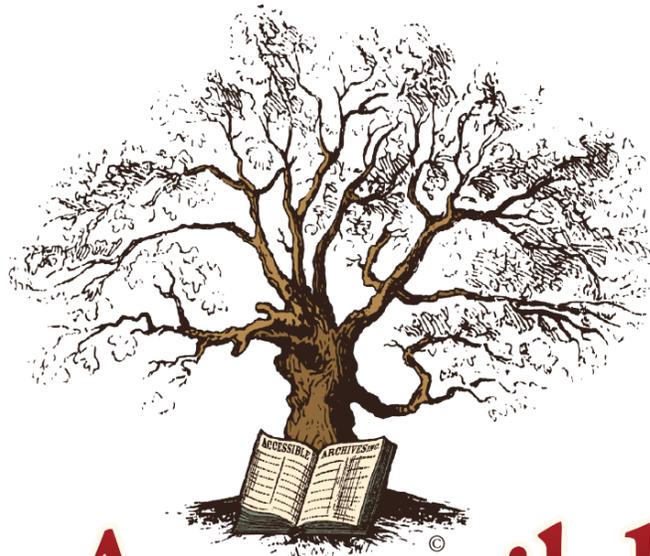


Accessible Archives User Manual



Accessible
ARCHIVES.©

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Searching

Accessible Archives databases utilize your search terms as well as the search operators, AND, OR, and NOT. Search queries are not case sensitive. At all times either upper-case or lower-case (or combinations of either) may be used.

Enter a single word, multiple words, or a complete phrase in the search field.

Search Terms

A single word entered in the search field is queried as entered.

EXAMPLE: genealogy

The system searches for the word, genealogy.

If multiple words are entered in the search field without a search operator, the system automatically inserts the 'AND' operator.

EXAMPLE: civil war

The system searches for the term civil AND the term war.

Enclose multiword phrases in double-quote marks.

EXAMPLE: "civil war"

The system searches for the two words together, in the order entered.

Any combination of single terms or phrases can be searched using the search operators.

Search Operators

Boolean search operators, AND, OR, NOT, combine entered concepts.

AND finds text where the terms occur together and will help to narrow results.

Multiple search terms may be entered using AND to tie all the concepts together:

EXAMPLES: slavery and "underground railroad"

System retrieves documents containing both terms "underground railroad" AND slavery

AND is the default operator in the Accessible Archives databases and is assumed if no operator appears between terms or phrases. Entry of the following will yield the same results:

- "Underground Railroad" AND slavery
- "Underground Railroad" slavery

The **OR** operator gathers together the terms and broadens the results. At least one of the terms will appear in the results retrieved.

EXAMPLE: "Underground Railroad" OR slavery

The system retrieves articles containing the phrase, the single term, or both.

NOT helps to narrow a search by excluding terms entered with the **NOT** operator.

EXAMPLE: "Lutheran Church" NOT schools

The system retrieves articles with information about the Lutheran Church but will exclude items that mention schools.

Adding Search Fields

The Accessible Archives search interface allows the searcher to add additional search fields. This feature allows for the easy creation of complex searches using multiple operators. Clicking on the link, **Show more search fields**, opens three additional search fields with radio buttons for choosing among the three operators.

The query runs in the order of the fields from top to bottom.

If multiple concepts are to be OR'ed together and then combined with an additional concept, enter the OR'ed concepts first and choose the AND operator in the next field.

Concepts to exclude from the search using the NOT operator should be last.

EXAMPLE: Information on Benjamin Franklin, as a printer or as an ambassador, but not from The Pennsylvania Gazette:

The screenshot shows a search interface with the following fields and operators:

- Field 1: in (dropdown)
- Operator: AND OR NOT
- Field 2: in (dropdown)
- Operator: AND OR NOT
- Field 3: in (dropdown)
- Operator: AND OR NOT
- Field 4: in (dropdown)

A link "Hide added search boxes" is located between the first and second fields.

The query runs as: ((printer OR ambassador) AND "Benjamin Franklin") NOT pub_title: "The Pennsylvania Gazette."

If the additional fields are no longer needed, hide them by clicking on the **Hide added search fields** link.

Idle Time Out

The system will 'time out' and terminate a session after 20 minutes of inactivity. Resume searching by logging in again (or return to the search screen if IP authenticated).

Stop Words

Some search systems exclude "stop words" from queries. These are terms like "an," "the," and "so." Because the documents in the *Accessible Archives* databases are unique and include language no longer in common usage, there are **no** stop words. Every word is searchable in these databases.

