Guide to Using the Polish
National Digital Archives (NDA)

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Overview

The Polish National Digital Archives (NDA) began to make files available in late 2009. Work began in earnest in 2013 with the plan to place 2.3 million scanned images online by the end of June. More images will be made available online by the end of 2013 with a goal of making images of all publicly accessible records available within 2 to 3 years. There is no timetable for the addition of specific collections.

While access to the images is free the NDA web site does not provide any index to the images beyond the titles of the collections being digitized. In cases where these records are Jewish vital records the Jewish Records Indexing – Poland organization (JRI-Poland) will be cross-referencing their indices of 5 million records to the corresponding images found on the NDA web site. This collaboration will benefit both organizations as well as researchers who previously had to go through multiple steps to locate the appropriate records, mail international orders (including complex foreign currency payments) and wait long periods of time for photocopies of records. If you would like to volunteer to help add image links to the JRI-Poland indices please send a message to Howard Fink, Digital Archives Coordinator at HowGen@verizon.net.

The NDA web site is primarily in the Polish language. There are plans to include English versions of the web pages (by clicking on the upper right flag icon), but initially these have been minimally implemented. While the image quality is excellent, and the quantity of images is enormous some of the site navigation and image manipulation tools may not be intuitive to all. This document is intended to help people learn how to use the NDA web site to search, navigate, view and download records.

Access

The home page of the NDA web site is:
http://szukajwarchiwach.pl/

In many cases JRI-Poland has already created links in its Database Search results to either the exact image, or to folders containing the appropriate collection of images on the Polish NDA web site. If your search on JRI-Poland does not yet provide either of these links you can use the above NDA web site to try to find records for your town.

The following example shows how JRI-Poland displays a link to the folders of collections when we do not yet have links entered to exact images:

Kolo PSA Births 1811/27,43 Marriages 1811/24 Deaths 1811/25
Eventually all index records will be directly linked to their images, but in the meantime you can find folders with all currently available images **HERE**
Kalisz Gubernia / Poznan Province
(records in Fond 839 in Konin Archive)
Located at 52°11' 18°37'
Last updated April 2003

When you click on the "**HERE**" link the NDA web site will display the various sets of records for that town:

Clicking on the Title that is appropriate for your record(s) of interest, and then the Digital Copies tab that appears will allow you to view thumbnails of the images in that collection. Note that entries with zero scans <u>do not yet</u> have any images online.

The typical titles will be of these types:
- urodzeń – birth
- zgonów – death
- małżeństw - marriage

NDA Web Site – Initial Setup

When you first visit the NDA web site there will be an overlay message describing the various sources of records at the NDA. If you want to suppress this message from appearing in the future, click the checkbox in the lower left corner before dismissing this overlay (by clicking the Close control in the top right corner).

Each time you visit the NDA site there will be a message across the bottom of your window that the site uses cookies to track statistical information. To suppress this message in the future, click the green **Zamknij** button on the right.

Searching

Researchers may search the holdings of the NDA themselves. This is not necessary when using the JRI-Poland links into the NDA image records, but will be required when looking for records that have not been indexed, or whose index entries have not yet been linked.

Most searches will start with either a location (most likely town) or type of record (for instance, emigration). Not all records on the NDA web site contain digital images; to restrict your search to those that do you should restrict your search results by using the checkbox control that is either labeled "Only with scans" or "Digital Copies".
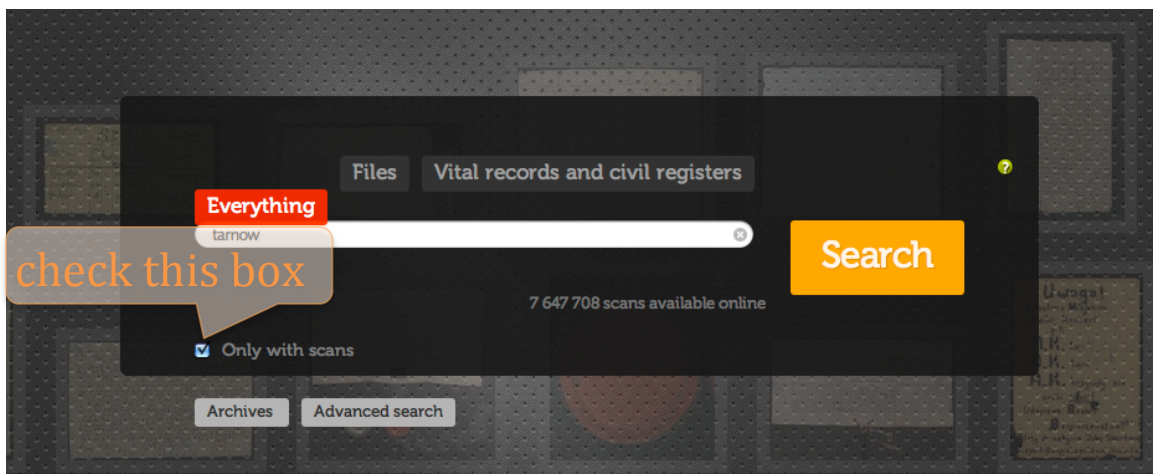
Because there are many non-Jewish records on the NDA web site it is useful to add a word for Jewish to your search phrase. The above search for "tarnow" resulted in almost 2000 matches. Here are some words (or partial words) that may be useful:

