



Welcome to the Bury Grammar Schools' Digital Archive.

The Archive is divided into two sections entitled 'Boys' and 'Girls' Archives. Each section contains historical documents and photographs, along with Publications including 'The Clavian' and 'School Yearbooks' for the Boys and 'The Record' and 'School Magazines' for the Girls.

It is a valuable resource, providing fascinating information about pupils, staff and school life.

Each magazine has been digitally reproduced and each article extracted to provide a comprehensive search facility that enables the user to locate items of interest contained within a specific magazine or across the whole archive. In addition, each article is categorised to enable quick-link searches to be placed over the system.

The results are returned in a tabular format with the ability to select a title and view either the whole magazine or just the article as a pdf.

Alternatively, the user may view the magazines as a whole pdf, and scroll through using the page navigation option or the embedded bookmarks.

It is recommended that the system is viewed in Internet Explorer 9 or above, or the equivalent.

The user will require a pdf viewer to open the pdf files. These viewers may be obtained free of charge directly from www.adobe.com.

For more details on how to use the system, please refer to the User Guide which can be accessed from the Home page.

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Welcome Screen.

On entering the system, the 'Welcome Screen' will be displayed.



This screen gives access to the 'About the Archive'; 'Privacy Statement'; 'Copyright & Conditions of Use'; 'Contact BGS Archive Details'; 'Donate to BGS Archives' and a link to the BGS Websites, the Alumni Website and the Henry Dunster Society Website. It also provides the option to enter either the Boys' or the Girls' School archives.

This screen is the main 'Hub' for navigation between the main archives. It can be accessed at any time from within any part of the archive, and contains the menu and tabs to all areas of the archive.

The following to be formatted as you have it in your user guide currently.

Home	Displays the main 'Welcome' and system description screen.
About	Contains the 'About the Archive', 'Privacy Statement'; 'Copyright & Conditions of Use' and the 'External Links' options.
BGS Boys' Archive	This section contains the archives for the Boys' School.
BGS Girls' Archive	This section contains the archives for the Girls' School.
Donate to BGS Archive	Opens the BGS Virgin Money Giving Page.
Contact BGS Archive	Opens the default email programme complete with contact details.

This screen can be opened from any point in the archives by selecting the 'Home' option.

Browse Screen.

The 'Browse' screen provides the access to all of the different archives.

To access the main archives select the required archive at the top, 'BGS Boys' Archive' or 'BGS Girls' Archive'. For the purpose of the Manual, the 'BGS Boys' Archive' section will be used. Select the 'BGS Boys' Archive' tab at the top of the 'Welcome' screen.



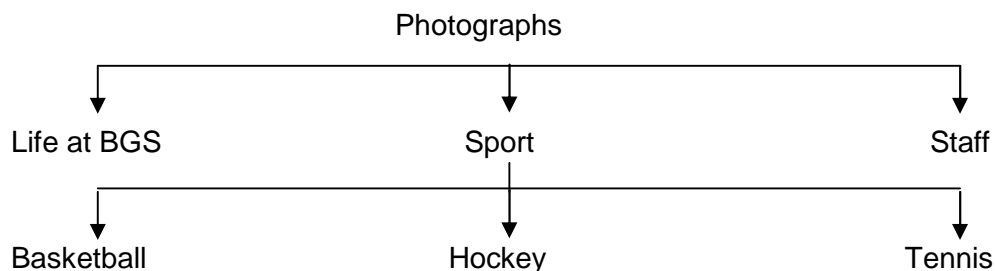
The main 'Browse' screen will open.



From the 'Browse' screen, the different category archives access is available.

The system works on a 'Tree' style method, each section, once opened, will provide additional levels down to the actual image/document which will be displayed either as a pdf file or a jpg file.

A good example of the 'Tree' style method can be seen in the 'Photograph' section as detailed below:

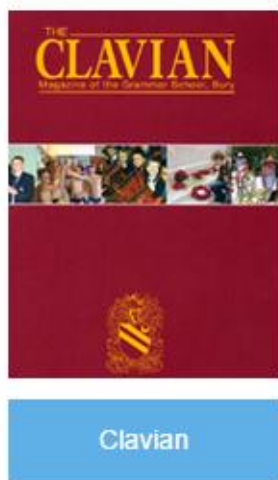


The user can return to the archive 'Browse' screen from any archive by using the 'Back' button located in all archives, or by selecting the relevant 'BGS Boys' Archive' or 'BGS Girls' Archive' tab at the top of the screen

Viewing Magazines/Journals

All Magazines/Journals are PDF based files and will require a pdf reader or viewer to allow the files to be displayed.

