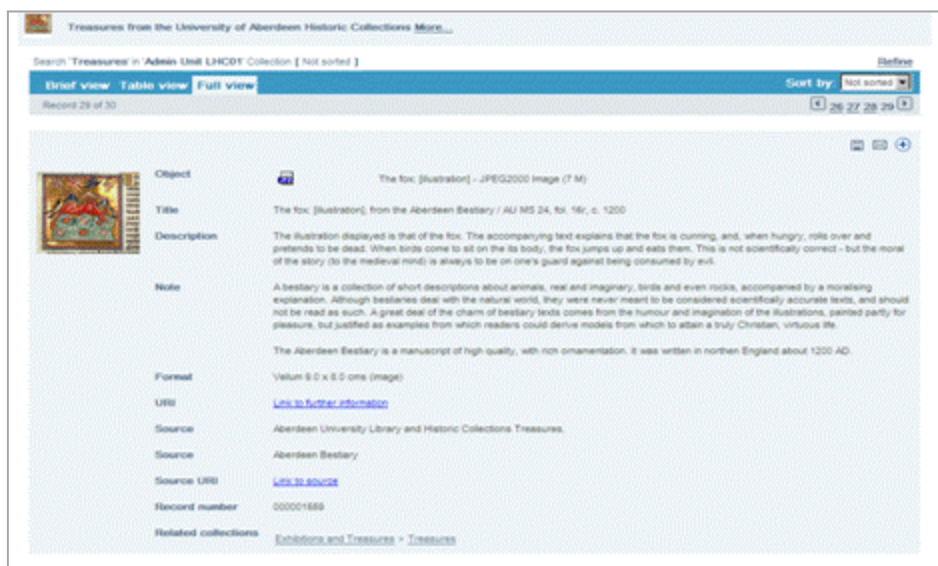
If multiple results have been found from your search you will be taken to the **Brief View** results screen.



The **Brief View** results screen displays up to 20 search results on one screen, with further results accessible via next page icons at the top of the display. For each item, it displays the title of the item and the creator as well as a thumbnail for the digital object. If the digital object is an image then you will normally see a thumbnail of the image; if it is a PDF file or Word document then you will see a **PDF** or **Word** icon. From here you can click on the title of an item, or on the image thumbnail to get to the full view of the item. Alternatively, you can click on **Search Within Results** to further refine your search.




### Full view

The **Full View** of an item displays all the information about that item – this will vary between collections, but will include the creator and title and usually a description. Where the item is a digital representation of an item in the library catalogue there may be a **URL** which links to the catalogue record or to the archives catalogue.





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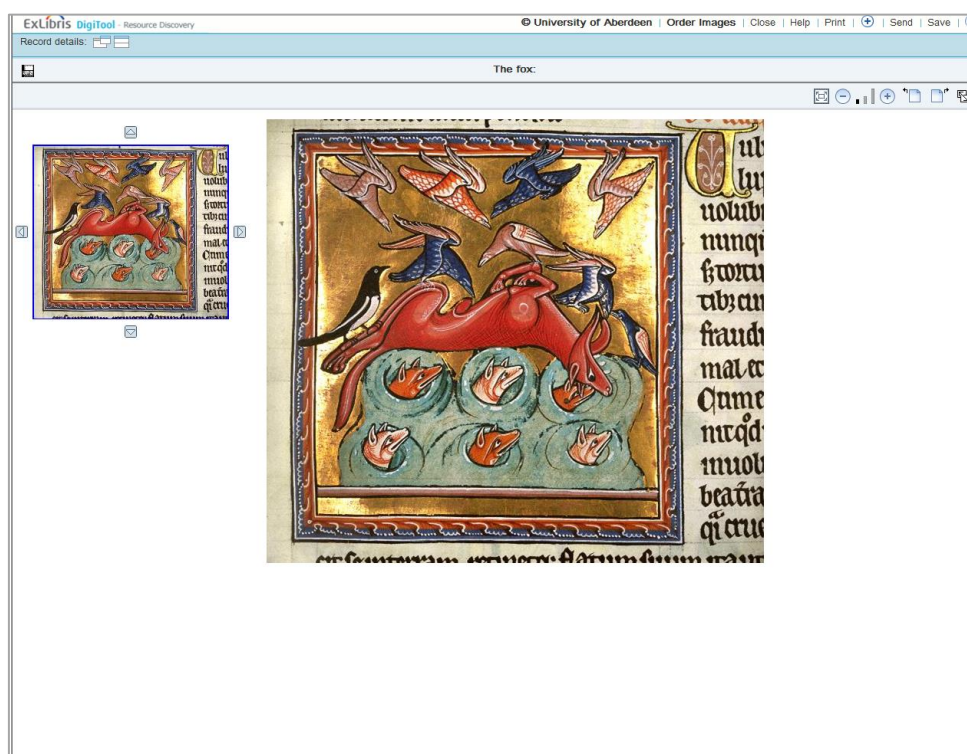
## Viewing the document or image

To view the object itself you can either click on the thumbnail or on the object icon, for example  or . If the icon has a padlock, e.g. , then access to that item is restricted to University of Aberdeen staff and students and you should logon by clicking on **Login** at the top right and entering your University username and password.

When you click on an icon or thumbnail to view the object, your browser will open up the appropriate view for that object, e.g. a Word viewer if it is a Word document or a PDF viewer for a PDF file.

If there are any copyright restrictions on the object you will have to agree to abide by the copyright restrictions before you can view the object. Most digital image objects will be displayed with a thumbnail alongside the main image.

If you click on the main image you will be able to zoom in to view the image in greater detail, and the thumbnail will indicate your position relative to the main image. You can also use the icons   to zoom in and out.



**If you would like to reproduce an image in electronic or any other form, you must obtain the specific written permission of the University of Aberdeen in advance. A fee will usually be charged.**

## Further help

You can get further help within DigiTool by clicking on **Help**.

## Logging out

If you have logged on to DigiTool, e.g. to view exam papers, then you should logout when you are finished by clicking on **End Session**, particularly if you are using a shared PC.