- HEBRAJSKI
- HEBREW
- ISRAEL
- IZRAELICKIE

- JEWISH
- JUDEN
- MOJZESZ
- ZYDOW

When searching for "tarnow" and "israel" only 7 results were found:

Clicking on the title of any of the results will display the details of that item. At this point you will see a page with a header bar that contains the expression **Digital copies** followed by the number of scanned images for that set of records.

Navigation

When a researcher accesses results through the JRI-Poland Database Search tool, if corresponding images are available <u>and</u> they have been cross-referenced, a link to display the high resolution version of the image on the NDA web site will be provided next to each result. There should be no further need for navigation, but the user can step to the Previous and Next image using controls on the NDA web page. Sometimes the NDA has multiple images of the same page, so it may be worthwhile checking the adjacent images.

When JRI-Poland has found a collection of images associated with an index we will provide a link to the appropriate collection on the NDA web site even if no volunteer has yet created links to the specific images for each record. In this case users will

have to browse the collection themselves in order to locate the appropriate image, but the hard work of finding the appropriate collection has been done.

Clicking on this tab will bring up the first page of thumbnail images. Normally **15** pages will displayed at a time, however you can change this to **30**, **50** or **100** using the pull-down menu on the left just below the header bar.

If the collection cannot be displayed on a single web page there will be numbers to navigate to other pages underneath the thumbnail image panel.

Viewing

When a user hovers their cursor over a thumbnail image a frame will pop up around the image along with the file name / image number, for instance **9.jpg** for the 9th image.

Clicking on the thumbnail will bring up an overlay window with a medium sized view of that image.

This view lets the user step to the **Previous** or **Next** image as well as **Magnify** a section of the window, **Close** the window or **Open** a brand new window with the high resolution version of the image. The image number is displayed below the image.

w tym zespole ✕

Search

Wyszukiwanie zaawansowane >

Collection: 89/177/0 Urząd

Sterbe-Neben-Re

Archive   Collecti   [0]   Items [0]

Liczba skanów na stronie:

24

Next

ARCHIWUM PAŃSTWOWE
W ZIELONEJ GÓRZE

Archiwum Państwowe
w Zielonej Górze

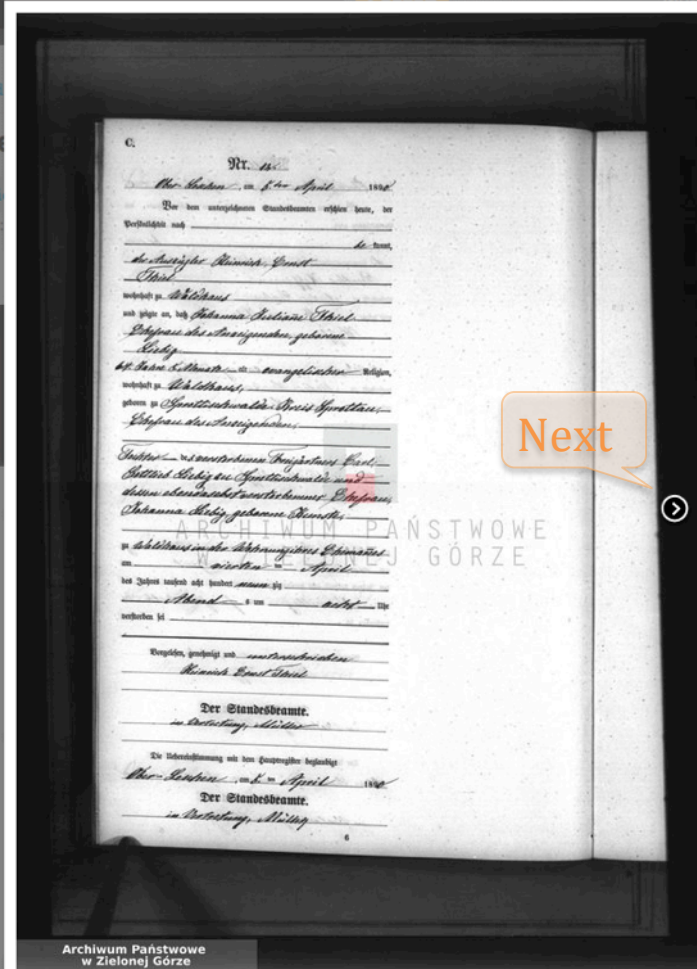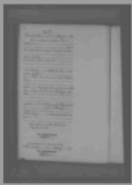Z jednostki sygn. 89/177/0/1/50   Pokaż link
Sterbe-Neben-Register

