

# COLLECTION EYE

## Visitors Manual

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## 1 COLLECTION EYE GETTING STARTED

Open Collection Eye (CE) in the browser **Mozilla Firefox**.  
The functionalities of Collection Eye works the best in this browser.



**N.B. The data of CE are mainly in Dutch!!!**

Fill in the username and password and click on [Login]

Gebruikersnaam [**username**]: bezoeker  
Wachtwoord [**password**]: ceguestwelcome

The screenshot shows the Collection Eye web application in a Mozilla Firefox browser window. The address bar shows 'ce.ka.filmmuseum.nl'. The interface includes a top navigation bar with 'Selecties', 'Zoeken Uitgebreid', and 'Inloggen'. Below this is a 'Dashboard' section (1). To the right is a search bar labeled 'Zoeken | Zoekterm' (2). On the left, there is a 'Zoeken' section (3) with a dropdown menu set to '[Alle]' and a search input field. Below this is a table titled 'Zoekopdracht openen' with columns for 'Naam', 'Beschrijving', 'Voor', and 'Door'. The table lists various search requests. On the right, there is an 'Exports' section (5) with a table of export reports, including columns for '#', 'Filename', and 'Verwijderen'. Below the exports is an 'Afdrukken' section (6) with a table for printing orders, showing columns for '#', 'Filename', and 'Verwijderen'. The interface is in Dutch.

1. The **Dashboard** is your homepage.

**Dashboard**

2. Top right: Zoeken [**search**] is for searches in all (kind of) data.

Zoeken

3. Left (below dashboard) is a (**simple**) **search** function in a specific item type (e.g. Filmwerken [film works]) using the pull down menu.

Zoeken  
[Alle]

4. With [Zoeken Uitgebreid] [**Advanced search**] you can search in specific fields of specific item types.

**Zoeken Uitgebreid**

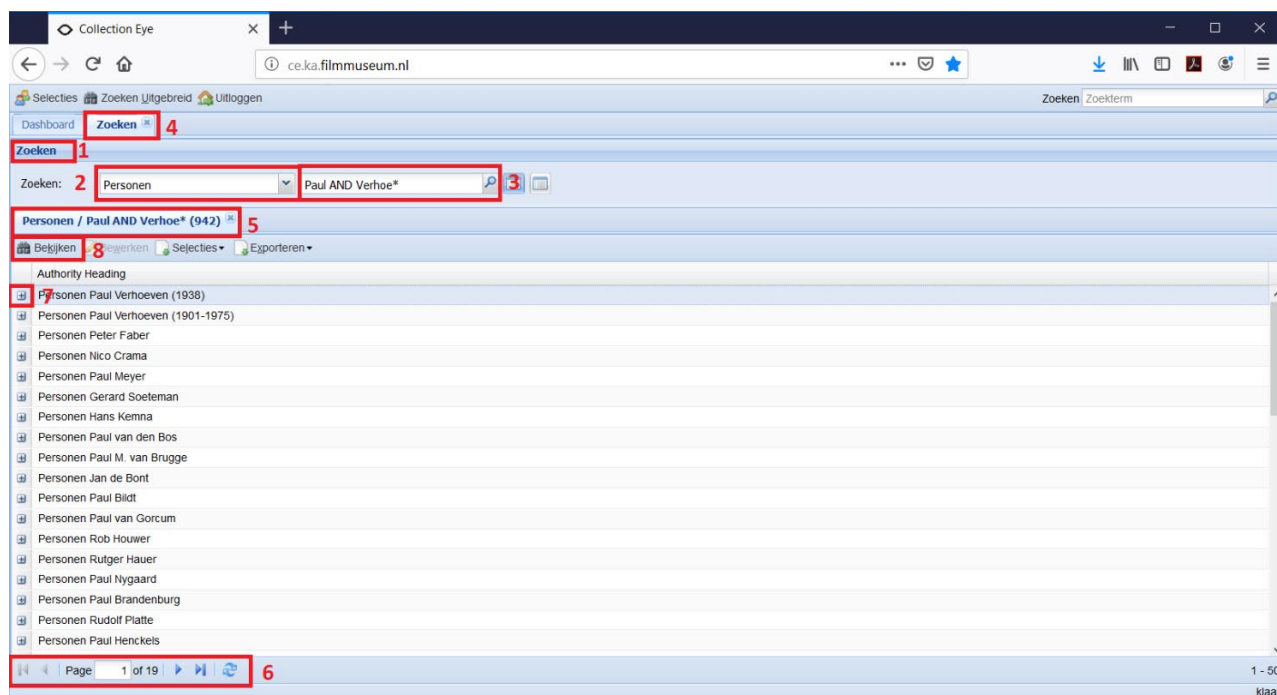
5. On the right top **Exports** give an overview of export reports you have requested to Word or Excel.

**Exports**

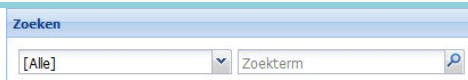
6. On the right below, Afdrukken [**printing**] gives an overview of printing orders.