Resetting your Search

To begin a completely new search, click the **Clear** button below the search field. This action will clear any limiters or options selected in your previous search.

Symbols as Operators and Numbers/Symbols as Search Terms

Although unrecommended, two symbols function as search operators. The plus sign (+) can be used to represent the AND operator and the minus sign (-) can represent the NOT operator. There is no symbol to represent the OR operator.

Numbers are all directly searchable. A year may be entered in the search field and used in combination with other terms.

EXAMPLE: "Abraham Lincoln" + (1861 OR 1862)

The system ignores other symbols and punctuation such as the dollar sign, colon, and semi-colon.

Reminder: if no operator appears in the search field (either by word or symbol), the system assumes the **AND** operator.

Keyword Searching

Keyword searching (also known as free-text searching) automatically retrieves the words or phrases from all fields.

Phrase Searching

To search for a specific phrase, enclose the phrase in double-quote marks – “ ”. The system ignores single quote marks and queries the phrase as if there was an AND between each word.

EXAMPLES:

- **plantation system** yields 5794 documents – *The query searched all fields for plantation **AND** system.*
- **“plantation system”** yields 23 documents – *The search includes all field in locating the two-word phrase.*
- **‘plantation system’** yields 5794 documents – *The system ignored the single quotes and the system located plantation **AND** system.*
- **art_title:“universal suffrage”** yields 16 documents – *The query searched only article titles for the exact phrase universal suffrage.*
- **author_name: Amelia Bloomer** yields 157 documents – *The query searched for items with the article author values containing Amelia and Bloomer.*

Truncation and Wildcards

Because of the nature of the content in *Accessible Archives*, there are variant and archaic spellings in some documents. Using truncation and wildcard symbols makes searching of multi-variant spellings, unknown characters, and multiple word endings easier. At least three characters plus the symbol are required.

Truncation

Truncation allows for searching of documents that contain the same word root. Use an asterisk – * to indicate truncation. The asterisk may be used at the end of a word or part of a word to retrieve unlimited suffix variations:

EXAMPLES:

- **SETTLE*** retrieves SETTLE, SETTLES, SETTLEMENT, SETTLEMENTS as well as any other term that begins with ‘SETTLE.’
- **GEO*** retrieves documents with the terms GEO, GEORGE, GEORGETOWN, GEORGIA as well as any other term that begins with ‘GEO.’
- **AN*STHETIC*** will find ANESTHETIC, ANAESTHETIC, ANUSTHETIC, ANESTHETICS, ANAESTHETICS, ANESTHETICAL, etc.

Wildcards

Use a question mark – ? as the wildcard symbol either inside or at the end of a term to substitute for a single character.

EXAMPLES:

- **WOM?N** finds both WOMAN or WOMEN
- **WOMEN?** finds both WOMEN or WOMENS

Proximity Searching

Proximity searching allows searchers to locate terms that are near other terms within the text of a book or article

Use a tilde and number (with no space between)- ~# - after the quotation mark enclosed phrase to indicate the desired proximity of the terms. Searchers can specify a number from 1 to 5.

EXAMPLES:

- **"Lincoln assassination"~5** finds 533 results where the term Lincoln is within five words of the term assassination in either direction.
- **"free slaves"~ 3** finds 2573 results where the term free and the term slaves appear within three words of one another, in either direction

The first example, **"Lincoln assassination"~5**, produces results that include text like:

- Assassination of President Lincoln
- assassination of Mr. Lincoln
- assassination of Lincoln
- Mr. Lincoln with assassination
- assassination of Abraham Lincoln
- threatens Lincoln's assassination
- President Lincoln's assassination

The proximity search may span multiple sentences when one term occurs at the end of a sentence, and the other appears at the beginning of the next sentence.

Case Sensitivity

Accessible Archives is **not case-sensitive**. Entry of terms or operators using upper-case, lower-case or any combination of the two will not affect search results.

Field Limiters

Searching specific record **fields** helps limit results to those most relevant. Some fields work to filter and fine-tune a search via the [faceted search](#) based result page.

There are three ways to begin a new search using specific fields: The Drop-Down List, Collection and Date Limiters, and Field Limiters in the search field.

