

MANUAL ON HOW TO USE THE RESEARCHER'S NOTEBOOK (PARES 2.0)

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The Spanish Archives Portal (PARES) offers users a personal space where they can save and manage their most common searches and the documents and images they are most interested in, without having to repeat their searches. This is the Researcher's Notebook, which can be accessed from the homepage of the PARES Portal, the other results pages and the image viewer.



I. CREATE A NEW NOTEBOOK

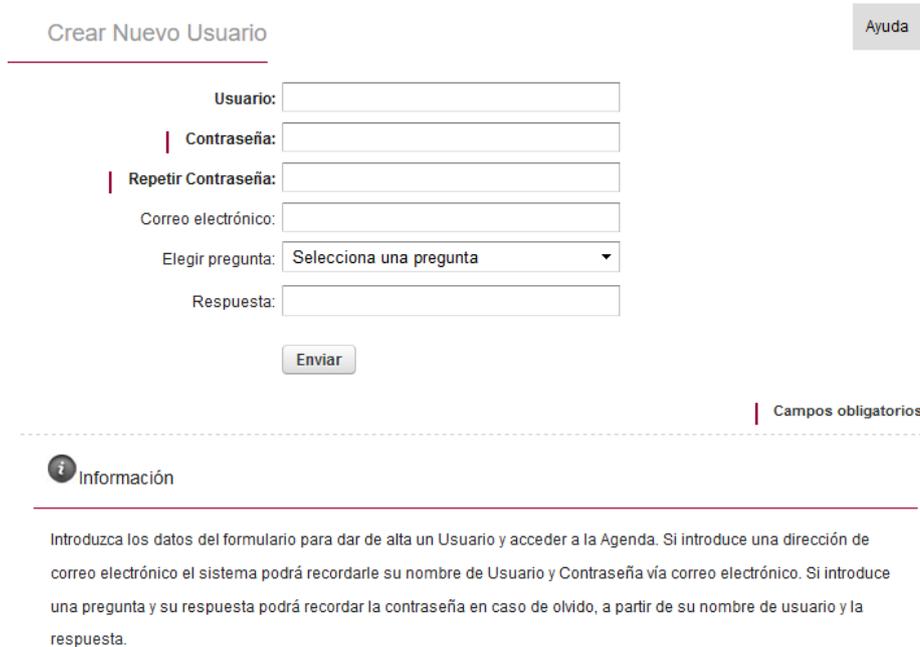
When a user accesses the Notebook, it takes them to a new page where they can enter their Username and Password (if they have already registered) or do one of the following:



1. *New User*: to create a new Notebook.
2. *Forgotten Password*: if we already have a Notebook but have forgotten our password.
3. *Forgotten Username and Password*: if we already have a Notebook but have forgotten all of our sign-in details.

1. NEW USER

After clicking on "New User" we will need to fill in the following fields:



The screenshot shows a web form titled "Crear Nuevo Usuario" with a "Ayuda" button in the top right. The form contains the following fields: "Usuario:" (text input), "Contraseña:" (text input), "Repetir Contraseña:" (text input), "Correo electrónico:" (text input), "Elegir pregunta:" (dropdown menu with "Selecciona una pregunta" selected), and "Respuesta:" (text input). Below the form is an "Enviar" button. At the bottom right, there is a legend for "Campos obligatorios" (required fields) indicated by a vertical bar. Below the form, there is an "Información" section with an information icon and a paragraph of text explaining the form's purpose and recovery options.

The "Username" and "Password" fields are obligatory in order to create a new Notebook; the other fields are optional but will enable users to link their Notebook to an email account and use the password and username recovery options if necessary.

After completing the form, click the "Send" button and the system will automatically create the Notebook and open the main page, which will allow us to do the following:



1. *Send entire Notebook by email* : this sends all the information saved in our Notebook to the email address we enter.



Envío Telemático

Correo electrónico:

Enviar

Campos obligatorios

 Información

En el campo "Correo electrónico" introduzca la dirección electrónica en la que desea recibir el documento.

2. *Edit user details*  : to edit any of the details we entered when we created the Notebook.
3. *Sign out*  : leave the Notebook page.
4. *Create new Topic*  : create a virtual folder to categorise the documents or images saved in our Notebook. When beginning the Notebook, it is necessary to create a new Topic which will be the initial folder we can use to save anything we are interested in. Clicking this icon will take us to a new window where we can name the new Topic as we wish.

