

## Searching for an Item within a Collection

Content on the Montana History Portal website is organized in collections. For example, yearbooks from Billings Senior High School are all consolidated under a collection called “Billings Senior High School Yearbooks.” We have over 200 collections uploaded to the website, everything from photo collections to livestock brands, to publications. Often, as you are searching for content on the site, you may want to restrict your search to items from a single collection.

As an example, let’s try to find images of a specific location, all from a single, large collection. Our goal will be to find photographs of the Bob Marsahl Wilderness, in the extensive Bud Moore Photographs and Sound Recordings Collection. This collection has approximately 6000 items, so this will be no easy task.

### Begin Your Search

From the home page enter the name of the collection you want to search. This needs to be the exact collection name for the best results. You might want to copy the collection title from the collection landing page and paste it into the search box.

Use "Exact Phrase Match" to Narrow Results

Let’s click on the “Search For” button below the search bar and select “Exact Phrase Match.”

**Search Our Database**

Search

Item Type ▼

Date ▼

Within Data ▼

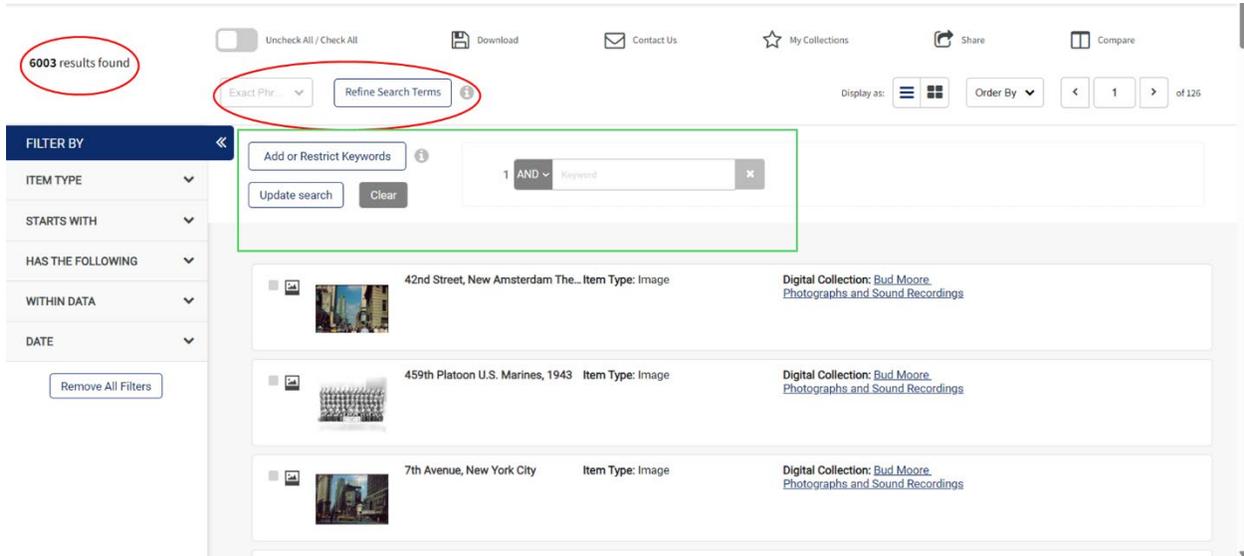
Search For ▼

Need help? Have a question? Visit our [help page](#).

- All Keywords
- Any Keywords
- Exact Phrase Match

My search brought back all 6003 items in this collection.

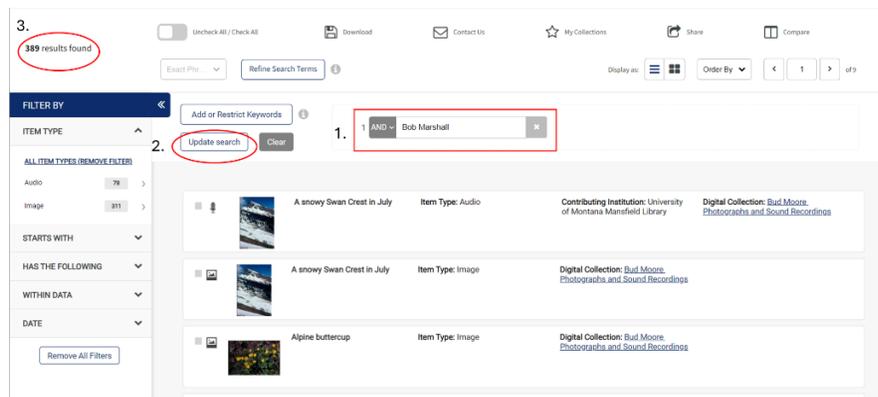
I can see there are 6003 items in the collection. To search with the collection, I need to press the Refine Search Terms button above the list of results. This will open a new search box, outlined in green below.



Now we can refine our search within this collection

Let's narrow our results down to only items from the Bud Moore collection. To do that, click on the "Refine Search Terms" button under the search bar. Next, click on the "Add or Restrict Keywords" button. To the right of that, you will see an empty box with a dropdown box which says "And." In this box, type in a new search term. For this example, I want the **Bud Moore items** that are also related to **Bob Marshall**.

1. I have left the operator as "And" and typed the search term **Bob Marshall**.
2. Click on the Update Search button
3. New results are displayed, and my search has been narrowed to 389 items.



The results includes a mix of audio recordings and images.

## Limit Search to Images Only

To weed out the audio files and leave only images, navigate to the “Filter By” menu on the left side of the screen, select “Format,” and then select “Image.”

The screenshot shows a search interface with the following elements:

- Top navigation: Uncheck All / Check All, Download, Contact Us, My Collections, Share, Compare.
- Search bar: "389 results found", "Exact Phr...", "Refine Search Terms", "Add or Restrict Keywords", "Update search", "Clear".
- Search results: "1 AND Bob Marshall".
- Filter menu (left): "FILTER BY", "ITEM TYPE", "ALL ITEM TYPES (REMOVE FILTER)", "Audio 78", "Image 311", "STARTS WITH", "HAS THE FOLLOWING", "WITHIN DATA", "DATE", "Remove All Filters".
- Search results list:
  - Item 1: "A snowy Swan Crest in July", Item Type: Audio, Contributing Institution: University of Montana Mansfield Library, Digital Collection: Bud Moore Photographs and Sound Recordings.
  - Item 2: "A snowy Swan Crest in July", Item Type: Image, Digital Collection: Bud Moore Photographs and Sound Recordings.
  - Item 3: "Alpine buttercup", Item Type: Image, Digital Collection: Bud Moore Photographs and Sound Recordings.