

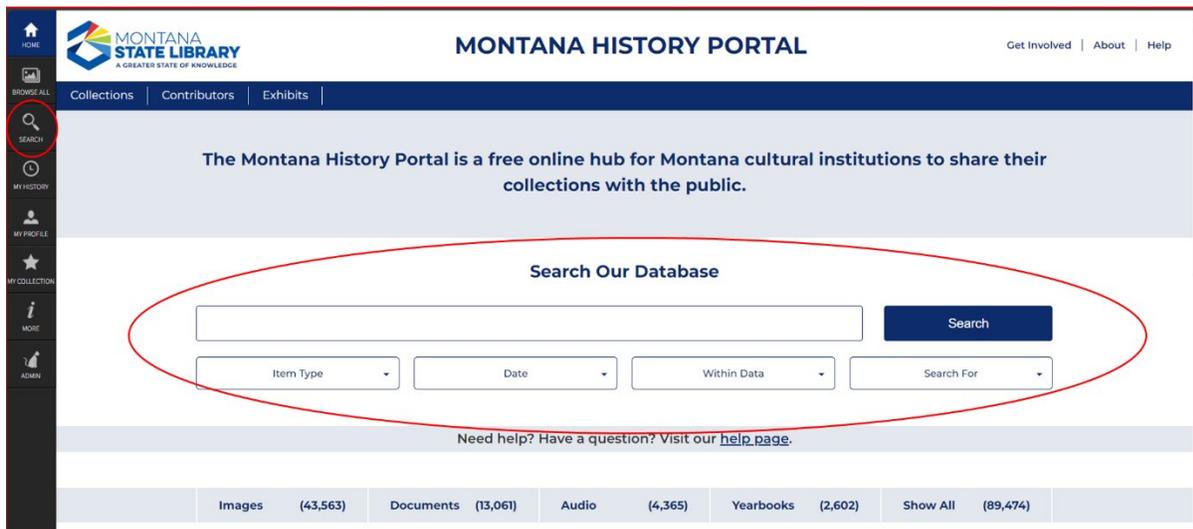
Searching within the Portal

Search from the home page

 The front page of the Portal offers two ways to begin a search. It can begin from the sidebar or the homepage.

The first example will search from the home page.

Start by typing a search term in the search box and click the search button.



Search Our Database

geology

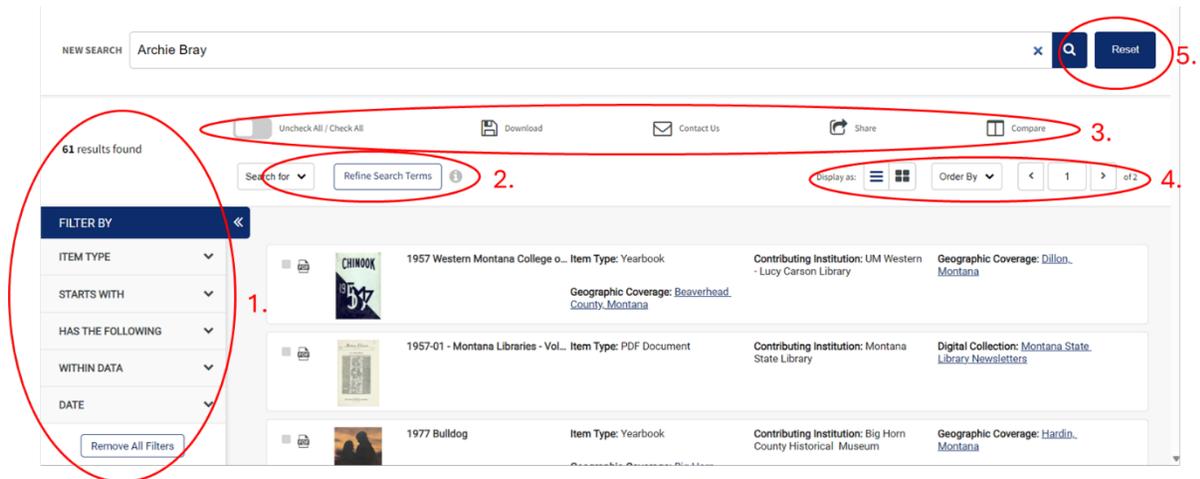
Search

Item Type Date Within Data Search For

i This example searches for the name Archie Bray. This will search for all references to the name Archie and Bray in the Portal.

