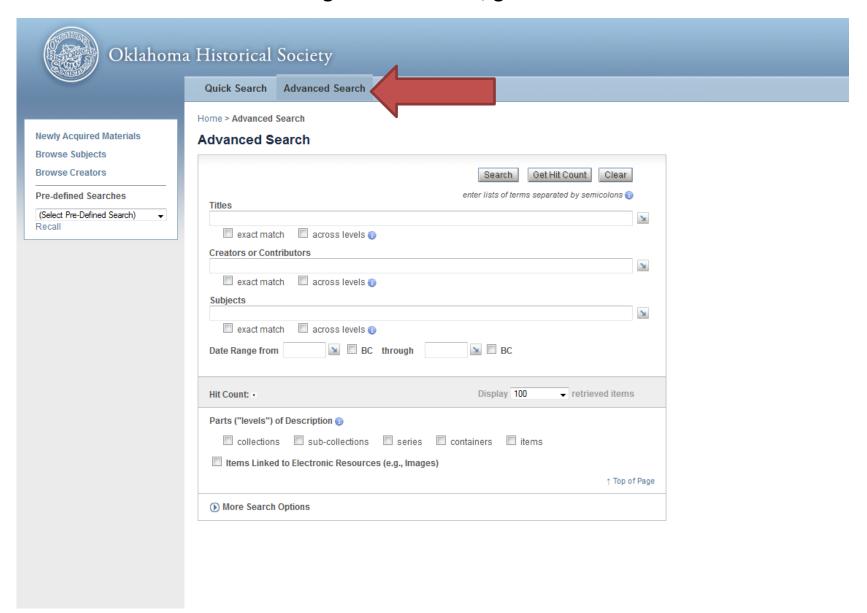
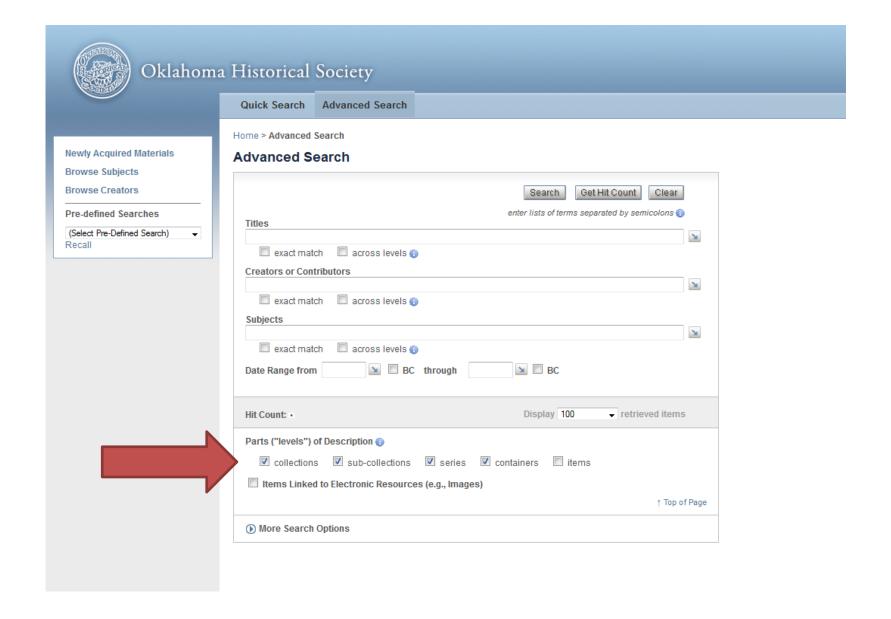
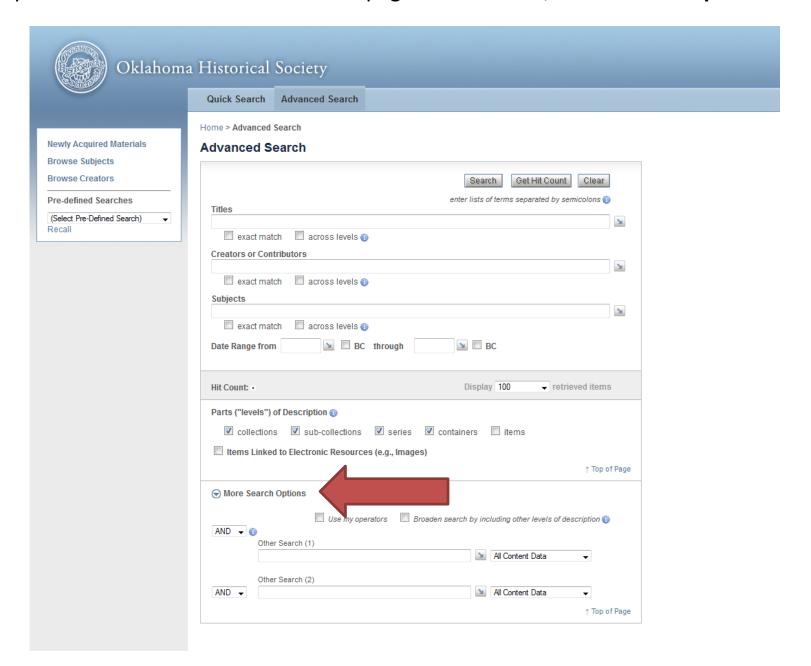
To search the Archives Catalog for documents, go to Advanced Search