**Afdrukken**

## 2 SIMPLE SEARCH

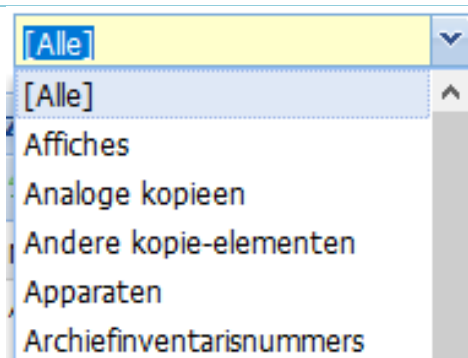


1. At the top left of the Dashboard you'll find 'Zoeken' [search] for simple search.



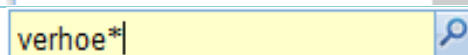
2. In the **pull down list** you can select a specific item type. The main collection item types are:

Affiches	Posters
Apparaten	Equipment/devices
Archieven	Archives
Corporaties	Organisations
Filmwerken	Filmworks
Foto's	Photographs (also slides etc.)
Kopieën	Copies of films (digital and analogue)
Personen	Persons
Publiciteitsmaterialen	Press kits

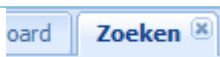


3. Enter your **search criteria** in the field next to the item types list and click the magnifier or click on [Enter].

See [how to use search terms](#) [Chapter 4 Composing your search criteria](#).

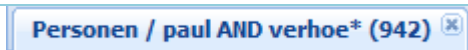


4. Your search opens in a **new tab** [Zoeken].  
On the left side of the Zoeken tab remains the tab of your Dashboard.



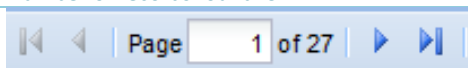
5. Your **search results** are listed in a **new tab** under the top row of tabs. Each new query is listed in a separate tab on this second level.



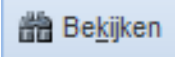
Tip: right-click on the tab of a query to close several search result-tabs at once.



Searched in item type: Persons  
Searched for : paul AND vehoe\*  
Number of records found: 942

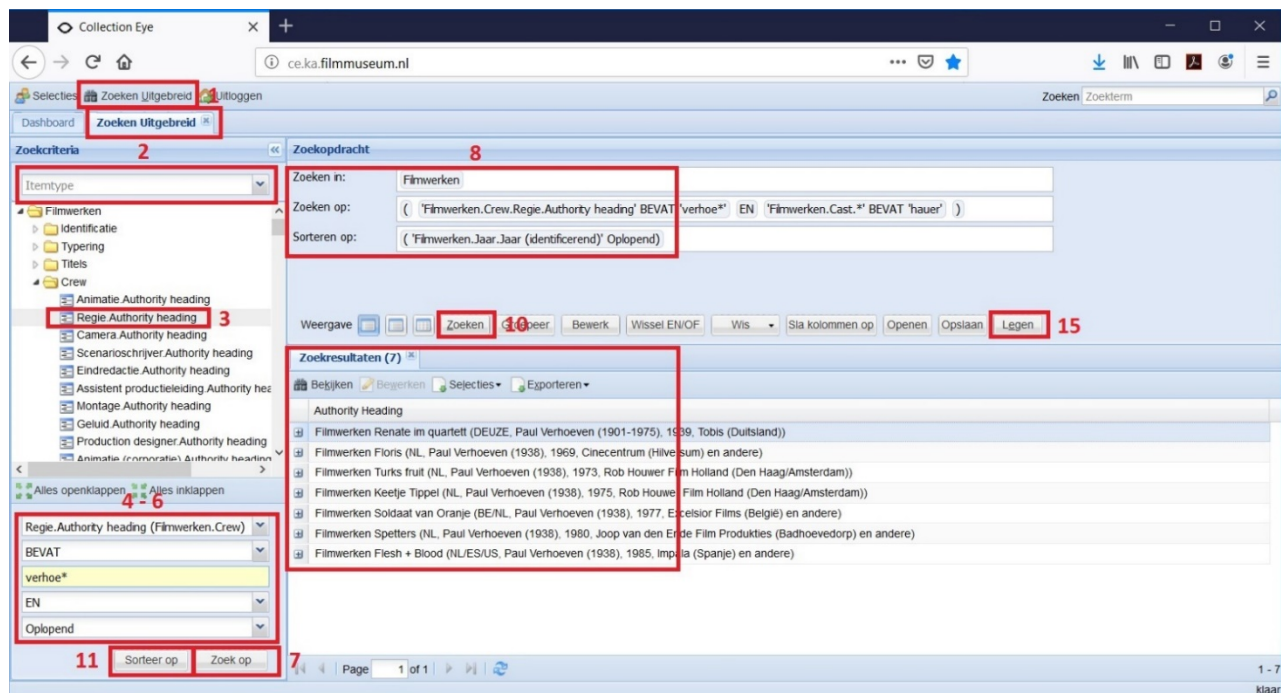
6. Left below shows **the amount of pages**. There will be 50 records on a page. With the arrows or the input box you can navigate.



<p>7. Click a record line and its <b>Authority Heading</b> turns blue.</p> <p>Click  to open the selected record for a <b>preview</b> (does not show all the data).</p>	
<p>8. Click on [Bekijken] [<b>view</b>] (or use fast keys [ALT][K]) to open your selected record in a new tab. It shows all the public data.</p>	

Use '[Advanced search](#)' if you want to make your search results more specific (increase or reduce), sort the data or save your search query.