15

w tym zespole ✕

Search

Wyszukiwanie zaawansowane >

Collection: 89/177/0 Urząd

Sterbe-Neben-Re

Archive   Collecti   [0]   Items [0]

Liczba skanów na stronie:

24
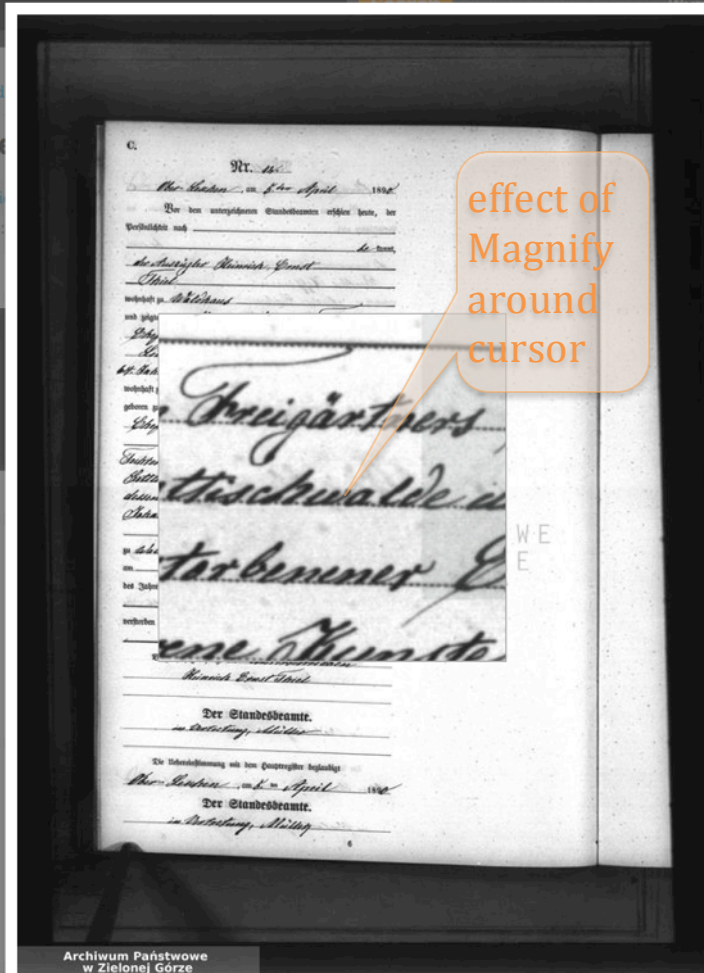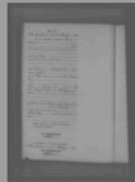
effect of Magnify around cursor