Crear un nuevo Tema de Agenda

Nombre del tema:

Crear

Campos obligatorios

 Información

Introduzca en el campo "Nombre del Tema" el nombre del nuevo Tema.

After entering a name, click on "Create" and the Notebook will take us to a new screen showing our topic and the different places where we can save the documents, images and searches we are interested in.

Agenda de Usuario_prueba -   

Ayuda

Francisco de Goya -   

Acciones:    

Busquedas guardadas

No se han encontrado datos.

Fichas descriptivas

No se han encontrado datos.

Imágenes guardadas

No se han encontrado datos.

Autoridades

No se han encontrado datos.

2. FORGOTTEN PASSWORD

If we already have a Notebook but have forgotten our password, the system can show it to us.

To do so, we will need to enter our Username and click "Forgotten Password"; this will take us to a new screen that will ask us to answer a question (which will be the one we selected when creating the Notebook). If we answer correctly, the system will show us the password on a new screen.

Recordar Contraseña

Ayuda

Usuario: **Usuario_prueba**

Pregunta: **¿Cuál es el nombre de su mascota?**

Respuesta:

Enviar

Campos obligatorios

 Información

Introduzca la respuesta a la pregunta que seleccionó cuando creó su usuario, y se le mostrarán en pantalla los datos para acceder a su Agenda personal.

3. FORGOTTEN USERNAME AND PASSWORD

If we already have a Notebook but have forgotten all of our sign-in details, the system can send us them by email.

To do so, click on "Forgotten Username and Password" and then enter the email address used to create the Notebook. After pressing "Send", PARES will send us an email with the details.

Recordar Usuario y Contraseña Ayuda

Correo electrónico:

Campos obligatorios

 Información

Introduzca una dirección de correo electrónico válida registrada en PARES a la cual le serán enviados los datos Usuario y Contraseña.

II. USING THE RESEARCHER'S NOTEBOOK

Editing a Topic and creating new Topics

Once we have created a Topic, we can use it to do other things, such as creating new Topics.

Agenda de Usuario_prueba -   

Francisco de Goya -   

Acciones:     **1 2 3**

1. *Rename Topic*  : to change the name of the Topic.
2. *Delete Topic*  : to delete an existing Topic (please bear in mind that when you delete a Topic you also delete all of the information saved in it).
3. *Create Topic*  : to create new topics (users can have several Topics in their Notebook).

The different Topics created will appear in the right-hand margin of the Notebook. By clicking on their names, you will be able to see the information saved in each of them.

Búsqueda Documentos | Resultados Documentos | Descripción | Agenda

Agenda de Usuario_prueba -   

Ayuda

Temas:

- Francisco de Goya
- Historia Local
- Genealogía

Francisco de Goya -   

Acciones:    

Adding an information sheet to the Notebook

Once we have created Topics, we can begin to add content to our Notebook. To add an information sheet from PARES to our Notebook, we will browse using the search bar as normal.

When we find a document that we are interested in, we can add it to the Notebook by opening the information sheet and clicking on the "Add to Notebook" button. If we have not yet signed into our Notebook, it will ask us to enter our username and password.



Búsqueda  Búsq. Autoridades  Agenda Pregu

Búsqueda Documentos | Resultados Documentos | Descripción

 **Correspondencia entre Francisco de Goya y la Duquesa de Osuna recomendando al portero del Infantado al portero del Infante Luis Domingo Cid.**
[Archivo Histórico de la Nobleza](#)  

 Resaltar  Imprimir  Exportar EAD3  Ver Imágenes  **Añadir a Agenda** 

Identificación

Título nombre formal: Correspondencia entre Francisco de Goya y la Duquesa de Osuna recomendando al portero del Infantado al portero del Infante Luis Domingo Cid.

Signatura: OSUNA,CT.515,D.31-33

Fecha creación: 1795-04-09 , Madrid (España) - 1795-04-10 , Aranjuez (Madrid, España)

We will need to select which Topic to save the document in from a drop-down menu containing all of the Topics in the Notebook. Then, click "Accept".