Once it has found every reference to the name it will display many options.

Descriptions are listed below.



Section 1 displays the number of results found and the option to filter results by various attributes

Section 2 can refine the search by specifying how the Portal interacts with keywords and terms

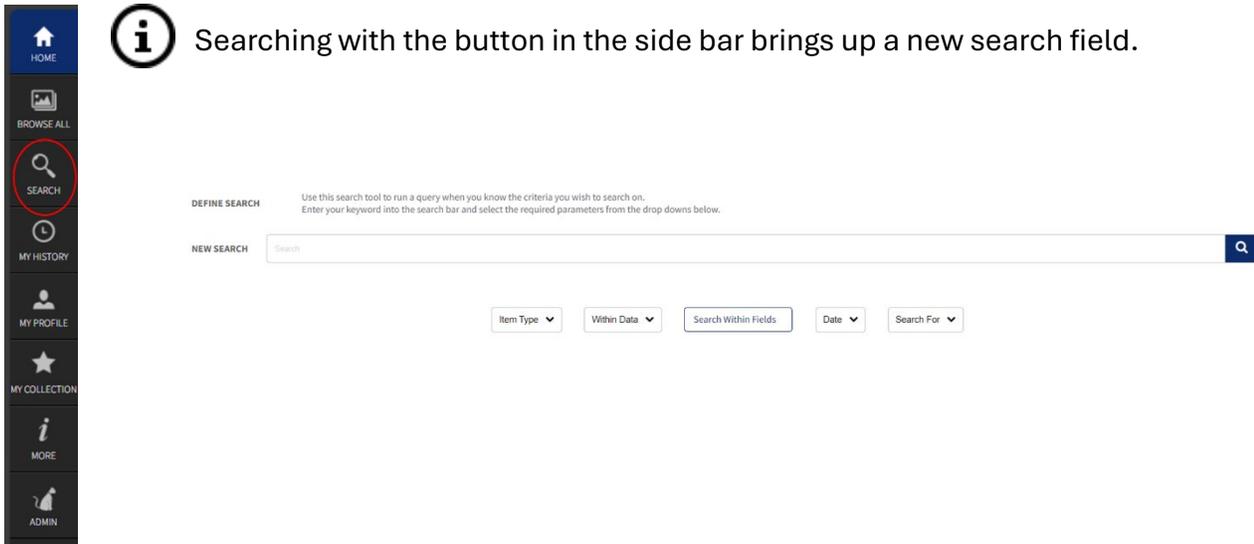
Section 3 has options to save, share or even download the search results as a whole

Section 4 controls page display, how results are organized and navigation arrows to page through results

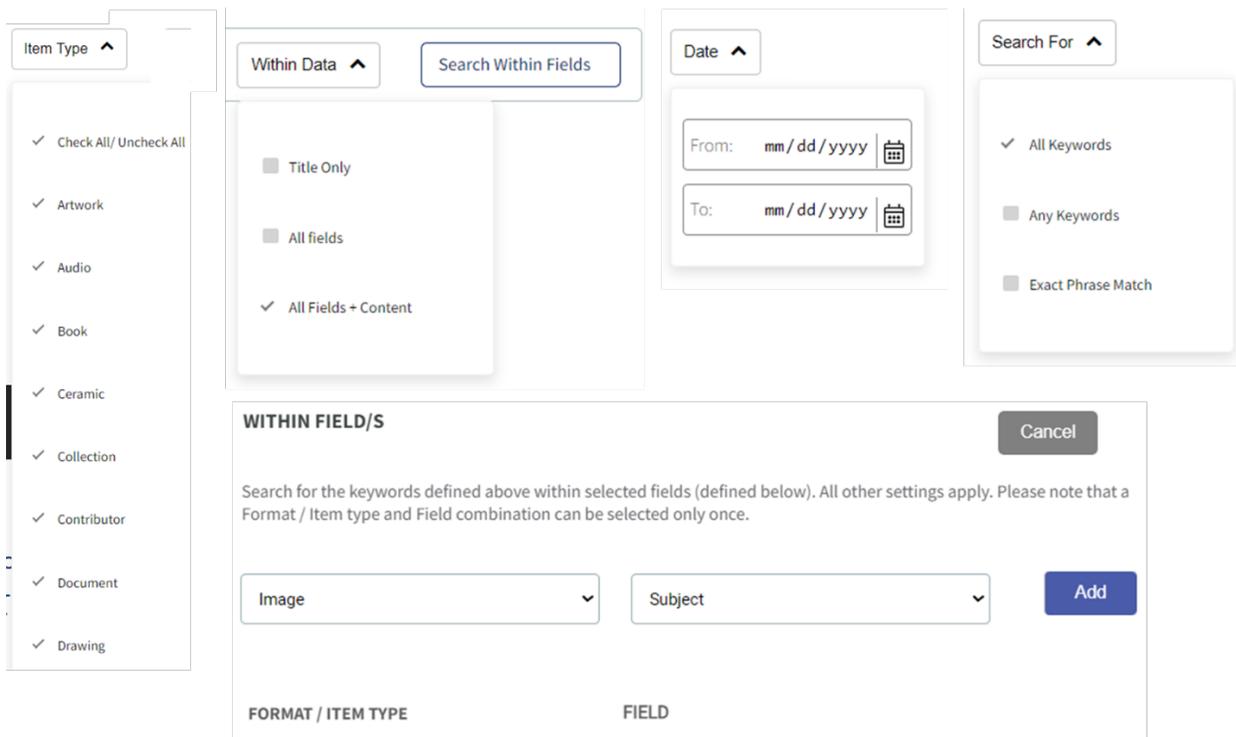
Section 5 is used to reset to a new blank search