W·E
E

Archiwum Państwowe
w Zielonej Górze

Z jednostki sygn. 89/177/0/1/50   Pokaż link
Sterbe-Neben-Register

15

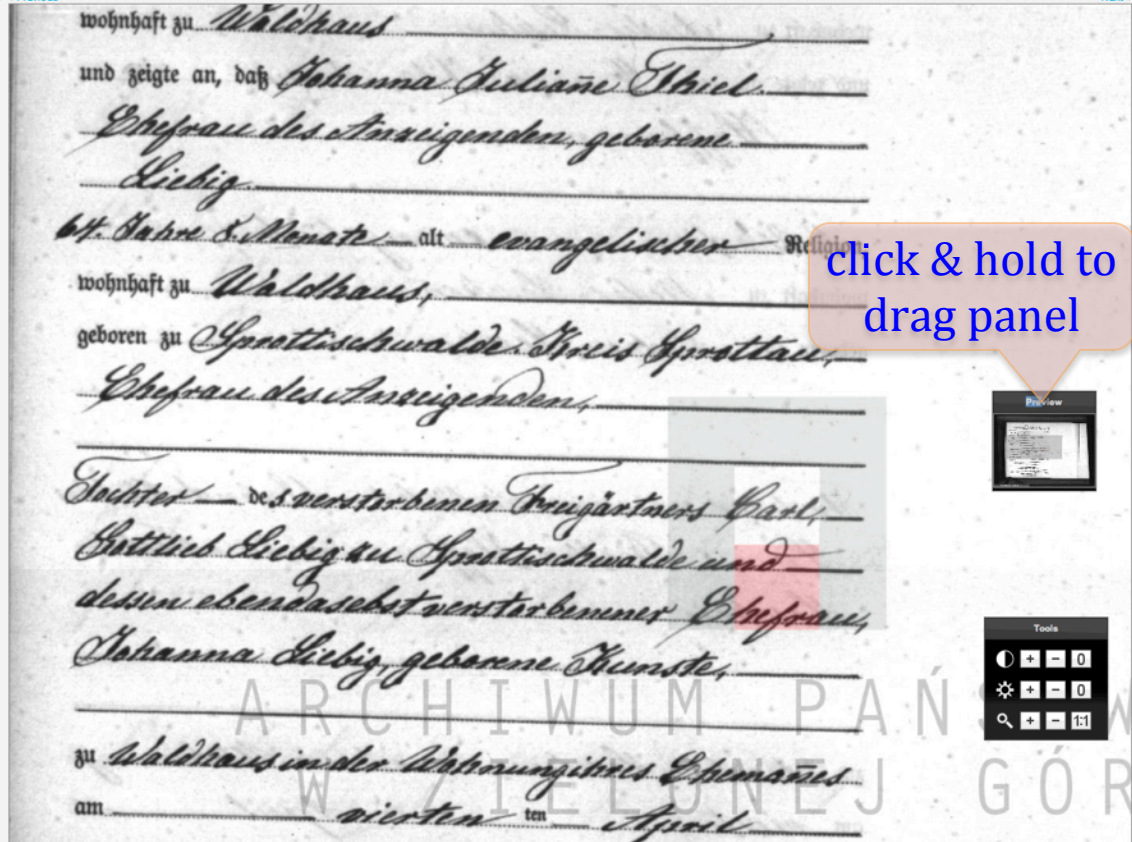When viewing the high resolution window there are two tool panels displayed:
- **Contrast**, **Brightness** and **Zoom**,
- **Preview**

Both of these panels may be dragged around by clicking and holding on their title bar (in order to make sure that they do not obscure meaningful portions of a particular image).

The first column of buttons (after the function icons) in the **Contrast**, **Brightness** and **Zoom** panel will increase the corresponding feature, while the second column will decrease it. The third column cannot be entered to specify a value; rather it is used to reset each function to its original value.

