How to Search the Idaho Transportation Photo Collection

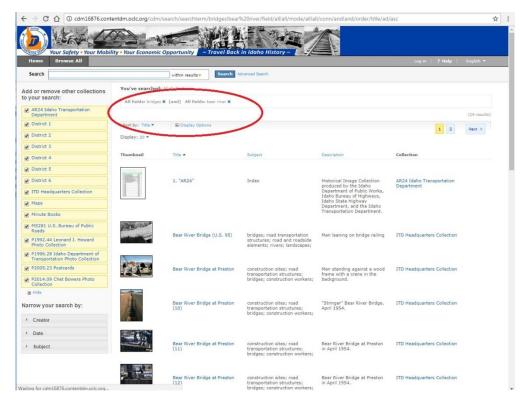
There are a number of ways to access information in this database. The first, most direct access point is the search bar on the homepage.

1. Enter search terms into Search bar, press "Enter" or click on the "Search" button.

Terms entered into the search bar from the homepage will identify possible matches across all collections. Similarly, if you click the "Browse All" tab at the top of the homepage, terms entered into the search bar will be applied to each of the 15 individual collections and sub-series.

Refining Your Search

Your search can be refined by entering additional search terms, and each search can be undone by clicking the blue 'x' next to previous search terms, located under the search bar at the top of the results page. In the example below, we've searched for 'bridges,' and then narrowed our results by entering a specific location, in this example, 'bear river.' You'll notice, the first term, 'bridges' returned 4,495 results. The second term, 'bear river' narrowed the results to 29. By clicking the blue 'x' next to 'bear river' you can go back to the results for the first term you entered.



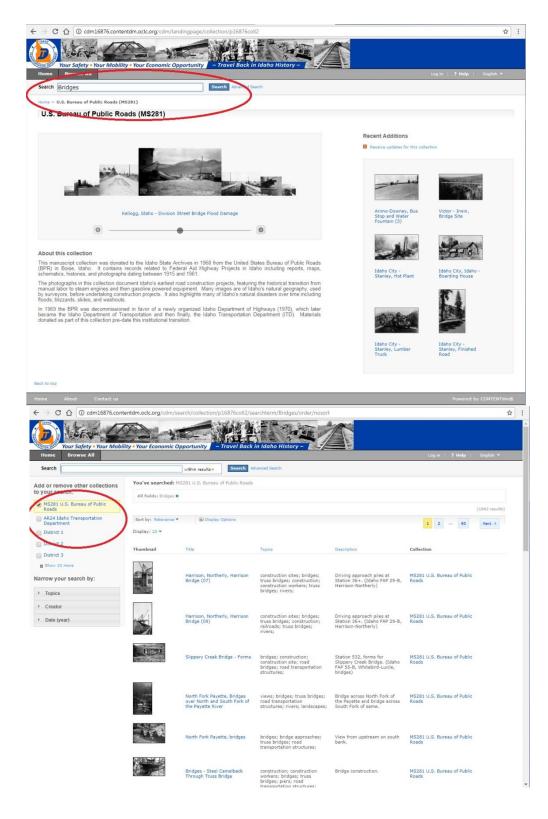
You can also limit your search by un-clicking (deselecting) individual collections in the left column. Collections that are selected – and included in the search – will be highlighted in a yellow box. Collections that are deselected, and therefore not included in the search, will lose the yellow highlight (see example above).

Another way of accessing information in this database can be found below the collections column on the left (see example above). The options available under the "Narrow your search by:" allow you to navigate the materials by creator, date, and/or subject for those collections that have been selected (highlighted in yellow). You can broaden or narrow your search using these access points by selecting or deselecting individual collections.

You can browse the entire database, without using any search terms, by clicking the "Browse All" tab from the homepage - on the results page you will see all of the collections are highlighted. Items are organized alphabetically.