Search from the side bar

 Searching with the button in the side bar brings up a new search field.



 Each of the buttons below the search field helps to set the parameters for your search.



Item Type: Uncheck all and then go back in to select specific options to indicate the sorts of digital items you are looking for.

To see everything available leave them all checked.

Within Data: Use this to define how your search terms will work. You can search just the title of the resource, all the fields within the data, or all the fields and the content to find your search term.

Search Within Fields: The search within fields button opens a new window. Select from the dropdown menu the Format/Item type you want to search. Then select the metadata Field you would like to search and Click Add. In the example above the Item Type Image has been chosen and the Subject Field has been selected. This tells the system to search all images in the just the subject field for the entered search term.

Date: Select a range of dates to keep your search specific timeframes.

Search For: Select which words you want to search.

All Keywords will search for everything that has any of the words.

If the search was for Archie Bray, All keywords would search both Archie and Bray separately or together.

Any Keywords will turn up results that might just have Archie or just Bray.

Exact Phrase Match will provide results that specifically come up as “Archie Bray”.



This is important to know if you are searching for a specific name or title.

Once you have determined search parameters click on the magnifying glass on the search bar to search.



Facets (Item Types)

i When results appear there is another chance to narrow them by using facets on the left side.

The screenshot shows a search results page for 'Archie Bray'. On the left, a 'FILTER BY' menu is open, listing various filters: ITEM TYPE, STARTS WITH, HAS THE FOLLOWING, WITHIN DATA, and DATE. A red circle highlights this menu. The main content area shows search results with columns for item type, contributing institution, and geographic coverage. Three results are visible, including '1957 Western Montana College o...', '1957-01 - Montana Libraries - Vol...', and '1977 Bulldog'.

i Clicking into the Item Type facet will reveal the amount of each type available.

The screenshot shows the 'ITEM TYPE' facet expanded. It lists various item types with their respective counts and a grey arrow indicating a dropdown menu. The counts are: Audio (34), Collection (1), Contributor (1), Document (12), Digital Collection (...), Creator (...), Helena City Coun... (7), and Sterns, Hal (1). The 'Helena City Coun...' entry is circled in red.

Item Type	Count
Audio	34
Collection	1
Contributor	1
Document	12
Digital Collection	...
Creator	...
Helena City Coun...	7
Sterns, Hal	1

The grey arrows next to a facet indicate a dropdown menu with more choices for narrowing the results.

When there are no more narrowing options, only a number will display.

i To see a specific resource, simply click that **Item Type**. Continue using this method to drill down.

For example, Clicking into **Document, Creator, and Helena City Coun...** will reveal the seven documents created by the Helena City Council.