1. The Drop-Down List Limiters

Use the field drop-down options located to the right of the search field. Select a particular limiter from the list:



The screenshot shows a search interface with the heading "Please enter your search:". Below this is a search input field containing the text "Bloomer". To the right of the input field is the word "in" followed by a drop-down menu. The drop-down menu is open, showing four options: "Full text", "Title", "Author", and "Book publisher only". The "Author" option is currently selected and highlighted in blue. Below the search input field is a link that says "Show more search boxes". At the bottom left of the search area are two buttons: "Search" and "Clear".

Field limiters available via drop-down selections next to the search field are *Title*, *Author*, and *Book Publisher*. The options that appear here vary slightly when only a single collection or collection type is selected.

Selecting *Title* will search article titles along with both book and chapter titles.

2. Collection and Date Limiters

These tools allow the searcher to limit results to specific Publication Types, Publication Dates, and Publication Titles. By default, searches are performed against all documents in your subscription unless you restrict your query to specific titles or dates.



The screenshot shows a search interface with three filter sections. The first section is "Publication Type:" and contains three checked checkboxes: "Newspapers and Magazines", "Books", and "American County Histories". The second section is "Publication Date:" and contains a drop-down menu with "All dates" selected. The third section is "Publication Title:" and contains a list box with the following items: "African American Newspapers", "American County Histories", "The American Republican", "The Charleston Mercury", and "Chester & Delaware Federalist".

The **Publication Type** section of the initial search interface allows searchers to limit searches to Newspapers and Magazines, Books, or American County Histories.

The **Publication Date** section allows searchers to locate items published on a specific date, before or after a specific date, or between two dates.

The **Publication Title** section allows the searcher to limit results to items within specific collections. The values in this section will change based on selections made in the Publication Type section.

This feature allows searchers to search within specific publication titles or collections, or groups, of titles.

For example, a search can be limited to *The Civil War Part I. A Newspaper Perspective* collection or only results from the newspaper, *The Charleston Mercury*, found within that collection.

3. Specify the Field Limiter in the Search Field

Enter the field name followed by a colon and the term/word/title. Inserting a space after the colon is not required, but will not affect the results if present.

Not all fields are available for searching for all document types. Certain fields are unique to specific sources.

Directly searchable fields are listed below:

- Article Title (art_title)
- Author (author_name)
- Book Title (book_title)*
- Chapter Title (chapter_title)*
- Collection (collection)
- County (county)**
- Image Type (image_type)***
- ISO Date (iso_date)
- Publication Date (pub_date)
- Publication Title (pub_title)
- Publisher (publisher)*
- State (state)**

Collection Specific Limiter Key: * Books and American County Histories only, ** American County Histories only, *** Godey's Lady's Book only

Article Title

Choose **Title** in the drop-down box next to the search field. The system then searches for the term(s) in the article title, book title, and chapter title fields.

Manually enter the field limiter as shown below. The complete article title is not required when searching the Article Title field. The system retrieves articles that contain the exact characters, as entered, where they are a part of the title or the complete title.

EXAMPLE: art_title: "underground railroad"

Author

Choose Author in the drop-down box next to the search field to begin or enter the field name manually. Enter an author's whole name or just their last name. Using the complete name will retrieve more exact results.

EXAMPLE:

- **author_name:Irving** retrieves 122 documents
- **author_name:"Washington Irving"** retrieves 9 documents

Book Title

Search book titles by entering the term(s) or phrase(s) in the search field selecting **Title** in the drop-down list. Searching by book title will restrict the search to those books contained in *Accessible Archives* and will automatically exclude newspaper and magazine article content.

Alternatively, search using the field name **book_title**.

EXAMPLE: *book_title:"NARRATIVE OF MILITARY OPERATIONS, DIRECTED, DURING THE LATE WAR BETWEEN THE STATES"*

This search retrieves the book with that exact title. It is important to enclose the exact title within double quotes. Without the quotes, the system will search for each term individually as if you put the AND operator between each term.

If the author of the book is known but only one word of the book title, a search can be done using both the Author and Title fields. Enter the entire query in the single search field and using the field limiter joined with the **AND** operator.

EXAMPLE: *author_name:Johnston and book_title:narrative*

Showing the additional search fields, entering each field in a separate search field and clicking on the radio button for the operator **AND** will do the same.

Note: Book title search results contain the entire book, with a link to each chapter.

Chapter Title

Each chapter of a book is considered an individual document. Searching for terms in a chapter title can be done by indicating the field qualifier, **chapter_title**, in the search field, followed by a colon and the term (or phrase contained in double quotes) and indicating the Publication Type, Books.

