Steps for Searching *El Palacio* Collections
(As of 2/5/2015)

- Go to NM State Library Digital Collection
  - http://archives.elpalacio.org/

  OR

  - www.nmstatelibrary.org
    - Research & Collections tab
      - Select Collections from list
      - Select Digital Archive from list
      - Click on Browse NM State Documents
- Click on Advance Search link
- Remove collections that are not El Palacio
  - Deselect **F**ederal Documents – NMSL
  - Deselect **N**M State Documents
- Find results with (see attached Help screen for more search tips):
  - **All of the words** - searches words in any order.
  - **The exact phrase** – searches words in the exact order entered
  - **Any of the words** – searches each of the words, separately
  - **None of the words** – used to qualify above searches
- Input the words (i.e. Lincoln Cane) and search in "All fields" (general search)
- Select and Download document from results page *
  - Download time is dependent on the size of the document file (see Digitization specifications in Data description)
- Open the Downloaded PDF of document to search words/phrase
- Ctl+F to get search box
  - In Search box, input the word or word phrase
    - This search will always be an "**exact phrase"** search
    - The words/phrase will be highlighted in document
- Close the downloaded PDF and return to Results screen
- Select and Download the next document and follow the above procedure from the *

Search Tips

Using the Simple Search

The simple search box (in the heading of the website) searches for items across **all fields in all collections for all terms** that you put in the search box, in any order. For example, if you search for "westward migration", the search engine searches for items containing "westward" AND "migration". (Or click **advanced search** to use other types of searches.)

The simple search box supports the use of a wildcard operator that enables you to search for approximate terms. Using an asterisk (*) at the end of a search term will search for results with none, or any number of any characters appended to the root search term. For example, test* will find results with the words "test," "tests," "tested" and so on.

New Search

After using the simple search or Advanced Search, you can start a new simple search by typing the search term and selecting **New Search** instead of **Within Results**. To clear an Advanced Search, click the **Clear All** button.

Refining Your Search

After using the simple search or Advanced Search, you can make your initial results more specific by searching **Within Results** from the simple search box or by choosing from the keywords listed in the**Narrow Your Search By** box. You also can add or remove collections from the search.

If you have narrowed your search too far, you can step back and display previous results by removing the keywords you used in your search path (click the **X** next to the search term displayed at the top of your results).

Using the Advanced Search

The Advanced Search pane enables you to select specific collections and to build a more complex search query on selected fields.

Building Your Search

First determine which search to use (across all fields, by selected fields or by date). The default selection is to search across all fields.

Then build your query and specify the collections to search. Add more search fields by clicking **Add Another Field** and selecting a connector (**And** or **Or**). Reduce the number of search fields by clicking**Remove**. You can have as many as four search fields and as few as one field.

Advanced Search offers four search types (or operators):

- **All of the words** — searches for all of the words in any order. Using Boolean logic, this search is similar to using "AND". For instance, if you entered "President Theodore Roosevelt" in this search box, the search results would contain only those items containing all three terms. Do not include "AND" with your search terms. The Boolean operator "AND" is used automatically with the All of the words search and will be ignored if it is entered as a search term.
- **The exact phrase** — searches for all of the words in the exact order. This is similar to using quotation marks in other search engines. For instance, if you were searching for "President Theodore Roosevelt", search results would contain only those items that contain the phrase "President Theodore Roosevelt".

- **Any of the words** — searches for any of the words entered in the search box. Using Boolean logic, this search is similar to using "OR". For instance, if you entered "President Theodore Roosevelt" in this search box, the search results would contain all items containing any of the three terms, including results with only "President", only "Theodore", and only "Roosevelt". Do not include "OR" with your search terms. The Boolean operator "OR" is used automatically with the Any of the words search and will be ignored if it is entered as a search term.
- **None of the words** — use this option with any of the other search boxes to exclude a term. Using Boolean logic, this search is similar to using "NOT". For instance, if you entered "President Roosevelt" in the exact phase search box and "Franklin" in this search box, the search results would contain all items containing "President Roosevelt" that do not contain the word "Franklin". Do not include "NOT" with your search terms. The Boolean operator "NOT" is used automatically with the None of the words search and will be ignored if it is entered as a search term.

Note: If you build a search query of multiple search fields that uses more than one type of connector, the query is executed from left to right, regardless of the connector.

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Search By Date
If available, you may have the option to search by date within collections. The default mode searches across all fields. Use the drop-down list to specify a date range, or to search after, before, or on a particular date. Entering a year (yyyy) is required to perform a search. You also can search by year and month, or by month and day and year.