### 3 ADVANCED SEARCH

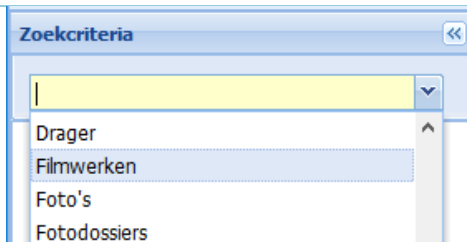


1. Click on top on [Zoeken Uitgebreid] [advanced search]. This will open a new screen.

Zoeken Uitgebreid

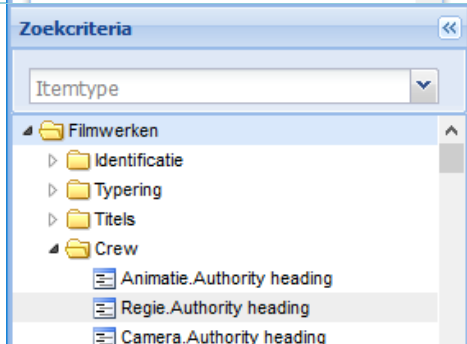
In the column on the left you can compose your 'Zoekcriteria' [search criteria].

2. Choose a specific item type in the pull down menu (e.g. Filmwerken).



A **folder** of this item type will appear containing all the (possible) fields grouped in sub-folders. Click on a sub-folder to find the appropriate field. You can search in a particular field OR in a group of fields (a folder).

3. Choose a specific field (e.g. Regie [director]) or click on a (sub-) folder to search in all fields within the (sub-)folder (e.g. crew).



4. The folder or field name will appear on the bottom left.

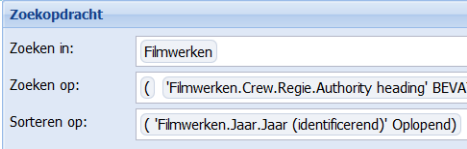
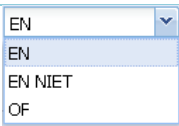

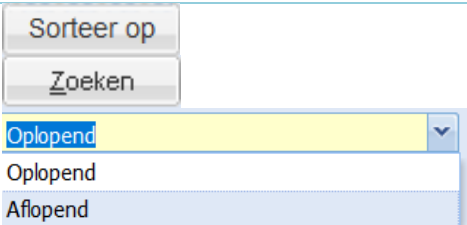

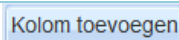
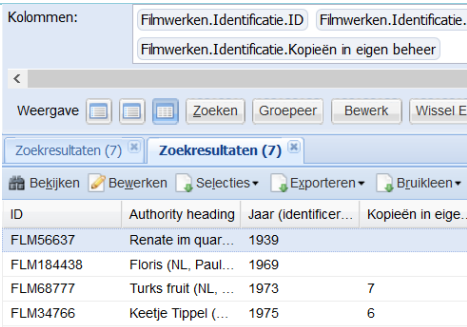
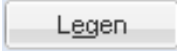
5. Select a **condition** for your search in the pull down menu (use the last two options for numeric fields).

BEVAT	CONTAINS
BEVAT NIET	DOES NOT CONTAIN
GELIJK AAN	EQUAL TO
NIET GELIJK AAN	UNEQUAL TO
GROTER OF GELIJK	GREATER THAN OR EQUAL
KLEINER OF GELIJK	LESSER THAN OR EQUAL

See how to use search terms [Chapter 4 Composing your search criteria](#) and [Chapter 5 Finding films by topic](#).

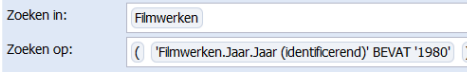
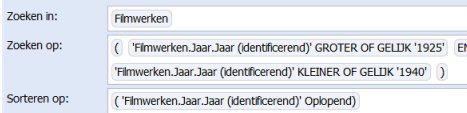
6. Fill in your search criteria in 'Zoekwoord(en)' [search terms].
7. Click on [Zoek op].



8. The entry appears in the blue block in the middle sections below 'Zoekopdracht' [query]. Zoeken in [search in]: the item type. Zoeken op [search on]: the (composed) query. Sorteren op [sort on]: field(s) on which you want to sort.	
9. If necessary <b>repeat</b> the above actions for a next search term/second field and choose how to <b>merge the searches</b> . EN AND EN NIET AND NOT OF OR	
10. Start the search by clicking on the button [Zoeken] below the query. The search result appears below this section.	
11. The search result can be <b>sorted</b> on one or more specific fields. Select from the left column a field (not a folder!) and click on the button below [Sorteer op] [sort on], thereafter click on [Zoeken]. You can also choose for Oplopend [ascending] or Aflopend [descending] from the pull down. <i>Tip: If you want to search on a date, select Jaar &gt; Jaar (identificerend) [identifying year]. This field always contains data.</i>	
12. If you would like to see only a few selected fields in the search result change the display to <b>columns</b> (click on the third button after 'Weergave' [display]).	
13. Select a specific field in the left column and click below on [Kolom toevoegen] [add column]. The field appears in Zoekopdracht behind Kolommen [columns]. <b>Repeat</b> these steps for more fields.	
14. Click on [Zoeken]. The result will be displayed in columns. These can be exported ( <a href="#">see Chapter 8</a> ).	
15. Clear the input click on [Legen] [delete] and build a new query.	