A broader search for terms in a chapter title can be done by entering the search query as described above, and by selecting Title in the drop-down box next to the search field, which searches **art_title**, **book_title**, and **chapter_title** fields.

Collection

There are several unique collections within *Accessible Archives*. Your subscription will dictate the collections to which you have access. The current list of collections available is visible by clicking on the Collections link at the top of each screen.

After selecting a Collection in the **Publication Title** limiter, the search queries every publication within that collection.

The [faceted search](#) result screen offers single-click limiters to filter results by collection.

Counties

The **County** field limiter is only available in searches of the American County Histories (ACH) collection.

There are three ways to use the county search feature. Start by deselecting everything except American County Histories in the Publication Type section of the initial search screen. This will cause new options specific to the ACH collection to appear:

1. Use the drop-down box to the right of the search field to select **County (American County Histories)**
2. Use the State and County limiters at the bottom to limit the query to a state and county.
3. Use the field limiter, **county:** in the search field

EXAMPLES: county:Baltimore / county:Augusta

In the instance where a county name exists in multiple states, enter both the state field qualifier and the county field qualifier.

EXAMPLE: state:pa and county:Washington

Without the state limiter, Washington County results would potentially yield results from *Alabama, Arkansas, Colorado, Florida, Georgia, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky,* and much more.

Because many county names exist in multiple states, we recommend using both the county name and the state name when searching.

Image Type

Image Type searching is available only in *Godey's Lady's Book*.

There are three ways to use an Image Type limited search after selecting *Godey's Lady's Book* in the Publication Title limiter:

1. Use the drop-down box to the right of the search field to select Image Type
2. Choose an Image Type in the selection box below the Publication Title limited.
3. Use the field qualifier, **image_type:** in the search field

The image types used in Godey's Lady's Book are:

- advertisement
- cartoon
- chromolithograph
- color plate
- color plate, fashion
- drawing
- engraving
- fashion plate
- illustration
- map
- mezzotint
- sheet music
- table
- woodcut

Any image type that contains more than one word, such as *fashion plate* or *sheet music*, must be enclosed in double quotes.

ISO Date

ISO (International Organization for Standardization) Date format is the standard for numeric calendar dates. Indicate elements from the largest to the smallest, YYYYMMDD, where YYYY is the year in the Gregorian calendar, MM is the month of the year between 01 (January) and 12 (December), and DD is the day of the month between 01 and 31.

EXAMPLE: `iso_date:18650510` represents May 10, 1856

The system requires the complete date when searching with the `iso_date:` field limiter.

If only partial date information is known, use the **pub_date:** field limiter or the Publication Date search option.

Publication Date

This method supports searching for a portion of the date – *day*, *month*, or *year* – or any combination of these elements.

The specific day of the week is not part of the **pub_date:** field.

We recommend the **pub_date:** limiter for searches of periodicals. The newspapers and magazines within *Accessible Archives* collections vary in publication frequency from daily to weekly to monthly.

EXAMPLES:

- **pub_date:1856** – This returns results found in all publications published in 1856.
- **pub_date: "January, 1856"** – This returns results found in all publications published in January of 1856.

- **pub_date: "January 9, 1856"** – This returns results found in all publications published on January 9th in 1856.
- **pub_date:"9, 1856"** – This returns results found in all publications published on the 9th day of any month in 1856.

Publication Title

Every publication in Accessible Archives databases may be searched by title using the **pub_title:** limiter.

Publication titles can be searched using either the complete title or a partial title. Enclose multi-word titles in quotation marks.

EXAMPLES:

- **pub_title:"Vincennes Weekly Gazette"** — Retrieves results only from the specified publication.
- **pub_title:Vincennes** — Retrieves results from all publications with Vincennes in the title. In a case like this, the total number of results is over 200,000, so only a subset of the results will be displayed until the searcher narrows the search.
- **pub_title:Vincennes and courts** — Retrieves results from any publication with Vincennes in the title and that also includes the term courts.

When searching within a specific publication title, enter the title with the exact punctuation and symbols in the title. If an ampersand (&) appears in the title, the symbol must be used. If there are apostrophes in the title, they must also be entered as they appear in the title. Otherwise, the query will return no results.

EXAMPLES:

- **pub_title:"Chester & Delaware Federalist"** - Retrieves 210 results while **pub_title:"Chester and Delaware Federalist"** return no results.
- **pub_title:"Godey's Lady's Book"** - Retrieves 39,399 results while **pub_title:"Godeys Ladys Book"** and **pub_title:"godeys lady's book"** return no results because the apostrophes do not match the exact title.