Añadir elemento/s seleccionado/s al Tema

Tema seleccionado:

Aceptar

The information sheet will appear in the Notebook, in the corresponding Topic and area:

Búsqueda

► Búsqueda Documentos ► Resultados Documentos ► Visor

Agenda de Usuario_prueba -   

Ayuda

Francisco de Goya -   

Acciones:    

Busquedas guardadas

No se han encontrado datos.

Fichas descriptivas

Nombre	Archivo	Fechas	Signatura	Notas
<input type="checkbox"/> Uc Correspondencia entre Francisco de Goya y la Duquesa de Osuna recomendando al portero del Infantado al portero del ...	AHNOB	1795-04-09 / 1795-04-10	OSUNA,CT.515,D.31-33	

Adding an image to the Notebook

As in the previous case, we will use the search bar to browse as normal. When we find a document we are interested in that has been digitised, we will open the images in the PARES image viewer.

We will need to bring up the image we want to save and then click on the "Add to Notebook"  button. If we have not yet signed into our Notebook, it will ask us to enter our username and password.



As with the document information sheets, we need to select the Topic we want to save the image in from the drop-down menu with all the Topics in the Notebook. Then, click "Accept".

A direct link to the images will appear in the Notebook, in the corresponding Topic and area:

Agenda de Usuario_prueba -   

Ayuda

Francisco de Goya -   

Acciones:    

Busquedas guardadas

No se han encontrado datos.

Fichas descriptivas

Nombre	Archivo	Fechas	Signatura	Notas
<input type="checkbox"/> Uc Correspondencia entre Francisco de Goya y la Duquesa de Osuna recomendando al portero del Infantado al portero del ...	AHNOB	1795-04-09 / 1795-04-10	OSUNA,CT.515,D.31-33	

Imágenes guardadas

Imagen	Nombre	Ficha Asociada	Notas
<input type="checkbox"/> 	1	Instancia, carta y recibo, firmados por el pintor, Francisco de Goya, por un retrato de Francisco de Borja Téllez G...	

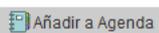
Adding an authority record to the Notebook

After using the different search box options to locate authority records (of people, families, institutions, places, etc.), we can also add those we find useful to the Notebook. After opening the information sheet for each authority record, we can add it to our Notebook by clicking the "Add to Notebook" button. If we have not yet signed into our Notebook, it will ask us to enter our username and password.

Búsqueda  **Búsq. Autoridades**  Agenda Pregt

► Búsqueda Autoridades ► Resultados Autoridades ► Autoridad

Persona - Goya Lucientes, Francisco de (1746-1828)

 Resaltar
  Imprimir
  Exportar EAC
  **Añadir a Agenda** 

Identificación

Tipo: Persona

Forma autorizada: Goya Lucientes, Francisco de (1746-1828) [Otras formas](#)

Fechas de existencia: Fuendetodos (Zaragoza, España) **1746-03-30** - Burdeos (Girona, Francia) **1828-04-16**

Historia: Famoso pintor español nacido en Fuendetodos (Zaragoza) y fallecido en el exilio en Burdeos (Francia), en 1828. Pintor de cámara de la corte de Carlos V, realizó retratos de importantes personalidades de la época y varias aristócratas, como la duquesa Cayetana de Alba y la condesa-duquesa de Benavente, Josefa Pimentel. Autor de obras como. los caprichos. pinturas neoras. las maías. cartones. orabados. tauromaquia... etc. ▼

As in the previous cases, it is necessary to select the Topic in which we want to save the authority record and click "Accept".

The authority records will appear in the Notebook, in the corresponding Topic and area:

Francisco de Goya -   

Acciones:    

Busquedas guardadas

No se han encontrado datos.

Fichas descriptivas

	Nombre	Archivo	Fechas	Signatura	Notas
<input type="checkbox"/>	Uc Correspondencia entre Francisco de Goya y la Duquesa de Osuna recomendando al portero del Infantado al portero del ...	AHNOB	1795-04-09 / 1795-04-10	OSUNA,CT.515,D.31-33	

Imágenes guardadas

Imagen	Nombre	Ficha Asociada	Notas
<input type="checkbox"/>	1	Instancia, carta y recibo, firmados por el pintor, Francisco de Goya, por un retrato de Francisco de Borja Téllez G...	
<input type="checkbox"/>	4	Instancia, carta y recibo, firmados por el pintor, Francisco de Goya, por un retrato de Francisco de Borja Téllez G...	