### 3.1 Search on dates (in filmworks)

In Filmwerken are various fields with dates, like release date, production date or publication date. Not all dates are filled with data. There is always one date selected as identifying (only the year) in the field **Jaar > Jaar (identificerend)**. This field always contains data: a year or a period. It is also possible to sort on this field.

1. To search on a <b>specific date</b> you can use the condition 'BEVAT' [contains] of 'GELIJK AAN' [equals to]. With 'contains' you also get date results with periods (e.g. you search on 1980 you also get the period 1977 – 1980 AND 1980. N.B You will not find this period if you search on 1978, then use the next option). With 'equals to' you only get the exact year 1980.	
2. For searching within a specific <b>period</b> you need to merge two searches. Use the conditions 'GROTER OF GELIJK' [greater than or equal] and 'KLEINER OF GELIJK' [lesser than or equal].  For instance films from 1925 to 1940: 1. Search in item type 'Filmwerken'. 2. Select in the folder 'Jaar' the field 'Jaar (identificerend)'.	<p>Example 1925 - 1940</p> 

3. Select the condition 'GROTER OF GELIJK'.
4. Enter the year '1925' and click on the button [Zoek op].
5. Replace the condition to 'KLEINER OF GELIJK'.
6. Leave the criterion on 'EN'.
7. Enter the year '1940' and click on the button [Zoek op].
8. Start the search by clicking on [Zoeken].

Tip: for a decade you can also search with an asterisk: BEVAT [CONTAINS] 196\* (= 1960 - 1969)

**Zoekopdracht**

Zoeken in:

Zoeken op:

Sorteren op:

## 4 COMPOSING YOUR SEARCH CRITERIA

The order of the search results is determined by **ranking**. This means that they are not sorted alphabetically or by item type, but by a formula that takes, among other things, into account where and how often your search term(s) occur(s) in the item. Online search engines like Google work in a similar fashion. The more words you use in your query, the more specific the result will be. This will influence the ranking in a positive way.

When using **multiple criteria** in your query, you can **combine them** as follows:

You type	You get results with	But NO results with
bits pieces or bits <b>OR</b> pieces	bits pieces bits and pieces	
bits <b>AND</b> pieces	bits and pieces	only bits or only pieces
bits –pieces minus sign directly before the word	bits without pieces	pieces
kurosawa <b>AND</b> akira –mifune	Kurosawa and Akira without Mifune	Mifune
"bits pieces" double quotation marks	bits pieces as two consecutive words	only bits or only pieces bits and pieces separately

When searching for **parts of words**, you can use the following so-called **wild cards**.

You type	You get results with
verhoe*	asterisk replaces an arbitrary number of letters Verhoef, Verhoeff, Verhoeven... (etc.)
*god	asterisk replaces an arbitrary number of letters halfgod, demigod... (etc.)
ele?tricit	question mark replaces one letter electriciteit, elektricit
*	All records

**NB:** these wild cards can NOT be used between double quotation marks.

Use *Chris\* AND Jansen* instead of *"Chris\* Jansen"*.

Collection Eye searches are **not case-sensitive**. Searching for *Verhoeven* will also find *verhoeven*.

Collection Eye searches are **not diacritic-sensitive**. Searching for *freres* will also find *frères*.

A **hyphen** is seen as a **space**, unless you use an asterisk:

You type	You get results with	But NO results with
noord-holland	Noord-Holland Noord Holland two consecutive words	Noord AND Holland as separate words
noord-hollan*	Noord-Holland	Noord Holland two consecutive words Noord AND Holland as separate words



## 5 FINDING FILMS BY TOPIC

If you are looking for film material about a certain topic, start with a broad query and refine it gradually.

N.B. Not all films will have every fields filled with information. You will not find these records on these specific fields.

That is why it is advisable to first do a broad search. Fields which **always contains data** are:

- Categorie [Category]
- Titel [Title folder]
- Regie [Director]
- Productieland [Country of production]
- Productiemaatschappij [Production Company]
- Jaar (identificerend) [Year (identifying)]
- Geluid [Sound]

### 5.1 Broad query

Open the list of item types in the top left corner of your Dashboard (the list that defaults to [Alle]). Choose the item type 'Filmwerken' [film works]. Your search will cover **all fields** of all film works in Collection Eye.

Open an item from the results list ([see Chapter 6 Viewing a record](#)). What is this film work about? It contains free text descriptions, but also keywords from a fixed list (authority files).

Examining the fields like 'Categorie' [Category], 'Genre' and 'Korte beschrijving' [Short description] in the group 'Typering' [Classification] will give some clues on what the film is about and what kind of film it is. Scroll down and continue with the field group 'Inhoudelijke ontsluiting' [Content description] to find the keywords assigned to this particular film and see if they match with what you are looking for. You can click on underlined words/names to get more information.

### 5.2 Term list search / search via authority files

Finding the best terms for your content search can also be done by using the term lists (authority files) themselves.

These authority files are: **Trefwoorden** [Keywords], **Geografische termen** [Geographical names], **Genres, Personen** [Persons] and **Corporaties** [Corporate bodies].

