**General Notes**

The scans of *The Eagle* are presented online in two ways: chronologically by issue (in which a whole issue is presented as it appeared in print) and chronologically by chapter (split into decades, for example a file containing all the *Obituaries* for the 1970s).

The Editors of *The Eagle* have not always been in agreement as to which items should be published under which chapter headings, nor have they always agreed on the names of particular sections. Every effort has been made to provide a logical reconciliation of these factors, but please bear in mind the following:

* *Gifts & Bequests* sometimes appear under the heading of *Donations* but have occasionally appeared in the *College Notes* section. If the information you are trying to locate doesn’t appear where you think it ought to, please check the corresponding alternative file.
* Similarly, *Fellows’ & Members’ News* sometimes appears under a heading of that name, and sometimes within *College Notes*.
* Occasionally stand-alone pieces have been published that do not fit into the chapter sections for that decade. These articles will appear only in the relevant issue number, and not in any decade section.
* The issues for the years 1980-84 have not been converted as accurately via the text recognition software as the majority of issues. Unfortunately this cannot be mitigated, as the problem lies with the typeface used in the original publications for those years.

General points to consider:

* Where an issue of *The Eagle* is an annual publication, please note that this refers to the academic year and comprises Michaelmas Term from the previous calendar year, plus Lent and Easter terms from the stated year.
* In 1990 *The Eagle* ceased to be a subscription publication and became regarded as the official annual record of the College. For more information on this, and for details of how to reference *The Eagle*, please see the document ‘List of Eagle Volumes and Issues with Dates’.

**Searching the Eagle**

All scans are text-searchable via OCR (optical character recognition). Simply press CTRL+F to bring up the search bar, or select the ‘Find’ function from the ‘Edit’ dropdown menu. The search box appears in the top right-hand corner of the window. Type your search term into the box and press enter. The OCR software will search the text of the scan for your search term and highlight all instances in the scan. You can cycle through to the next occurrence of that term either by hitting enter again or by using the arrow symbols next to the search box.

The quality of these scans reflects the print quality of the originals, and as such the OCR software is not always 100% accurate. In some places, particularly the inner margins of closely bound pages, unavoidable distortion of the text has occurred during the scanning process. Readers should bear in mind when using the search function that the OCR software may not recognise the text in such cases – though it is still legible to the eye.

The following are tips for maximising the success of your searches:

* When the document first opens in Adobe Acrobat (Reader or Pro), the bookmarks may or may not automatically display on the left-hand side of the screen. If they do not display, click on the button shown in Figures 1 or 2 to open the bookmarks panel.