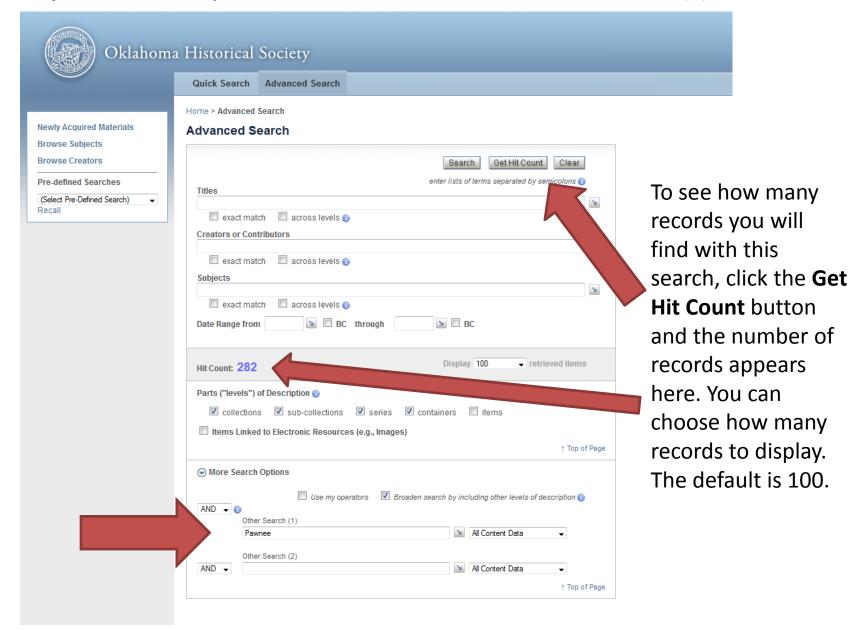
Put a check mark in the boxes titled, **collections**, **sub-collections**, **series**, **and containers**.



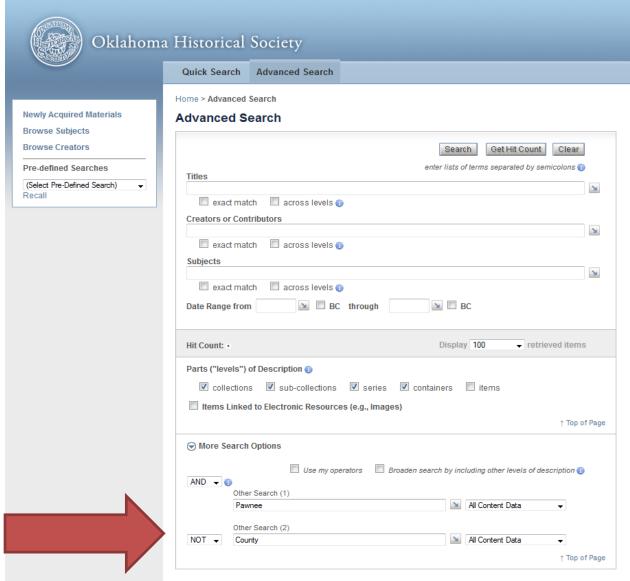
Open the box near the bottom of the page with the title, More Search Options