Autoridades

Nombre	Tipo	Fechas	Notas
<input type="checkbox"/> Goya Lucientes, Francisco de (1746-1828)	Persona	1746-03-30 / 1828-04-16	

Adding a search to the Notebook

The PARES Notebook also allows us to save the searches we have carried out, both for documents and authority records, through their respective results pages. To do so, perform a search and then click on "Add to Notebook" before opening any of the individual information sheets for the results.

Búsqueda Búsqueda Autoridades Agenda [Preguntas frecuentes](#)

Búsqueda Documentos | Resultados Documentos

➔ **Página de Resultados**

Resultados de la búsqueda con el texto: **francisco de goya**  Añadir a Agenda

Ordenar por: Nivel descriptivo | Resultados por página: 25

1 2 3 4 > >> Resultados 1 - 25 de 85

F 67. Archivo del Señorío de Mocejón  
 Archivo: Archivo Histórico de la Nobleza
 Fechas: 1295-09-12 / 1881-12-31
 Signatura: MOCEJON

S Expediente general sobre la formación de varias colecciones artísticas a partir de la requisita y reunión de bienes incorporados al Estado pro...  
 Archivo: Archivo Histórico Nacional
 Fechas: 1600-1640

Filtrar por:

Archivos

- Archivo de la Corona de Aragón (1)
- Archivo de la Real Chancillería de Valladolid ... (7)
- Archivo General de Indias (6)
- Archivo General de la Administración (6)
- Archivo Histórico de la Nobleza (16)
- Archivo Histórico Nacional (20)
- Archivo Histórico Provincial de Álava (9)
- Centro Documental de la Memoria Histórica (20)

Digitalización

- No Digitalizadas (52)
- Digitalizadas (33)

Niveles descriptivos

- **F** Fondo (1)
- **S** Serie (1)

Once we have selected the Topic we want to add the search to, it will appear in the Notebook in the corresponding place:

Agenda de Usuario_prueba -    Ayuda

Francisco de Goya -   

Acciones:    

Busquedas guardadas

	Nombre	Tipo	Fechas	Notas
<input type="checkbox"/>	francisco de goya	UDS	2020-06-15 (Ver nuevos resultados)	

Fichas descriptivas

	Nombre	Archivo	Fechas	Signatura	Notas
<input type="checkbox"/>	Uc Correspondencia entre Francisco de Goya y la Duquesa de	AHNOB	1795-04-09 / 1795-04-10	OSUNA.CT.515.D.31-33	

III. USING AND MANAGING THE CONTENT SAVED IN THE NOTEBOOK

We will always be able to access the main Notebook page through one of the Topics we have created and see all of the information we have saved about said Topic and the following options:

The screenshot shows the user interface for 'Francisco de Goya'. At the top, there is a navigation bar with 'Agenda de Usuario_prueba', an 'Ayuda' button, and a user profile icon. Below this, the main title 'Francisco de Goya' is followed by edit, delete, and add icons. A red box labeled '2' highlights the 'Acciones' menu, which contains icons for adding, editing, deleting, and a note icon. To the right, a 'Temas' sidebar (labeled '1') lists categories: 'Francisco de Goya' (with sub-items: 'Busquedas guardadas (1)', 'Fichas descriptivas (1)', 'Imágenes guardadas (2)', 'Autoridades (1)'), 'Genealogía', and 'Historia Local'. The main content area is divided into sections: 'Busquedas guardadas' (a table with columns: Nombre, Tipo, Fechas, Notas), 'Fichas descriptivas' (a table with columns: Nombre, Archivo, Fechas, Signatura, Notas), 'Imágenes guardadas' (a table with columns: Imagen, Nombre, Ficha Asociada, Notas), and 'Autoridades' (a table with columns: Nombre, Tipo, Fechas, Notas). A red box labeled '3' highlights the first row of the 'Fichas descriptivas' table.