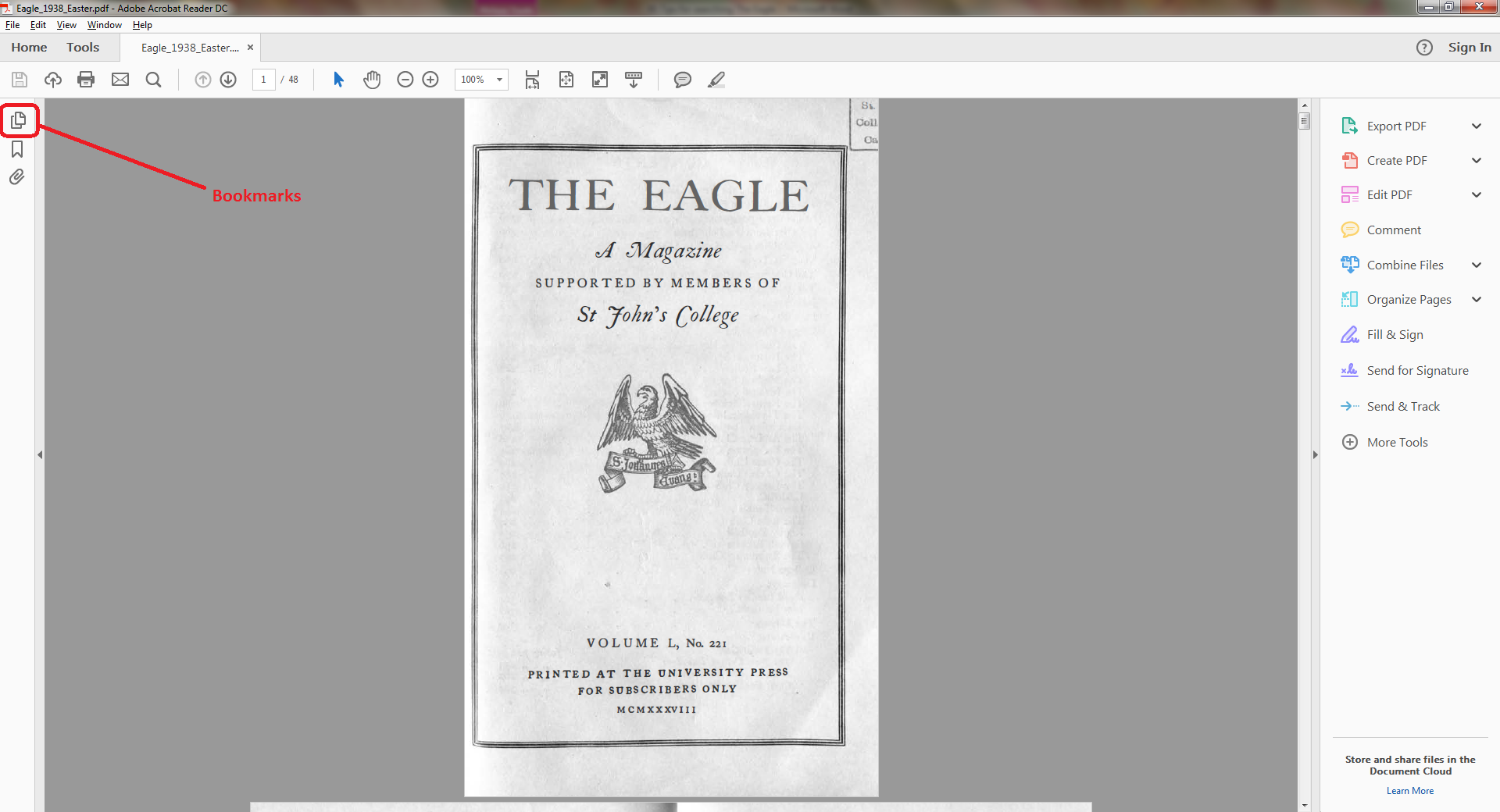


Figure . Location of Bookmarks toggle in Adobe Reader

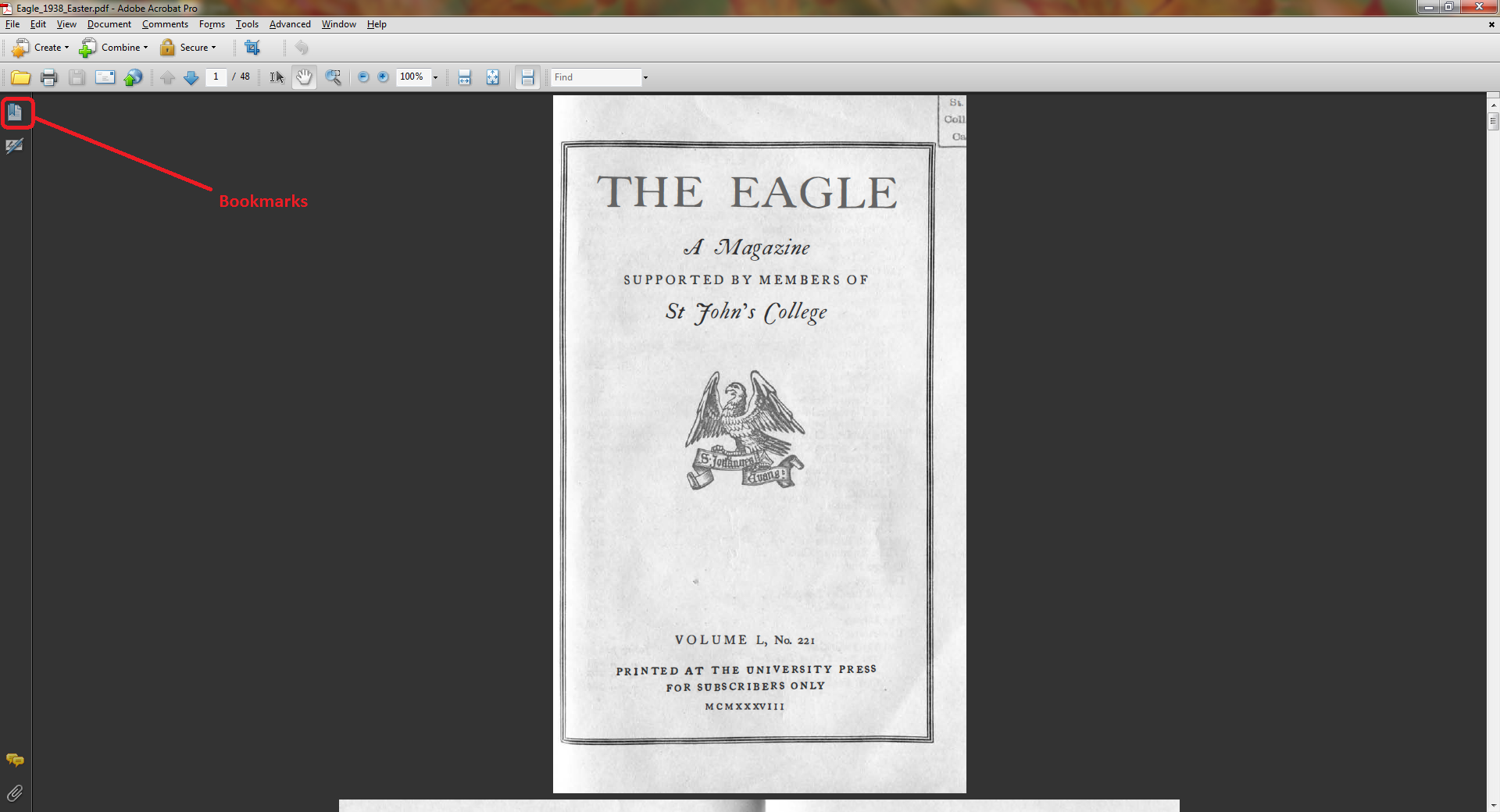


Figure . Location of Bookmarks toggle in Adobe Pro

Once the bookmarks for the file are displayed on the left-hand side you can click on the relevant bookmark in order to navigate the document more easily.

* In general, searching for single words or names is more successful than searching for combinations of names or titles of articles. The shorter the search terms are, the greater the chances are of the OCR software correctly recognising them.
* Try splitting longer keywords or names into component parts when searching. For example, if you are searching for the name ‘Palfrey’ you could also try searching for ‘Palf’ or ‘frey’ to increase the chance of recognition. Likewise, if you are searching for mentions of ‘rowing’, try searching for ‘row’ as this will also turn up instances of ‘rower’ and ‘rowed’. (Please be aware that commonly occurring combinations of letters will turn up results not related to your particular search and this method may therefore be less efficient.)
* If, when skim-reading a section, you find an occurrence of your search term that the OCR failed to pick up, highlighting the name and copying and pasting it into a Word document will allow you to see what the OCR thinks it is seeing (for example, it might misread Palfrey as ‘Palsrey’ or ‘Raflrey’). You can then use the misread version of the name as a search term to pick up other occurrences in the text. This is particularly useful if you are sure that a name or other term should show results in a particular section or year but the OCR hasn’t returned the results you were expecting.
* Words originally printed in italics are less likely to be recognised by the OCR software.
* Searching for combinations of words is more successful in the *Contents* section, where the text spacing within the original printing is more generous.

February 2017