Within these items there is a link to the number of page hits within the documents. **Page Hits: Preview (#)**

The screenshot shows a digital archive interface. On the left is a 'FILTER BY' sidebar with 'ITEM TYPE' expanded to show 'Document' with 12 items. Below it are other filters like 'Collection', 'Contributor', 'Digital Collection', 'Creator', 'Stems, Hal', 'Subject', 'Contributing Insti...', 'Geographic Cove...', and 'Image'. The main area displays a list of documents. Each row includes a thumbnail, the title 'Minutes of the Helena City Council...Item Type: Document', the 'Contributing Institution: Helena City Clerk and Recorder', and the 'Digital Collection: Helena, Montana City Council Minutes, 1881-1970'. A 'Page Hits: Preview (#)' link is visible for each document.



Click the **Preview** link to see those page hits. Click the thumbnail to jump to that page.

The screenshot shows a document preview window. On the left is a vertical list of thumbnails. The main area displays the OCR text of a document. The text includes: 'A verified statement dated May 21, 1940 by Archie Bray, President of the Builders Supply Company, verified by its agent Archie Bray, dated May 20, 1940, showing an unpaid bill of \$120th day of May, 1940, the Builders Supply Company, Archie Bray, President, presented to the City of Helena, Montana.' Below the text is a 'Page Hits: Preview (2)' link. On the right side of the preview window, there is a list of document details, including 'Contributing Institution: Helena City Clerk and Recorder' and 'Digital Collection: Helena, Montana City Council Minutes, 1881-1970'.



Alternatively, clicking on the image of the document will start from the beginning of the document.

Minutes of the Helena City Council...Item Type: Document
Page Hits: [Preview \(3\)](#)
Contributing Institution: Helena City Clerk and Recorder
Digital Collection: [Helena, Montana City Council Minutes, 1881-1970](#)

1. Click the panels on the bottom of the screen or use the slider bar to move through the document.
2. Click on the page in Search Result Page Hits to jump to the page with the highlighted text found in search.

The screenshot shows the Montana History Portal interface. At the top, it says "MONTANA STATE LIBRARY A GREATER STATE OF KNOWLEDGE" and "MONTANA HISTORY PORTAL". Below this, there are navigation tabs for "Collections", "Contributors", and "Exhibits". The main content area is titled "Minutes of the Helena City Council, 1936-1943". On the left, there is a sidebar with "ITEM TYPE: DOCUMENT" and "DOCUMENT TAGS" (no tags yet). Below that, it shows "LINKED TO" and "Contributing Institution: Helena City Clerk and Recorder". The main content area features a large image of a document cover with a red "2." overlaid on it. To the right of the image is a "Search Result Page Hits" panel with "OCR" and "TXT" sections. The "OCR" section contains a snippet of text: "A verified statement dated May 21, 1940 by Archie Bray, President of the Builders Supply Company, cov[er]ed the Builders Supply Company duly verified by its agent Archie Bray, dated May 20, 1940, showing an unpaid...". Below the "OCR" section is a "TXT" section with a snippet: "...Builders Supply Company duly verified by its agent Archie Bray, dated May 20, 1940, showing an unpaid...". At the bottom of the page, there is a "RECOLLECTIO" button and a "no stories yet" message. A red circle labeled "1." is drawn around the bottom navigation bar, and another red circle labeled "2." is drawn around the "OCR" text snippet.



At any time, you can click on the Remove All Filters Button to remove the filters added but stay within the original Search Results.

DATE

[Remove All Filters](#)

Other facets include:



Starts with can be used to select a letter you would like to start with. For example, "M" pulls up all the documents from this search beginning with the letter M.

ITEM TYPE	STARTS WITH	ALL TITLES (REMOVE FILTER)	HAS THE FOLLOWING	WITHIN DATA	DATE
Matt Towers, Kurt Anderson	Item Type: Audio	Contributing Institution: Archie Bray Foundation	Digital Collection: Archie Bray Foundation Oral Histories		
Minutes of the Helena City Council...	Item Type: Document	Contributing Institution: Helena City Clerk and Recorder	Digital Collection: Helena, Montana City Council Minutes, 1881-1970		
Minutes of the Helena City Council...	Item Type: Document	Page Hits: Preview (3)	Contributing Institution: Helena City Clerk and Recorder	Digital Collection: Helena, Montana City Council Minutes, 1881-1970	
Minutes of the Helena City Council...	Item Type: Document	Page Hits: Preview (1)	Contributing Institution: Helena City Clerk and Recorder	Digital Collection: Helena, Montana City Council Minutes, 1881-1970	

Has the Following will allow filtering by other features like **Geotags** and **OCR**.