Note: When a title is unique, like Godey's Lady's Book, using **pub_title: Godey** will return the same results as the complete **pub_title:"godey's lady's book"** because no other publications contain the string Godey in its title.

Publisher

Searching for a specific publisher is only possible when searching collections containing books, including the American County Histories collection.

When the searcher unticks Newspapers and Magazines in the Publication Type limiter, **Book publisher** will appear in the drop-down box to the right of the search field.

Alternatively, the field limiter **publisher:** followed by the publisher's name will find books by a specific publisher.

If the publisher name contains more than one word, enclose the name in quote marks.

EXAMPLES:

- **publisher:Ticknor**
- **publisher:"Fleet, McGinley"**

State

Searching within a state is possible only when querying the American Counties Histories (ACH) collection. There are three ways to search a State.

1. Deselecting all options except American Counties Histories to the right of Publication Type causes a state selection box will appear on the search page where one or more states can be selected.
2. Use the drop-down box to the right of the search field to select **State (American Counties History):**
3. Use the **state:** field limiter with the two-letter abbreviation for any state in the search field.

Example:

- **state: CA** – Retrieves books in the California section of the ACH collection with links to each book's chapters.
- **state: CA and "gold rush"~2** – Retrieves book chapters in the California section of the ACH collection that reference **gold** and **rush** within two words of each other.

Complex Searches

The Accessible Archives search interface is both powerful and flexible. It offers multiple ways to perform advanced and complex searches. One easy way to get started using complex searches is to incorporate the Boolean operators of AND, OR, and NOT in your searches.

The millions of primary source records across the *Accessible Archives* collections can feel overwhelming, but by using limiters and operators you can easily narrow down your results to a manageable level.

NOTE: *The query runs in the order of the terms and search operators from left to right.*

EXAMPLES:

- slavery and war
- slavery and "underground railroad"
- voting or suffrage not "new york"
- fugitives not Canada
- Housatonic and Massachusetts not Connecticut
- "Housatonic River" and Massachusetts not Connecticut

Combining single terms or phrases with one or more field limiters offer even more flexibility to searchers.

EXAMPLES:

- state:NY and Indians (Within the American County Histories)
- pub_title:"the new york herald" and "national affairs"
- pub_title:"the liberator" and pub_date:1850
- pub_title:"the new york herald" and "national affairs" and pub_date:1860

Group the terms or phrases within parentheses to perform 'nested' searches. Nesting is an advanced search strategy that allows for the combining of multiple search terms together and the utilization of search operators.

Nesting preserves the logic of the search by putting similar terms to be searched together:

EXAMPLES:

- (plantations or farms) and war
- ("field hands" or servants or chattel or slaves) and (sales or auctions)

Boosting a Search Term

Boosting a term allows the searcher to assign an increased importance to a word or phrase in the query when searching for two or more terms or phrases.

Using this feature does not change the number of results retrieved, but it does affect the order in which the results appear. Boosted terms will appear sooner in the results than unboosted terms. To indicate a 'boost,' use the caret (^) symbol followed by a number.

A boost tells the system to prefer documents with certain words more than other documents when building the search results list.

Using a weight of 10 rather than 5, for example, ranks that term by twice as much as the other – while five versus no boost weights that term as five times more important than the unboosted term.

To see the results of boosting, compare the results list of *Lincoln Seward* with that of *Lincoln Seward^2* and then that *Lincoln Seward^5*.

EXAMPLES:

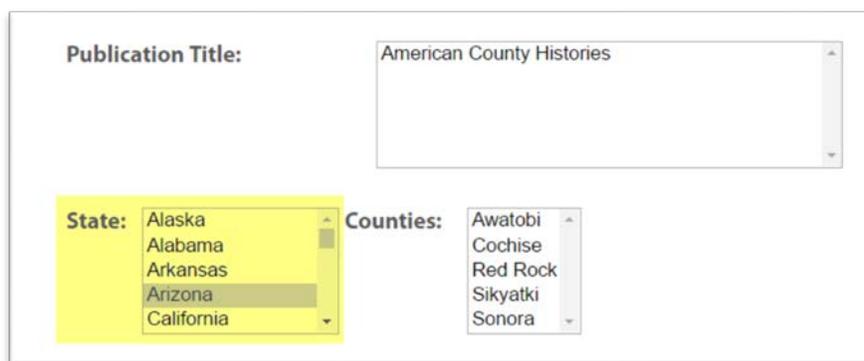
- pub_title:Godey and Christmas and song^5
- slaves and insurrection^10

American County Histories Limiters

There are two additional Limiters (State and Counties) available for searching within American County Histories. Select only American County Histories as the Publication Type and they will automatically appear on the main search page.

