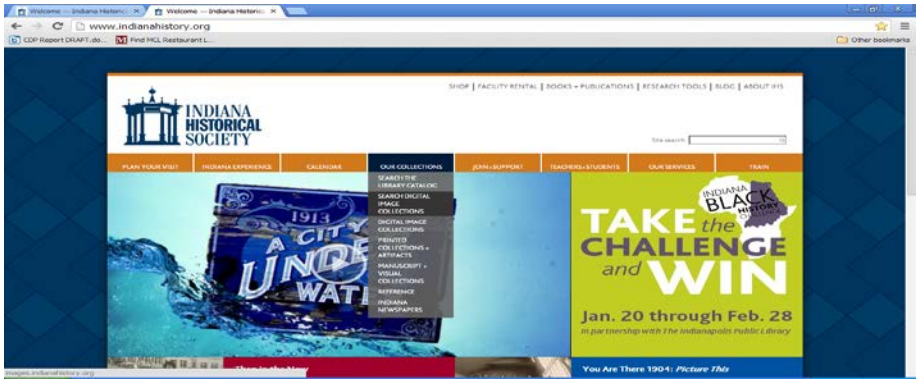
Tip Sheet for Searching Digital Images

On the IHS home page (www.indianahistory.org) go to the "**Our Collections"** tab and select **"Search Digital Image Collections."**



To search across all collections

Use the search box on the homepage. The default search is **All the Words**. When the results are displayed you have the option to search within the results. Click the dropdown menu on the right end of the search box for this.

http://images.indianahistory.org/cdm/search/searchterm/aprons/order/nosort

The number of images retrieved is shown on the far right.

To return to the results after looking at a single item click **Results** in the upper right of the screen or use arrow back in upper left corner of screen.

Advanced Search

This allows searching by fields within the image records using **And/Or**. Clear search terms after each search or the software will interpret that as **And**. To do this click the small **x** under **You've searched**. This sends you back to the general search page.

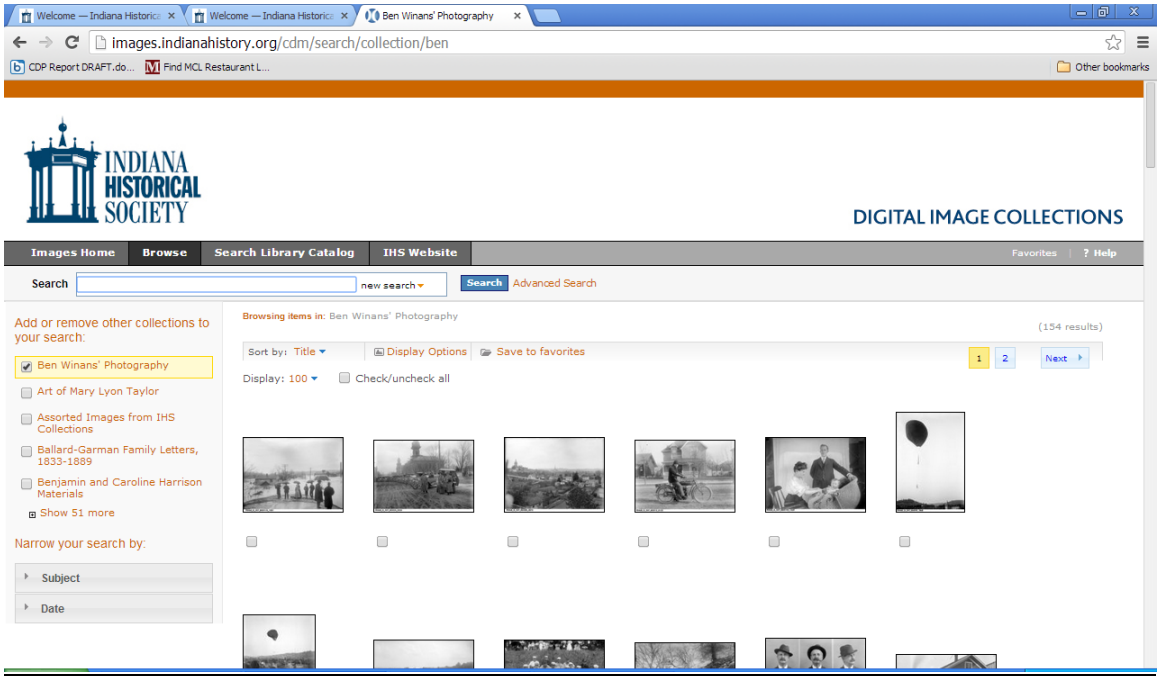
To search a specific collection

On the homepage scroll down and left click on the title of the collection you wish to search. It will open the collection and display sample images. Type your search term in the box and then click **Search**. The results will be displayed. The software saves the term just used. To do another search with a different term clear the first search term by left clicking the **x** under **You've searched** or the software will interpret it as **And**.

Browse an Individual Collection

Select the collection on the digital homepage. When it opens click **Browse.**

To search within the browse results use the menu **Narrow your search by** along the left side of the screen.



http://images.indianahistory.org/cdm/search/collection/ben

Search results can be sorted five ways

Select the sort method from the dropdown menu **Sort by**.

To View the Order Book of U.S. District Court for the District of Indiana

Select the collection from the digital homepage, then click browse. The book is presented in chronological sections. Click the time period you want.

Display

From the **Display** dropdown menu select the number of thumbnails to be displayed at one time.

To see more of an image drag the lower center edge down.

To zoom in and out use the sliding bar above the image.

To Print

The print icon on the upper right of the screen will print the picture.

To print the picture and metadata right click the mouse and select **Print**.