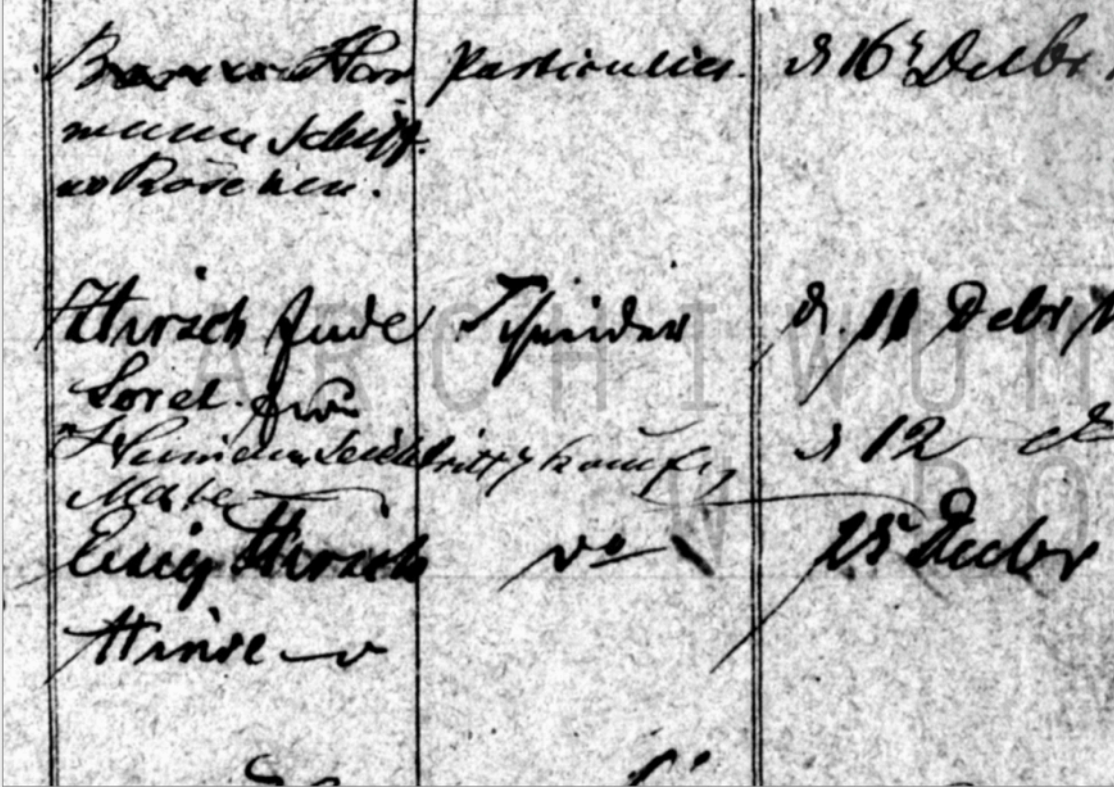increase decrease reset

Contrast

Brightness

Zoom
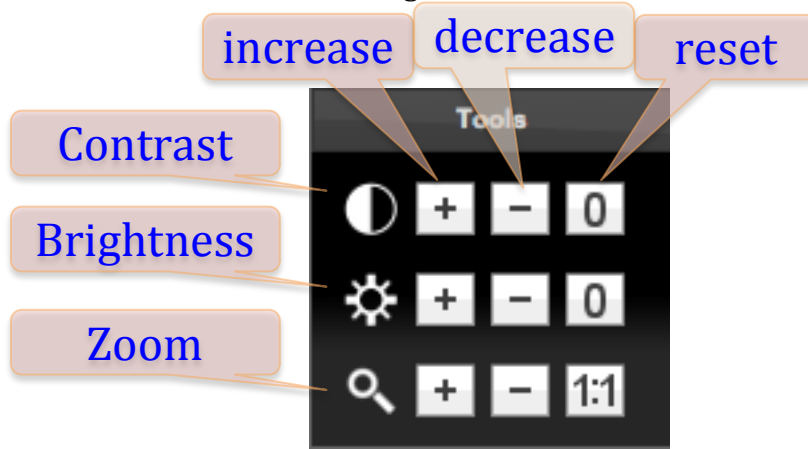
Unless the user's display is large enough to contain the entire high resolution image panning to different parts of the image are controlled by dragging the slightly darker gray rectangle around on top of the thumbnail in the **Preview** panel. The web site will accommodate the user resizing the window, but the **Preview** panel will normally be required in order to view the entire image unless the zoom control is lowered sufficiently.

click & hold to drag displayed section
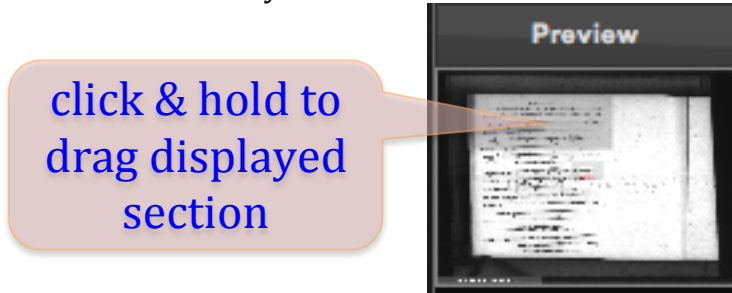
At the top of the window are **Previous** and **Next** controls to step to adjacent images. Both above and below the image are the source citation of the collection, series and unit number, as well as the file name / image number.

Previous

Next

89/177/0/1/50: Sterbe-Neben-Register

(obraz: 15.jpg)

A **Download** control at the bottom of the window will copy the entire high resolution file to your computer.

53/3579/0/1.1/4: Geburtsliste

(obraz: 9.jpg)

Download

Download