State

Click the state in the scroll-down box. Only one state at a time may be selected.



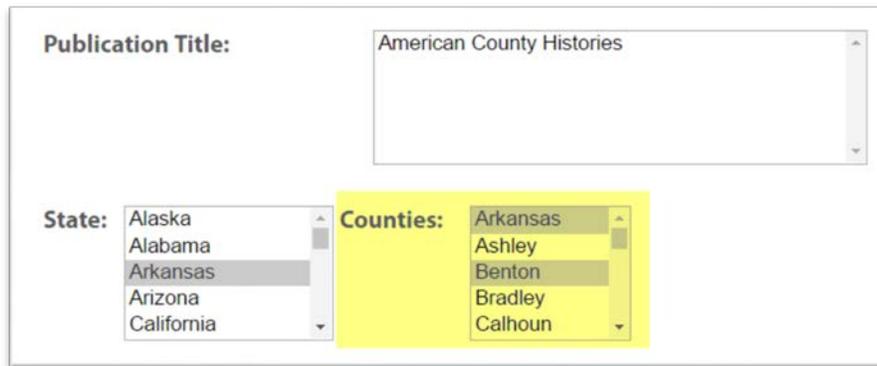
The screenshot shows a search interface with three dropdown menus. The top dropdown is labeled 'Publication Title' and contains the text 'American County Histories'. Below it, there are two more dropdown menus. The left one is labeled 'State' and is open, showing a list of states: Alaska, Alabama, Arkansas, Arizona, and California. The right one is labeled 'Counties' and is also open, showing a list of counties: Awatobi, Cochise, Red Rock, Sikyatki, and Sonora.

Searching for multiple states may be done using the **state:** field qualifier, followed by the two-letter abbreviation for the states, separated by the OR operator.

Example: state:PA OR state:NJ

Counties

Once a state is selected from the State scroll-down list, the list of Counties for that state appear. Click on the county name to select it. To choose multiple counties, hold down the CTRL key (Apple – hold the Command & Shift keys) and click the desired county names.



The screenshot shows a search interface with the following elements:

- Publication Title:** A text input field containing "American County Histories".
- State:** A dropdown menu with the following options: Alaska, Alabama, Arkansas (highlighted), Arizona, and California.
- Counties:** A dropdown menu with the following options: Arkansas, Ashley, Benton, Bradley, and Calhoun. This menu is highlighted in yellow.

Counties can also be specified on the search line using the **county:** limiter along with the query.

Example: "William Penn" AND county:Bucks

Image Type Limiters

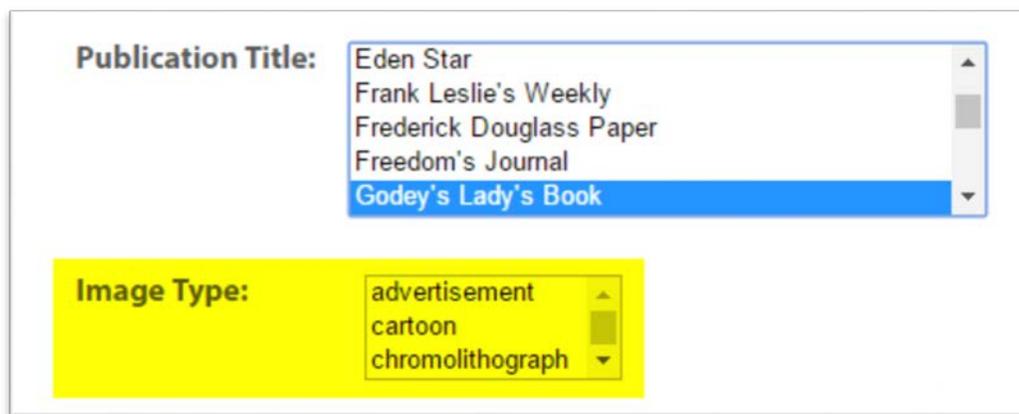
In the pages of *Godey's Lady's Book* is a vast reservoir of handsome illustrations which included hand-colored fashion plates, mezzotints, engravings, woodcuts and, ultimately, chromolithographs. The image type limiters are unique to this specific collection.