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)**

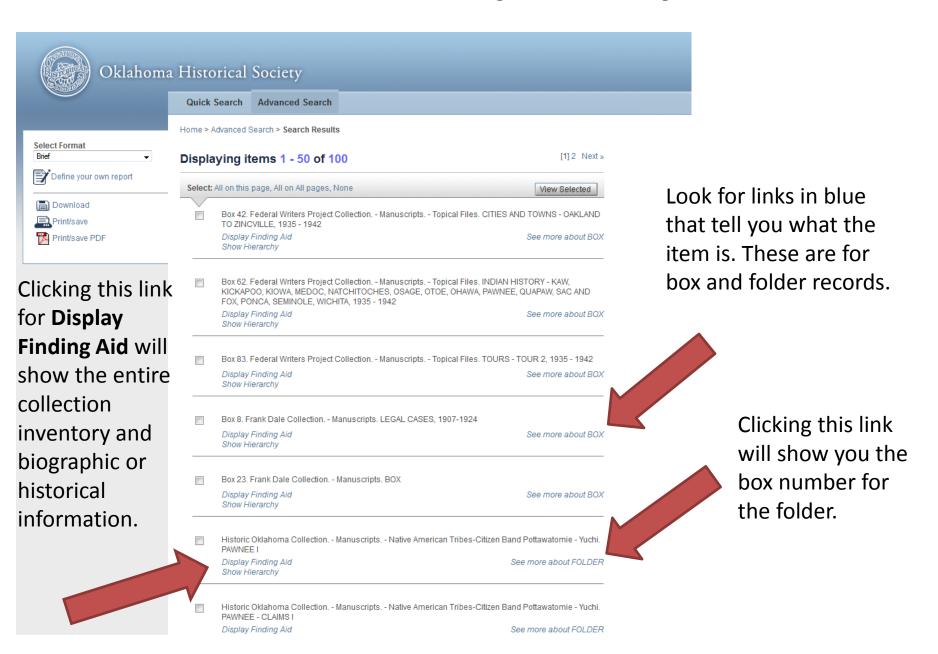


The term entered is Pawnee. To search for the Native American tribe Pawnee and not the County Pawnee, use the eliminator.

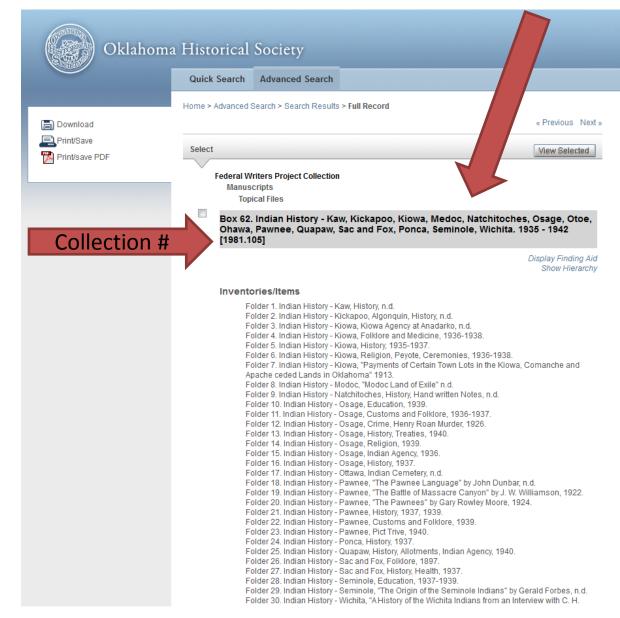


The drop menu offers three options,
AND OR NOT
AND searches both terms together,
OR searches both terms independently, and
NOT excludes records with the second term.

