

# Archives Unbound - Search Tips

Archives Unbound presents topically-focused digital collections of historical documents that support the research and study needs of scholars and students at the college and university level. Collections in Archives Unbound cover a broad range of topics from the Middle Ages forward - from Witchcraft to World War II to twentieth-century political history.

**\* Please inquire your library which collections your institution has access to.**

On the homepage, you will find the following three options for beginning your research:

- **Basic Search**
- **Advanced Search**
- **Browse Collections**

Please note that search results will vary depending on the number and collections currently available in your Archives Unbound platform.

## BASIC SEARCH

You can find terms through a simple fulltext search across all collections available to your institution (**Your Collections**) or search citations only from other collections not yet purchased by your institution (**Free Index**). You can also limit your search to a particular collection or category (**Limit to**):

## SEARCH RESULTS

- Your document search results may be sorted by relevance, by date, by collection, by author or by title. Simply choose one of the options from the pull-down menu directly above the results list.
- The Search Sidebar on the left hand side of the screen allows you to refine your results by searching within them and narrow down to further related content.
- You may click on an entry to display the document.

## SEARCH RESULTS



## DOCUMENT VIEW



From within the full record you are presented with the full text of the primary source document.

## DOCUMENT VIEW

- When you open a document, the first page of the document will be displayed.
- On the left hand side of the document, you may see a list of "Image Numbers". These refer to the images within the document that contain your search term. Click on a number to display that page.
- You may click on the right and left arrows directly above the image to navigate the document.
- You may also rotate, zoom in/out, and use other functions in the toolbar right above the image.

## ARTICLE TOOLS



From left to right: Print, Email, Download, Cite and Bookmark tools

## ARTICLE TOOLS

- To Save an item to view later in your search session: Click on the **Mark** box on top of the document.
- To View your list of saved items: Click on the **Marked Items** hyperlink at the top of the screen.
- To Print an item: Click on the **Print** icon. In the pop-up window, choose whether you wish to print the current image only, or the entire document (for multi-page documents) or specify a range of images within the document. Then click on "Print" and a PDF will be displayed. Use the PDF viewer tools to print the document.
- To E-mail an item: Click on the **E-mail** icon located on top of the document content.
- To Download an item as a file to be saved on your computer, click the **Download** icon located on top of the document content.
- To cite a document, use the **Citation Tools** link located on top of the document content. Choose MLA, APA, or Plain Text and click "Save". A dialog box will open; click Open and a new window will appear with your citation. You can copy and paste the citation like any other text.

## ADVANCED SEARCH

Archives Unbound platform supports an Advanced Search that combines criteria such as keyword, image captions, entire document and title. This option allows you to conduct a search on a particular field. You can also limit search results by collection or publication date, by category or by select which collections you'd like to search with.

## ABOUT THIS COLLECTION

About this Collection allows you to "flip through" or search an Archives Unbound collection. Each About this Collection page provides basic collection information. View All Documents is available for each collection; you can click on View All Documents and get to see all documents collected in particular collection. You may need to either revise your search or do another search within all the documents shown.

## BOOKMARKS

By using the Bookmark feature, you and others can revisit practically any page you choose after you've ended your current session. While viewing a page, simply click the **Bookmark** icon (located on top of the document content) and a separate window will open, allowing you to copy and paste the Bookmark into another document, bookmark the Bookmark and/or e-mail it. If you require further assistance with Archives Unbound collections, please contact your librarian.