The Accessible Archive's query interface allows searchers to limit their searches to image types contained in the *Godey's Lady's Book* collection.

Use either of these two methods:

Using the Query Screen:

Selecting *Godey's Lady's Book* from the Publication Title list will reveal the Image Type Selector. Click on the image type to select it. To choose multiple image types, hold down the CTRL key (Apple – hold the Command & Shift keys) and click the particular image types.



Using the Query Line:

The image_type: limiter works exclusively with the *Godey's Lady's Book* collection. Combine it with an AND statement to limit results to a specific image type based on your search term:

Example: "pink silk" AND image_type:color_plate_fashion

The image types available are:

ad - Advertisement

cartoon - Cartoon

chromo - Chromolithograph

color_plate - Color Plate

color_plate_fashion - Color Fashion Plate

drawing - Drawing

engraving - Engraving

fashion plate - Fashion Plate

illustration - Illustration

map - Map

mezzotint - Mezzotint

por - Portrait

sheet_music - Sheet Music

table - Table

woodcut - Woodcut

Word Index

The Word Index allows for browsing through each searchable word in the databases.

Click on the link, **Word Index** on the upper right side of the initial search page. A new page, Index Search, displays with two search fields.

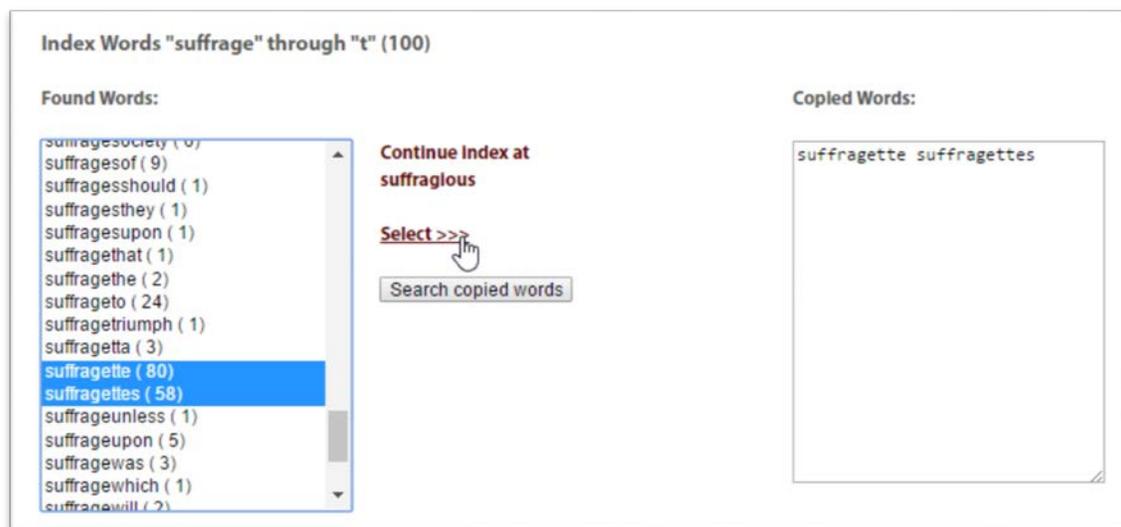
To search for a single word, enter the word in the left search field.



The screenshot shows a web form titled "Index Search". Below the title is the instruction "Find words between:". There are two text input fields separated by the word "and". The first input field contains the word "suffrage". To the right of the second input field is a button labeled "Show Words".

After entering the term or terms, click Show Words. One hundred words appear at a time. Show additional words by clicking on the link, *Continue index at XXXX* (where XXXX = the 101st word).

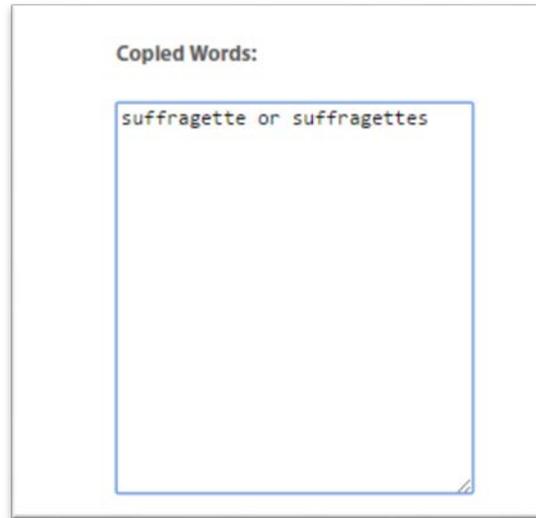
Select the word(s) to be searched by highlighting the word and then clicking on the **Select >>>** link. The selected words appear in the Copied Words box on the right.



