To search the Archives Catalog for documents, go to Advanced Search
Put a check mark in the boxes titled, **collections, sub-collections, series, and containers**.
Open the box near the bottom of the page with the title, **More Search Options**
Put a check mark in the box titled, **Broaden Search by including other levels of description** and enter your search term in the box titled, **Other Search (1)**

To see how many records you will find with this search, click the **Get Hit Count** button and the number of records appears here. You can choose how many records to display. The default is 100.
The term entered is Pawnee. To search for the Native American tribe Pawnee and not the County Pawnee, use the eliminator.

The drop menu offers three options, AND OR NOT. AND searches both terms together, OR searches both terms independently, and NOT excludes records with the second term.
The search results include entire collections, single boxes and single folders.

Look for links in blue that tell you what the item is. These are for box and folder records. Clicking this link for **Display Finding Aid** will show the entire collection inventory and biographic or historical information. Clicking this link will show you the box number for the folder.
This is a box record and shows the titles for all levels of the collection. The box number, title, date and the collection number are in the grey box.

The folder listing details the contents of the box. Record the collection number, [1981.105] the box number 62 and the folder number 18-23 for your notes. Submit the collection number and box number to the library staff for retrieval.
The **Display Finding Aid** link will take you to this screen. The box from the search results is in the center, the menu on the left shows more boxes when you click the plus mark.
The list of boxes on the left contains links to each complete box listing.
This is the Finding Aid. It includes a description of the collection with dates and a narrative history of the creator.