Select the required archive.



This will open the archive in 'Decade' view, each decade where Magazines are available will be displayed as 'Icons'.



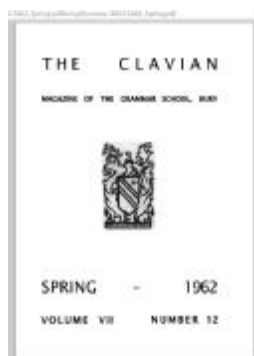
On Selecting a 'Decade', the individual 'Years' will be displayed.



Once a specific 'Year' has been chosen, the screen will display all available issues from that year.



To open the Issue Pdf file select the required 'Issue'.



and the Required PDF file will open in a separate window.

Note: The PDF view returned is dependent on the local machines setup for handling PDF files.

At any time the 'Back' button

Back

may be used to return to the previous level of the archive.

Viewing the Photographic Archives

Similar to the Journal archives, the 'Photographic' Archives uses the 'Tree' method for displaying the images.

Select the 'Photographs' section.



The 'Photograph' browse screen will be displayed.



Select the required 'Photographic' archive. ie 'Life at BGS'.

This will open the 'Thumbnail' page for all photographs allotted to this category.



To view the required 'Photograph' select the 'Thumbnail' of the image.



Once the image is open, additional controls become available:



Displays Previous/Next image



Zoom in/out of the image



Starts the slideshow function (please note this will only display the images in this section of the archive)

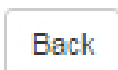


Shows the image number



Returns to thumbnail view

At any time the 'Back' button



may be used to return to the previous level of the archive.

Zoom Function

Slide the zoom bar to the right to zoom into the image, or to the left to zoom out of the image.

To move the image whilst in zoom mode, select the image with the cursor and drag to required area.

Please Note: Additional category levels may appear below the icons to help identify sections within an archive.

Viewing the Document Archives

Similar to both the Journal and the Photographic archives, the 'Document' Archives uses the 'Tree' method for displaying the images.

All miscellaneous documents are stored within the system as Pdf files.

Select a 'Document' section.



Military History

The chosen browse screen will be displayed

Military History



Cadets



Roll of Honour



Cartman Archive

Select a section.

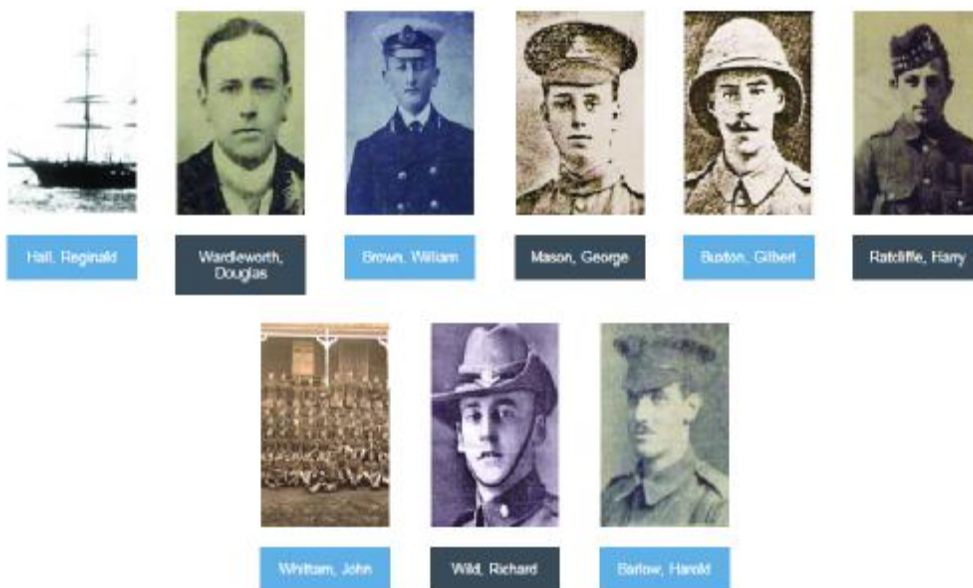


Roll of Honour

Any documents or additional levels will be displayed.