The search results include entire collections, single boxes and single folders.

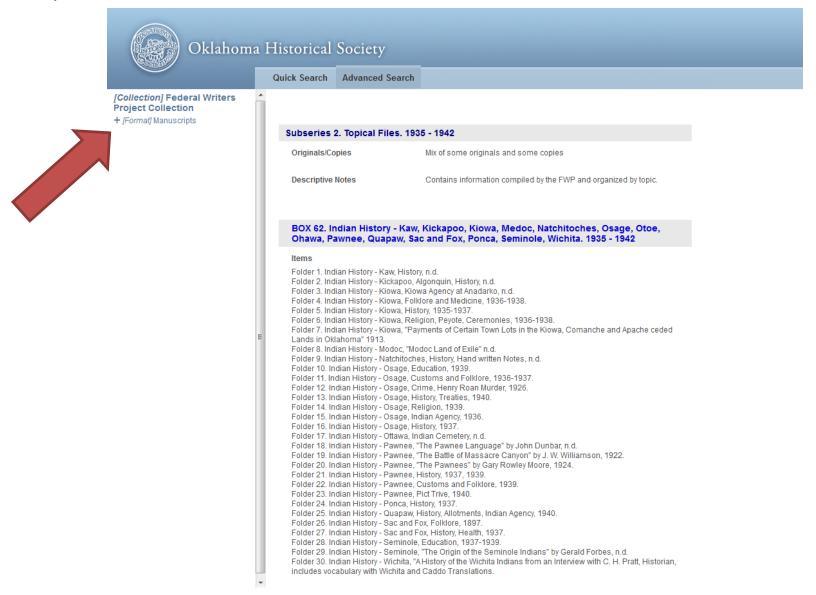


This is a box record and shows the titles for all levels of the collection. The box number, title, date and the collection number are in the grey box.

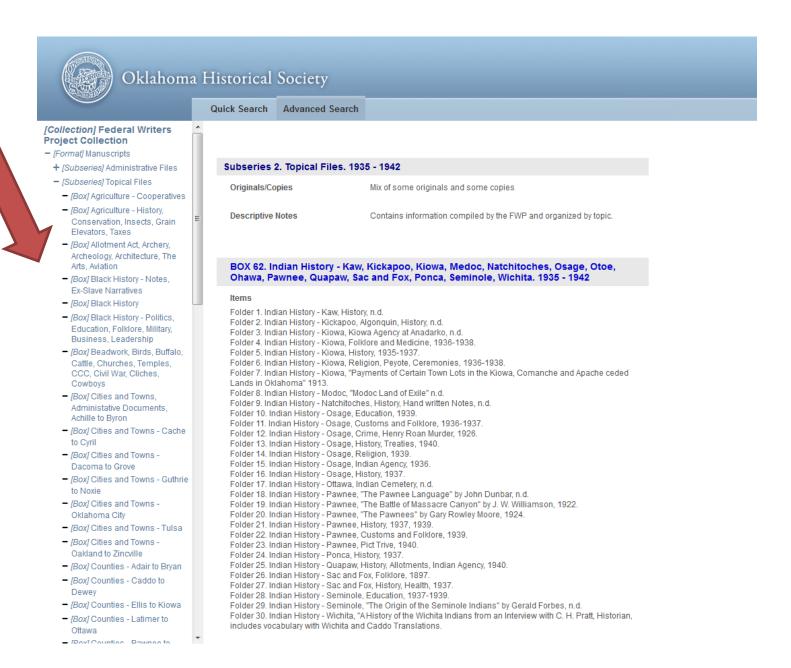


The folder listing details the contents of the box. Record the collection number, [1981.105] the box number 62 and the folder number 18-23 for your notes. Submit the collection number and box number to the library staff for retrieval.

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.