Choose one of these lists from the menu with item types on the Dashboard and enter a potential keyword. If you don't get results, try different words (names, places, etc.). Use wildcards such as \* and ? to get more results ([see Chapter 4](#)).

If you are searching within **Personen** or **Corporaties**, you can open items and browse the linked Filmwerken [Film works], Affiches [Posters], Foto's [Photos], Publiciteitsdossiers [Press kits] and Archieven [Paper archives]. You can also find links to related persons or corporate bodies.

**Trefwoorden, Geografische termen en Genres** that you find in this way are not directly linked to Filmwerken or other item types, but they may lead you to related terms, that could be suitable. Keywords are formulated in the plural form (so, 'cars' rather than 'car'). To see to which films use a certain keyword etc., use Zoeken Uitgebreid [Advanced search] to search for keywords in the designated fields/field groups in Filmwerken.

### 5.3 Finding specific keywords via Advanced search

You are going to search for the desired keyword in specific fields of 'Filmwerken'.

Open **Zoeken Uitgebreid** and follow the steps as shown in [Chapter 3 Advanced search](#).

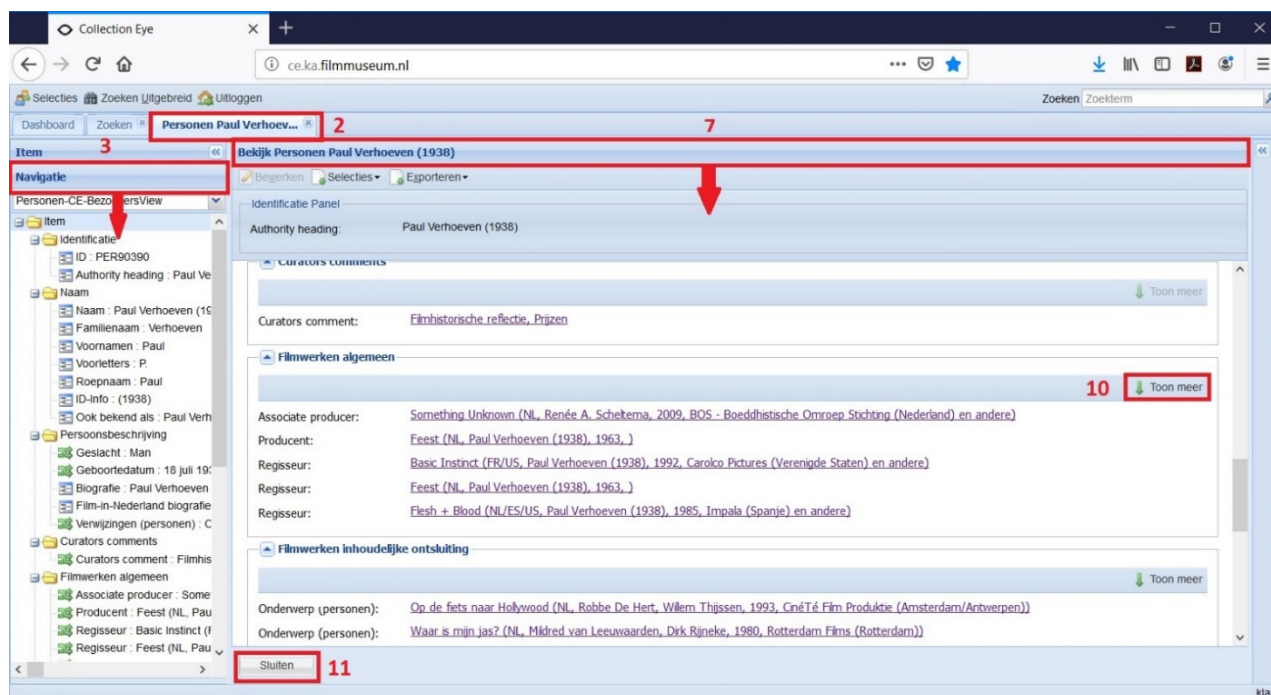
1. Choose **Filmwerken** from the list of item types.
2. Select the sub-folder **Inhoudelijke ontsluiting** [content description] or a specific field.
3. Enter your term(s) in the box **Zoekwoord(en)** and click on [Zoek op].
4. If necessary, repeat the steps 2 and 3 (and choose the desired combination AND, OR, NOT).
5. Execute your query in the middle of the screen using the **Zoeken** button.

Collection Eye performs a search through the Filmwerken fields containing subject terms (keywords, persons, corporate bodies, geographical names and periods).

**Note:** If you want to search by **category** (fiction, non-fiction) and/or **genre**, select the 'Typering' folder instead of the folder 'Inhoudelijke ontsluiting'.