Roll of Honour


A commemoration of the Old Boys on the BGS War Memorial as we reach the centenary of the death of each serviceman.



Select the document and the pdf file will be displayed in a separate window.

Bury Grammar School Centenary Roll of Honour

**Private Harry Ratcliffe, 1/4th Battalion Seaforth Highlanders,
Died of Wounds 9th or 12th May 1915, aged 21.**



Private H. Ratcliffe, of Manchester, 1/4th Bn. Seaforth Highlanders, died of wounds received at the Battle of the Somme, 9th or 12th May 1915, aged 21. He was a young married man, and joined the Seaforth Highlanders. His parents live at 1, Lifford Avenue, Walsingham. He had one son, 12 years old, and was 12 years old when he joined the Seaforth Highlanders.

Harry Ratcliffe was the son of James Ratcliffe and his wife Mary, of Limefield, Bury. Harry attended Bury Grammar School alongside his older brother William and cousin Fred Ratcliffe. After leaving school, Harry trained to be a plumber. On 12th November 1914 he married Elma Harrison and the couple lived at 2 Harpton Street, Limefield. At around the same time Harry enlisted in the Seaforth Highlanders in Manchester. Why he chose this particular regiment is unknown as there were no obvious Scottish family connections. However, in the early months of the war the Seaforths did stage highly successful recruiting events in London and Manchester, which became known as the 'Heilan (Highland) Raids'. Eventually, after complaints from local regiments reached Parliament, the Scots were told to recruit only in their own areas.

Harry was originally posted to the 2/4th (Territorial) Battalion Seaforth Highlanders but was sent out to France as part of a replacement draft to the 1/4th Battalion which had suffered heavy losses in battle. He joined No 1 (Tain and Dingwall) Company. It appears to have been a total coincidence that he ended up in the same unit as fellow Bury Grammar old boy John Whittam; they are the only BGS boys known to have served with the Seaforth Highlanders in the entire war. A few weeks after his arrival, Harry took part in the disastrous attack on Aubers Ridge in which John Whittam was killed. Harry was badly injured and died later of his wounds. There is some confusion as to his exact date of death. His Commonwealth War Graves headstone records 9th May, the day of the Aubers Ridge attack but other paperwork indicates that he survived until 12th May. He was originally buried in Vieille Chapelle Old Military Cemetery but after the war the burials here were relocated to the large Cabaret Rouge British Cemetery at Sochez, some miles away. His grave reference is NVIII.12. A wreath was laid on his grave during the 2005 Bury Grammar School battlefields tour and another visit is planned for October 2015. His widow subsequently remarried, becoming Elma Greenwood.

Searching

The 'Search All' facility allows a search across the whole system using keyword text entry.

Search All

The 'Search All' option provides the user with a 'Text' field search option.

Enter the required 'text' criteria into the 'Search' text field.

For this example we have used 'lewis'.

Select the 'Search' button, and the results will be displayed in a tabular results screen.

Section	Document Title	Year
Old Girls Association	Old Girls News	2006
Old Girls Association	Births, Deaths, Marriages	2006
Girls_Historical Documents	70th Anniversary Booklet	Bury Grammar School (Girls) 1884-1954. HEADMISTRESSES: Miss J. P. KITCHENER -- 1884-1919 Miss M. MILD -- 1919-1940 Miss G. PERIGO --- 1940
Boys_Historical Documents	School Bazaar 1924	BURY GRAMMAR SCHOOL BAZAAR, 1924. OFFICIAL GUIDE BOOK TO THE BAZAAR IN THE ATHENAEUM AND TOWN HALL, BURY, IN AID OF THE NEW PLAYING

This screen will show in the 'First Column' from which section of the archive the search criteria was found.

In this example, 'lewis' was found in 'Old Girls Association', 'Girls_Historical Documents', and the 'Boys_Historical Documents' archives.

By selecting one of the icons on the right side of the results panel, the user may open the 'Text' file, the 'Article' pdf file (if available) or the full 'Pdf' file.



Select this symbol to open the PDF file directly from the search screen.



Select this symbol to open the text file for the article/document/photograph directly from the search screen.

The results panel can be navigated by use of the arrows above the results section.

To place a new search, simply enter the new 'Text' criteria into the 'Search' text field, and select the 'Search' button.

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For general help and support please
contact the Bury Grammar School
archives - archive@bgsdev.co.uk