Searching an Individual Collection

If you want to search through an individual collection or sub-series collection, you can single it out by clicking into the collection description from the homepage, and entering your search term in the search bar – your search will be limited to that single collection. You will see, on the left column of your search results, that single collection will be highlighted in yellow. You can add collections to those search results by clicking on additional collections; they will be highlighted in yellow as they are added to the results field. (See examples below)

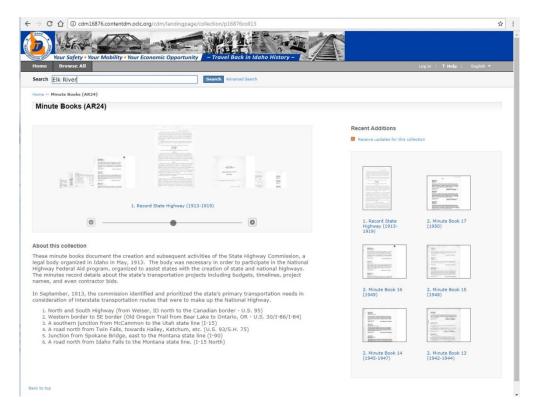


You can browse all the images within individual collections by choosing the desired collection on the homepage, and then clicking the "Browse All" tab from within that collection description. There you will be able to view the entire collection, organized alphabetically.

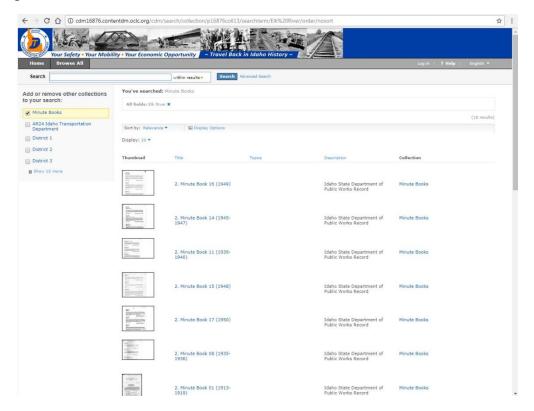
Using Compound Objects

There are two sub-series in the AR 24 collection, AR 24 Negative Index and Minute Books, which are compound objects; multi-page pdfs that are word-searchable. If your search returns a hit within one of these compound objects, the text window/viewer will call up the first page that contains your search term. The following examples illustrate how to navigate the viewer.

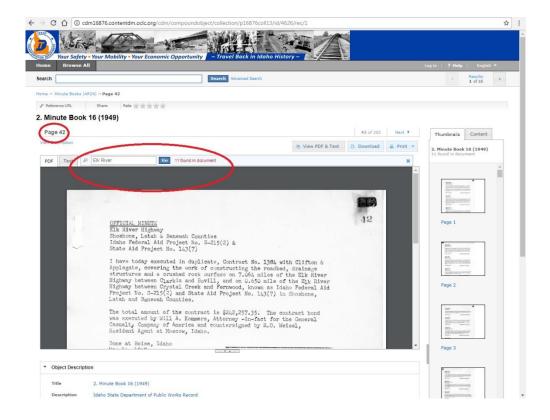
1. Search the Minute Books for "Elk River"



2. Results from the Minute Books sub-series, which is highlighted in yellow in the left hand column. Click on the thumbnail to get to the document viewer.



3. Here, in the document viewer, the search term can be found in the viewer window, along with the number of results found in this document, highlighted in red, just to the right of the search bar. The viewer will automatically take you to the first page of the document that returned a result. Here, it is page 42. You can navigate the search results in a few different ways.



4. The right-hand column within the viewer will have each page contained within this document. Positive search results are indicated by a red asterisk and a yellow highlight on the page on which the term can be found. You can also navigate the search results by using the "Next" button located next to the page number identifier, at the top of the viewer. Click "Next" to go to the next result, it should automatically direct you to the next result, but you may need to navigate the document manually by using the scroll bar on the right hand column.

The metadata associated with these materials can be found below the viewer window, including identifier (call number), author/creator, date range, subject headings, and image rights, etc.