## 6 VIEWING A RECORD



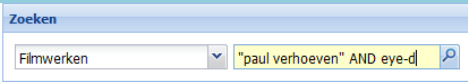
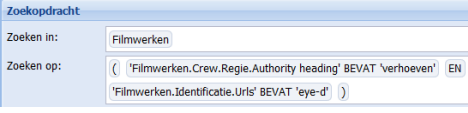
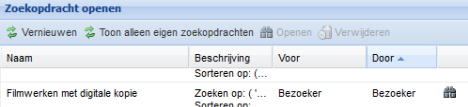
1. Clicking [Bekijken] [viewing] <b>opens</b> your selected record.	
2. The selected record opens in a separate <b>tab</b> .	
3. On the <b>left</b> all fields of the item are organized in a <b>tree structure</b> .	
4. A <b>group</b> of fields to fold and unfold (a folder).	
5. A <b>data field</b> (free text or calculated).	
6. A <b>field</b> that <b>links</b> to another item(type). For instance, referring from a film work to an actress who plays in the film.	
7. On the <b>right</b> of the item tree you find the content of all the fields.	
8. <b>Fields</b> are organized by <b>groups</b> . You can fold and unfold these groups of fields by using  and .	
9. A <b>link to another item</b> (type). Click this link and this item opens in a new tab.	<a href="#">Das kann jedem passieren (DE, Paul Verhoeven (1938))</a> <a href="#">Du bist nicht allein (DE, Paul Verhoeven (1938))</a>
10. When there are more than 5 fields in a group (for instance all actors in a film), you can make all fields visible by clicking [ <b>Toon meer</b> ] [show more] till the words 'Toon meer' turn to light grey.	There are more fields containing data not on display. All fields are on display.
11. [ <b>Sluiten</b> ] <b>Close</b> the item and return to Zoeken [search].	

## 7 VIEWING COLLECTION IN THE EYE STUDY

Digital/digitized collection can only be watched for free in the [Eye Study](#) because of the copyright on most material. You can also make an appointment to watch analogue film material via [sales@eyefilm.nl](mailto:sales@eyefilm.nl). There may be a servicing fee. Other analogue material can be requested in the Eye Study.

### 7.1 Digital movies

A part of the film collection (>9.000 copies) of Eye is digitized. If you want to restrict your search to digital material within Filmwerken, then add the following to your search criteria: AND eye-d (EYE-D is the digital film storage).

<b>Simple search example</b> "Paul Verhoeven" AND eye-d	
<b>Advanced search example</b> Crew > Regie.Authority heading: verhoeven EN BEVAT [and contains] Identificatie > Urls: eye-d  Below 'Zoekopdracht openen' on the Dashboard is a <b>query with all the works with a digital copy</b> : Filmwerken met digitale kopie.	 

To **view a film**, open the film work by selecting a title in your search result and click the [Bekijken] button, or [+] to the left of the search result. All available digital versions are listed at the top, under 'Identificatie', as an **URL**.

Identificatie	
ID:	FLM26657
Authority heading:	Een hagedis teveel (NL, Paul Verhoeven (1938), 1960, NSF - Nederlandse Studenten Filmindustrie (Nederland))
Kopieën in eigen beheer:	13
Urls:	<a href="http://eye-d.ka.filmmuseum.nl/Home/Select/kopieId/KOP1188273">http://eye-d.ka.filmmuseum.nl/Home/Select/kopieId/KOP1188273</a> <a href="#">Open kopie-item</a> <a href="http://eye-d.ka.filmmuseum.nl/Home/Select/kopieId/KOP1191677">http://eye-d.ka.filmmuseum.nl/Home/Select/kopieId/KOP1191677</a> <a href="#">Open kopie-item</a>

Click on the **URL** and the movie opens in Eye-D when username and pass word are entered (on the display next to the computer). Some material is completely restricted, and the digital copy is not open to viewing. Then the page will give an error after logging in.

A film work can have multiple digital versions. When referring to the version you watched, you need to know which specific copy you mean. Next to each URL you will find a link 'Open kopie-item' (**view copy record**) This leads you to the registration of that specific digital version.

### 7.2 Other material

Posters, Photos and Equipment are mostly digitally available on the computers in the Eye Study. At the top of these records is a thumbnail. Below the heading 'Beeld' [image] is the 'Originele scan' [original scan]. While clicking on this, the image will be enlarged on your screen. If you want to export an overview with images, [see Chapter 9](#).

## 8 EXPORTING SEARCH RESULTS



1. At the top of the screen with your search results, click the button **[Exporteren]**.

2. Choose what kind of export (report) you want .  
**Lijst [list]:** All fields of records in columns, 1 row for each film, useable for multiple records for opening in Excel.  
**Item:** All fields per record one after another for a few records for opening in Word.  
**Lijst (indexpaden):** do not use  
**Lijst (kolommen Zoeken Uitgebreid)** [list (columns advanced search)]: Selected fields of records in columns, 1 row for each film, useable for multiple records for opening in Excel.

Make a choice between 'Geselecteerde [selected] record' (blue line in the list) or 'Alle [all] records'. It is possible to export up to 5.000 records.

Enter a **name** for your (export)report and click on [OK].  
 If you export one single item, a pop-up window will ask you to choose a program (Word, Excel) to open the export with (see below).

Return to the **Dashboard** and click [Vernieuwen] **[refresh]** in the Exports box (top right). The export appears in the list (a large export can take a while).

= download to **Word**\*

= download to **Excel**\*

= delete export\*\*

\*\*Every visitor can see the reports. If you don't want this, it is possible to delete the report. All reports are deleted after a year.

You can also save and send the export via your webmail ([see Chapter 10](#)).