These abilities are not yet included in everything, but they are growing with the collection.

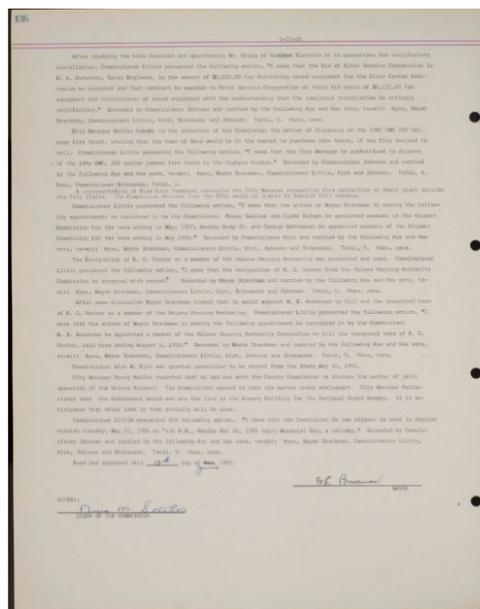
OCR means Optical Character Recognition.

That means the text inside the document has been made machine readable beyond the data that people have input to describe the resource (metadata).

For example, it recognized the words we were searching for within the old typewritten pages of the document.

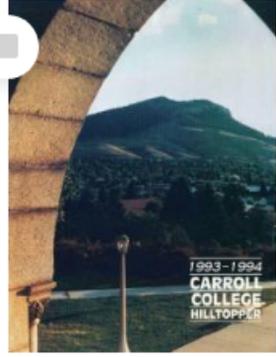
[...]port
commission for the term ending in may, 1957; **archie bray jr.** and george
batterson be appointed memb[...]

[...]fiscal year: the following officers
were elected: **archie bray jr.** chairman, clarence anthony, vice chair[...]



Geotags are another kind of metadata used to identify geographic locations within the materials.

The examples shown below have geographic coverage

 <p>1957 Western Montana College o...</p> <p>Format: Yearbook Contributing Institution: Universit... Geographic Coverage: Dillon, Mo... Geographic Coverage: Beaverhea...</p>	 <p>The Hilltopper 1992</p> <p>Format: Yearbook Contributing Institution: Carroll C... Geographic Coverage: Helena, M... Geographic Coverage: Lewis and...</p>	 <p>The Hilltopper 1993</p> <p>Format: Yearbook Contributing Institution: Carroll C... Geographic Coverage: Helena, M... Geographic Coverage: Lewis and...</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

These last facets **Within Data** and **Date** will give you the opportunity to go back and narrow down the dates or change the filters in place for titles, fields, and content.

WITHIN DATA ^

[ALL ITEMS \(REMOVE FILTER\)](#)

Titles Only

All Fields

All Fields + Content

DATE ^

[ALL DATES \(REMOVE FILTER\)](#)

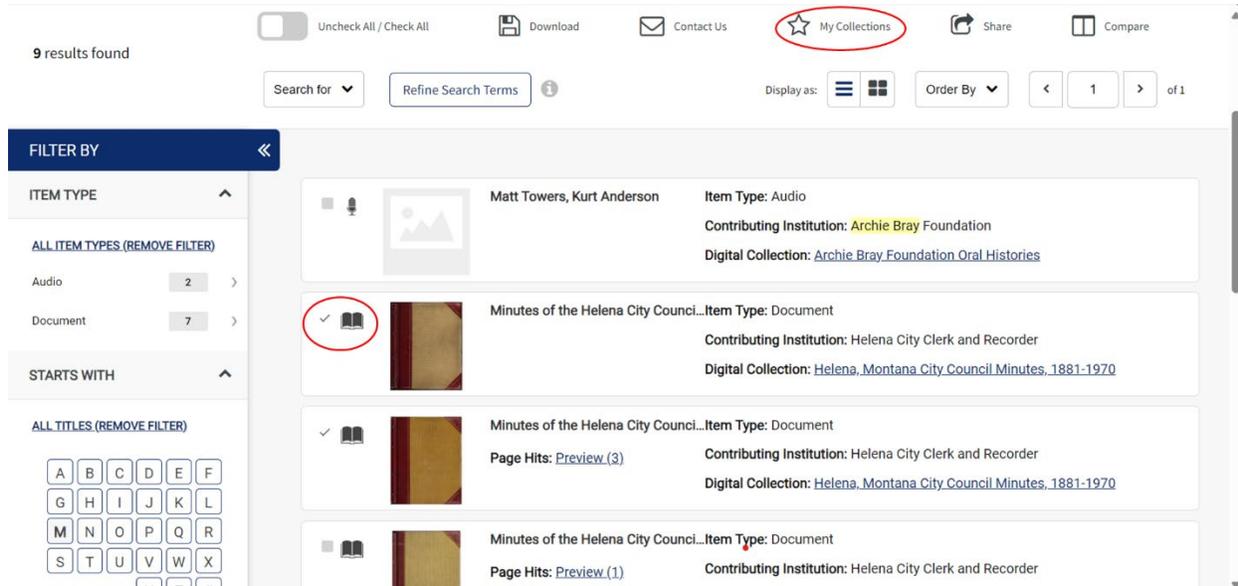
From:

To:

Saving items to your Collection

 To save items for later, make sure to check the checkbox on the upper left corner of the item to save it to your collection.

 ***You must be logged in** for this to work. Read [Using the Montana History Portal site: Access and initial set up](#) to learn more about creating an account.



9 results found

Uncheck All / Check All Download Contact Us **My Collections** Share Compare

Search for [] Refine Search Terms [] Display as: [] [] Order By [] [] 1 [] of 1

FILTER BY <<

ITEM TYPE ^

ALL ITEM TYPES (REMOVE FILTER)

Audio 2 >

Document 7 >

STARTS WITH ^

ALL TITLES (REMOVE FILTER)

A B C D E F
G H I J K L
M N O P Q R
S T U V W X

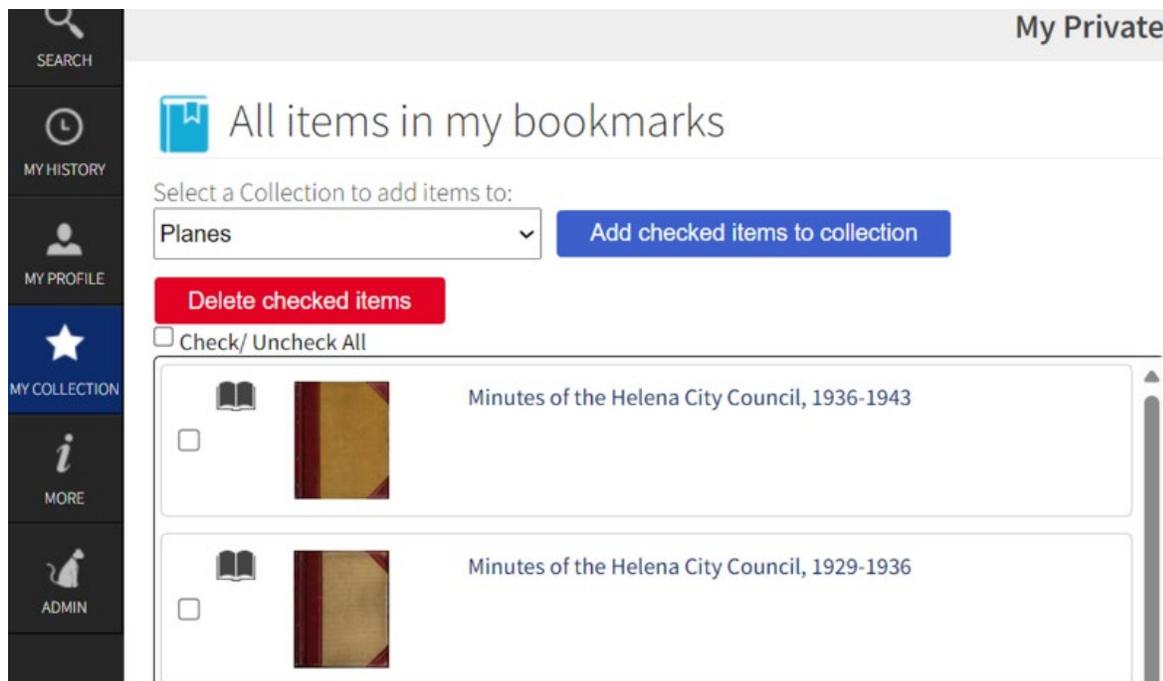
Item 1:   Matt Towers, Kurt Anderson **Item Type:** Audio
Contributing Institution: Archie Bray Foundation
Digital Collection: Archie Bray Foundation Oral Histories