1. *Select Topic*: the right-hand margin will show all of the topics we have created and clicking on each of them will show a breakdown of their content (by searches, information sheets, images and authorities):
 - To change the Topic, click on its name.
 - To only see the searches, documents, images or authority records of a particular Topic, click on each of the individual sections.
2. *Actions* that can be carried out on the information saved:
 - Add/Edit Notes : you can add your own notes to the information saved in the Notebook. First, select the record you want to add a note to and then click on "Add/Edit Note". The system will create a text box that you can write in.

The screenshot shows the 'Modificar Nota' form. It has a title 'Modificar Nota' and a 'Notas:' label followed by a text input field containing 'Prueba de añadir una nota'. Below the input field is an 'Aceptar' button. At the bottom, there is an 'Información' section with a question mark icon and the text: 'Modifique el campo "Notas" para cambiar el campo de notas asociado a TODOS los elementos seleccionados. Si deja el campo vacío, se borrarán todas las notas de los elementos seleccionados.'

When you click "Accept", the note will appear next to the selected record. The same process can be carried out to edit an existing note.

Agenda de Usuario_prueba -   

Francisco de Goya -   

Acciones:    

Busquedas guardadas

Nombre	Tipo	Fechas	Notas
<input type="checkbox"/> francisco de goya	UDS	2020-06-15 (Ver nuevos resultados)	Prueba de añadir una nota

- Move to another Topic : we can select and move one or multiple records to one of our other Topics. To do so, we select the information we want to move and click on the "Move Topic" button. The system will show a drop-down menu from which we can choose the new Topic. When we click "Accept", the record will change location.

Mover elementos seleccionados al Tema

Tema seleccionado: Francisco de Goya

Francisco de Goya

Genealogía

Historia Local

Campos obligatorios

 Información

Seleccione el tema al que desea mover los elementos seleccionados.

- Delete : deletes the selected record.
- Share on social media and email    : allows us to send the selected record to an email address (which we will then have to specify) or share it on Facebook and Twitter.

3. *Tick boxes* for selecting the information we want to perform the action on.

Saved searches

After saving a search, the Notebook offers the following information and options:

Agenda de Usuario_prueba -   

Ayuda

Francisco de Goya -   

Acciones:    

Busquedas guardadas

	Nombre	Tipo	Fechas	Notas
<input type="checkbox"/>	francisco de goya	UDS	2020-08-15 (Ver nuevos resultados)	Prueba de añadir una nota
1	2	3	4	5

4. *Tick box* for selecting.
5. *Name*: these are the terms originally used in the search we have saved. Clicking on this will show us the results page again.
6. *Type*: this indicates whether the search was for documents (UDS) or authority records (AUT).
7. *Dates*: the date that the search was carried out and saved. If we want to know whether there are any new information sheets about our search topic in PARES, we can click on the "*See new results*" button and the system will automatically repeat the search and only show the results that were not included in the original search.
8. *Notes*: shows any notes we have made.

Saved information sheets

After saving documents (information sheets), the Notebook offers the following information and options:

Agenda de Usuario_prueba -   

Ayuda

Francisco de Goya -   

Acciones:    

Fichas descriptivas

	Nombre	Archivo	Fechas	Signatura	Notas
<input type="checkbox"/>	 Correspondencia entre Francisco de Goya y la Duquesa de Osuna recomendando al portero del Infantado al portero del ...	AHNOB	1795-04-09 / 1795-04-10	OSUNA,CT.515,D.31-33	
1	2	3	4	5	6

1. *Tick box* for selecting.
2. *Name*: shows the name given to the document next to an icon with an abbreviation that indicates its descriptive level (hovering the cursor over the icon will show the

Agenda de Usuario_prueba -   

Ayuda

Francisco de Goya -   

Acciones:    

Autoridades

	Nombre	Tipo	Fechas	Notas
<input type="checkbox"/>	Goya Lucientes, Francisco de (1746-1828)	Persona	1746-03-30 / 1828-04-16	
1	2	3	4	5

1. *Tick box* for selecting.
2. *Name*: shows the authorised version or preferred term given to the authority record. Clicking on this will show the authority record's information sheet.
3. *Type*: this indicates the type of authority record: person, family, institution, place, subject, regulation, activity/role or individual role.
4. *Dates*: indicates the dates the authority record was created and edited (where applicable).
5. *Notes*: shows any notes we have made.