### \* Visitors CE online via the website

You will need to navigate to WINWORD.exe or EXCEL.exe on your local hard drive the first time you use this feature. Choose the option 'Openen met' [opens with] and mark the checkbox 'Dit vanaf nu altijd doen' that tells Firefox to keep using these programs in the future.

If Word or Excel are not yet in this list, you can choose 'Ander...' [other] and search on your local hard drive in programs to these .exe files.

You can also open the report in your browser, because it's a html file.

Check if the HTML-files for Word or Excel are correctly in your browser go to Firefox > Options > Applications.

Exporteren ▾

Exporteren ▾ Bruikleen ▾ Kopie et

Lijst  
 Item  
 Lijst (indexpaden)  
 Lijst (kolommen Zoeken Uitgebreid)

Een of meerdere  
 Wilt u alle of alleen het geselecteerde resultaat exporteren?

☒ Geselecteerde record ☐ Alle records

Rapportnaam  
 Voer een naam voor het rapport in

OK Cancel

Exports

Vernieuwen

#	Filename	
19281	NFTA_2019-05-27_2.html	
19286	Onbekenden.html	

kopietest.html openen

U hebt gekozen om het volgende bestand te openen:

**kopietest.html**  
 Dit is: HTML Document (756 bytes)  
 van: http://10.100.3.213

Wat moet Firefox met dit bestand doen?

☒ Openen met Internet Explorer (standaard)  
☐ Bestand opslaan Internet Explorer (standaard)  
☐ Dit vanaf nu altijd doen Microsoft Word  
☐ Ander...

OK Annuleren

Toepassingen

Kies hoe Firefox omgaat met de bestanden die u van het web downloadt of de toepassingen die u tijdens het surfen gebruikt.

Bestandstypen of toepassingen zoeken

Inhoudstype	Actie
HTML-bestand (excel/html)	Microsoft Excel gebruiken
HTML-bestand (word/html)	Microsoft Word gebruiken

## 9 SAVING SEARCH RESULTS IN COLLECTION EYE AND MAKE OVERVIEWS

You can save your search results in a Selectie [selection]. If these results include images, you can turn your selection into a thumbnail overview. Making selections is useful if you want to:

1. continue working later in your research
2. share the results with someone else
3. print images (thumbnails)

Please note that the selection is visible to everyone!

### 9.1 Make a new selection

Click the button [Selecties] at the top of your search results or item screen.

Choose 'Maak selectie' [make selection] to create a new selection file. Choose 'Voeg toe aan selectie' [add to selection] if you want to add the search result(s) to an existing selection.

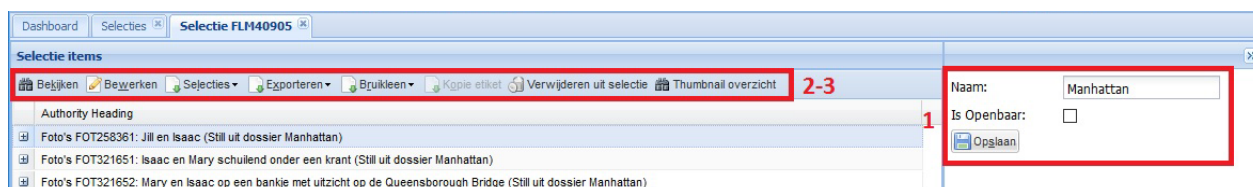
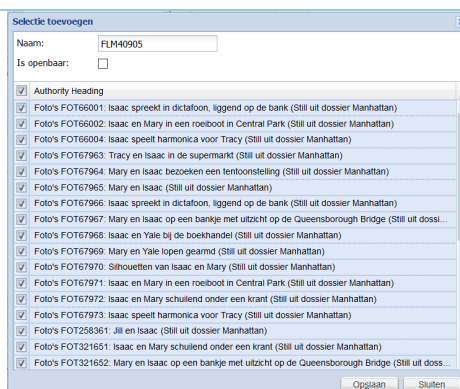
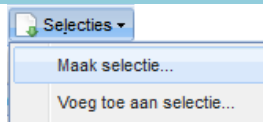
In case of a **new selection**

1. Give the selection file a 'Naam' [name].
2. The check box 'Is openbaar' [is public] does not apply. **All users can view the selection!!**
3. Check the items you want to add (to select all results at once use the box next to *Authority heading*). *Note: when a search result has more than 50 records, all the records will be saved.*
4. Click on [Opslaan] [save].

In case you want to link to an **existing selection**

1. Type the first letters of the name of the selection in the yellow box, followed by \*.
2. Choose the correct file from the list that appears.
3. Then follow the steps 3 and 4 as above.

The (updated) selection appears in a **new tab**.



1. On the right side you can edit and save the name. **\*\*Note: the check box 'Is Openbaar' [is public] does not apply. Every visitor can see the selection. If you do not want this, you can delete the selection after use. All selections will be deleted after a year.**
2. You can also view individual items from your selection, transfer them to other selections, export or delete (using the buttons above the item list).
3. With the **Thumbnail overzicht [overview]** button you can collect the images of photos, posters and some press kit items and save them to a PDF file. The overview opens in a **new tab**.






1. Choose the **item type** of selected data for which you want to see the scans (e.g. Photos).
2. Select the field [veld] Thumbnail, specify a number of rows [regels] and columns [kolommen].
3. Click [Tonen] [show] to see the images on screen and/or click on [Afdrukken] [print] to create a PDF file.
4. Give the, thus created, file a name.