Item 2:   Minutes of the Helena City Council... **Item Type:** Document
Contributing Institution: Helena City Clerk and Recorder
Digital Collection: Helena, Montana City Council Minutes, 1881-1970

Item 3:   Minutes of the Helena City Council... **Item Type:** Document
Page Hits: [Preview \(3\)](#) **Contributing Institution:** Helena City Clerk and Recorder
Digital Collection: Helena, Montana City Council Minutes, 1881-1970

Item 4:   Minutes of the Helena City Council... **Item Type:** Document
Page Hits: [Preview \(1\)](#) **Contributing Institution:** Helena City Clerk and Recorder

Click on the My Collection Button in the Left Tool bar to see your Private Collection items.



SEARCH

MY HISTORY

MY PROFILE

MY COLLECTION

MORE

ADMIN

My Private

 All items in my bookmarks

Select a Collection to add items to:

Planes [] **Add checked items to collection**

Delete checked items

Check/ Uncheck All

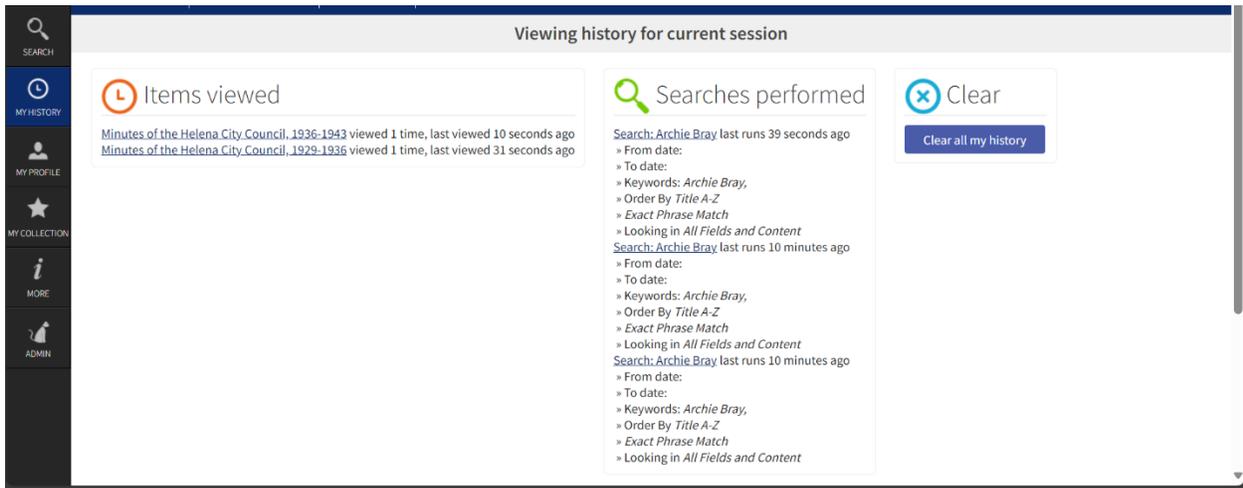
  Minutes of the Helena City Council, 1936-1943

  Minutes of the Helena City Council, 1929-1936

Search History

 The **My History** section will also save your search but only **if you are logged in** and only for the current session. This will show you all the items you have searched and viewed during your session.

Once you have navigated away from the Portal the history section will reset, so make sure to save to your collection if you found something that you would like to revisit.



Viewing history for current session

Items viewed

- Minutes of the Helena City Council, 1936-1943 viewed 1 time, last viewed 10 seconds ago
- Minutes of the Helena City Council, 1929-1936 viewed 1 time, last viewed 31 seconds ago

Searches performed

Search: Archie Bray last runs 39 seconds ago

- » From date:
- » To date:
- » Keywords: Archie Bray,
- » Order By Title A-Z
- » Exact Phrase Match
- » Looking in All Fields and Content

Search: Archie Bray last runs 10 minutes ago

- » From date:
- » To date:
- » Keywords: Archie Bray,
- » Order By Title A-Z
- » Exact Phrase Match
- » Looking in All Fields and Content

Search: Archie Bray last runs 10 minutes ago

- » From date:
- » To date:
- » Keywords: Archie Bray,
- » Order By Title A-Z
- » Exact Phrase Match
- » Looking in All Fields and Content

Clear

Clear all my history