

St John's School Digital Archive

Instruction leaflet

A large proportion of St John's archive material is now available online through the St John's School Digital Archive. Users can access copies of the Johnian and OJ Magazines as well as photographs, slides and other records from the School's history.

The following material is currently available:

- The Johnian Magazine – the Johnian Magazine is the School's annual magazine and has been produced each year since 1886.
- The Old Johnian – a specific publication for OJs has been produced since 1966.
- House and Team Photographs (where held by the school)
- The War Memorial of 1918, listing all OJs who served in the armed forces up to and including WWI
- Fixture lists from various matches between 1918 and 1972.
- The Coddington Slides – taken by Mr E Coddington, a master at St John's between 1902 and 1938, showing a more informal side to the School.

www.stjohnsleatherhead.co.uk/school-archives.aspx



How to use the Archives

In order to access the archives you will need a username and password. These are available free of charge to OJs and Friends of the School by contacting the Development Office (development@stjohns.surrey.sch.uk or 01372 385450). Other prospective users should contact the School Archivist Sally Todd for more information: stodd@stjohns.surrey.sch.uk

To search the Johnian or the OJ Magazine

You can search either the OJ Magazine or the Johnian separately, or a combination of both journals. There are five options for searching: Body Text (for specific search criteria e.g. 'Smith' or 'A J Smith'), Title (when a specific title of an article is known), Year, Category and Subcategory. Any combination of these options can be used to assist in locating the required entry.

SEARCH	Title	Year	Category	Sub Category
Body Text		Any	Any	Any
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Search"/>	<input type="button" value="Clear"/>			

Once the search results have been displayed they can be sorted either alphabetically or numerically by clicking on the headings at the top of each column. If more than one page of results is returned the user can navigate using the page numbers at the top of the screen. Articles can either be viewed as a text file (for quick and easy reading) or as a PDF file of the original document.

Important note:

The digital archive can only search the text that is contained within the journals. Older OJs might like to note that names were traditionally set out in the Johnian as 'M. E. C. Comer' and therefore a search for 'MEC Comer' or 'Mike Comer' would not return the same result. If you are having trouble finding yourself on the Digital Archive please get in touch and we would be more than happy to help.

To search Pictures or Slides



The photograph and Coddington slide archives contain a vast selection of old and recent images of St John's. Each photo has been titled and allocated a category and subcategory for easy searching – photographs can also be searched by name to locate a specific person.

Like the Journals, photographs can be searched by entering text, by the Year, Category or subcategory menus or by any combination of these. Results are displayed as thumbnails – to display a larger image simply select the required thumbnail. By hovering the mouse over a thumbnail the title of the photograph or slide will be displayed.

The Digital Archive has been made possible by a generous donation. Future development is dependent on further funding. If you have enjoyed using the archive please consider supporting the project by making a donation. More information can be found on the School website or by contacting:

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