1. Click on your Dashboard under the heading Afdrukken [**print**] (bottom right) on Vernieuwen [**refresh**].
  2. Download/open the PDF file using the icon.
- See [Chapter 10](#) for saving documents and sending these via your webmail, or printing in the Eye Study.

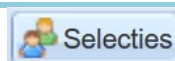
Afdrukken		
Vernieuwen 1		
#	Filename	
2126	Gatsby.pdf	2 

## 9.2 Open or delete existing selections

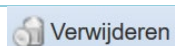
<a href="#">+ Toevoegen</a> <a href="#">Selecties</a> <a href="#">Autorisatie</a> <a href="#">Zoeken Uitgebreid</a> <a href="#">Zoeken Bruikleen</a> <a href="#">Uitloggen</a> <a href="#">Zoeken</a> <input type="text" value="Zoekterm"/>							
<a href="#">Dashboard</a> <a href="#">Zoeken</a> <a href="#">Selectie testopenbaar</a> <a href="#">Selecties</a>							
<a href="#">Vernieuwen</a> <a href="#">Bekijken</a> <a href="#">Verberg openbare selecties</a> <a href="#">Verwijderen</a>							
#	Naam	Eigenaar	Aantal	Gemaakt	Openbaar		
8269	regen	bezoeker	13	17/06/2019 15:32:50	Ja		
8265	probeer3	bezoeker	188	13/06/2019 09:49:10	Ja		
8182	FDS108630	bezoeker	33	22/03/2019 15:47:24	Ja		
Page 1 of 18							
1 - 30							

Click at the top of the menu on the button [**Selecties**] to open an existing selection. The overview opens in a **new tab**.

Select a line and click on the icon to **view** the selection.



If you do not need the selection anymore or if you do not want to have others to see your collection (this is public to all visitors), **delete** this with the button [Verwijderen].



## 10 SENDING/PRINTING SEARCH RESULTS FOR VISITORS CE IN THE EYE STUDY


### 10.1 Send via webmail


You can send your reports in Word, Excel or PDF on de Eye Study computer to yourself, so you can have the files on your computer.


On the right of the **Dashboard** are the generated files in 'Exports' or 'Afdrukken'. If your file does not appears, click on [Vernieuwen]

[refresh] (a large export can take a while).

**Open** the file with a symbol behind the file name.

 = download to Word\*

 = download to Excel\*

 = delete export\*\*

 = download PDF







\*\* Every visitor can see the reports. If you don't want this, it is possible to delete the report. After one year all the reports will be deleted.

If a Word or Excel file: click on [Bewerken inschakelen] [enable editing] in the yellow bar at the top of the document.







Go to Bestand>Opslaan als [File>Save as] and **ignore the warning** 'Beperkingen' [restrictions] or click on [OK].

1. **Save the document** on the folder via Computer>EYEcloud (H:)>bezoeker\_x (number of the computer where you are working on).
2. **Change** below 'Opslaan als>Webpagina' [save as>webpage] to 'Excel-werkmap' or 'Word-document'.
3. Give the document a recognizable **name** (bestandsnaam).

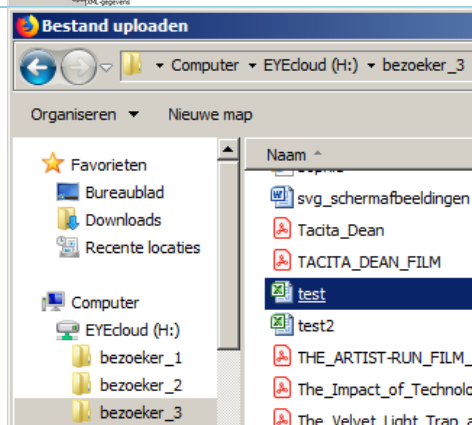
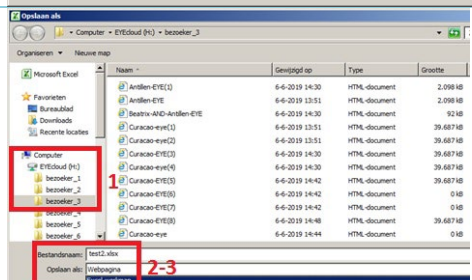
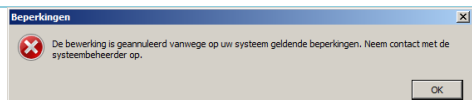
**Open your webmail** and attach the document via: Computer>EYEcloud (H:)>bezoeker\_x>document and click on [Openen].

Exports		
Vernieuwen		
#	Filename	
19281	NFTA_2019-05-27_2.html	  
19286	Onbekenden.html	  

Afdrukken		
Vernieuwen		
#	Filename	
2126	Gatsby.pdf	  
1692	WOII_aff.pdf	  

Bewerken inschakelen



### 10.2 Printing

If you want to print the document in the Eye Study, choose EYE-Printers op AS27 (á € 0,10 per page).

Check via 'Afdrukvoorbeeld' [print example] if your document is too long. You can optionally reduce the font size or (in Excel) remove the irrelevant columns. Follow the instructions for the printer.