The screenshot shows the search results page titled "Index Words 'suffrage' through 't' (100)". On the left, under "Found Words:", there is a list of words with their respective counts in parentheses. The words are: suffragesociety (0), suffragesof (9), suffragesshould (1), suffragesthey (1), suffragesupon (1), suffragethat (1), suffragethe (2), suffrageto (24), suffragetriumph (1), suffragetta (3), suffragette (80), suffragettes (58), suffrageunless (1), suffrageupon (5), suffragewas (3), suffragewhich (1), and suffragewill (2). The word "suffragette" is highlighted in blue. In the center, there are three links: "Continue Index at suffragulous", "Select >>>" (with a mouse cursor over it), and "Search copied words". On the right, under "Copied Words:", there is a text box containing the words "suffragette suffragettes".

If more than one word is selected and placed in the Copied Words: box, the words will be searched using the OR operator.

The AND or NOT operators may be typed in between words if the OR operator is not appropriate for the search.



Copied Words:

suffragette or suffragettes

A screenshot of a search interface. At the top, the text "Copied Words:" is displayed. Below it is a rectangular text box with a blue border containing the text "suffragette or suffragettes".

To search for a range of indexed terms between two words, enter the words in each box.



Index Search

Find words between:

slave and slavery Show Words

A screenshot of an "Index Search" form. The title "Index Search" is at the top. Below it is the label "Find words between:". There are two text input boxes: the first contains "slave" and the second contains "slavery". Between the two boxes is the word "and". To the right of the second box is a blue button labeled "Show Words".

Working with Search Results

Accessible Archives has deployed a major enhancement to the result page for all search queries that incorporates faceted search technologies.

Result Facets

Faceted search, also called faceted navigation or faceted browsing, is a technique for accessing information organized around a classification or sorting system. This technology allows searchers to explore within search results by applying filters.

Accessible Archives' faceted search features appear along the left-hand side of the searcher's results listing. The facets appear regardless of any limiters used in the original search.

The screenshot displays the search results interface for "Search the Archives - Magazines, Newspapers and Books". The search query is "(women voting)". The interface includes a search bar, a "Limited by:" section with a "Go Back to Original Results" button, and a "Narrow Results by Searching within Results:" section with options for "AND", "OR", and "NOT".

On the left side, there are three faceted search sections:

- Publication Type (number in results):**
 - Newspapers (3468)
 - American Counties (1467)
 - Books (88)
- Collection:**
 - American County Histories (1467)
 - National Anti-Slavery Standard (AS) (1211)
 - Frank Leslie's Weekly (FL) (807)
 - The Liberator (TL) (542)
 - African American Newspapers (AAN) (333)
 - The Revolution (RV) (266)
 - National Citizen and Ballot Box (BB) (102)
 - The Lily (LL) (60)
 - The Civil War Part IV. A Midwestern Perspective (55)
 - Godey's Lady's Book (GLB) (39)
 - History of Woman Suffrage (31)
 - The South Carolina Newspaper Collection (31)
 - The Civil War Part II. The Soldiers' Perspective (25)
 - The Civil War Part III. The Generals' Perspective (17)
 - The Virginia Gazette (VG) (15)
 - The Civil War Part VII. Abraham Lincoln Library Abolitionist Books (11)
 - The Civil War Part I. A Newspaper Perspective (4)
 - The Civil War Part VI. Northeast Regimental Histories (2)
 - The Civil War Part V. Iowa's Perspective (2)
 - The Pennsylvania Gazette (PG) (2)
 - Pennsylvania Newspaper Record (PNR) (1)
- Publication Date:**

<input type="checkbox"/> 1750s (1)	<input type="checkbox"/> 1880s (1074)
<input type="checkbox"/> 1760s (18)	<input type="checkbox"/> 1890s (264)
<input type="checkbox"/> 1770s (28)	<input type="checkbox"/> 1900s (260)
<input type="checkbox"/> 1780s (1)	<input type="checkbox"/> 1910s (301)
<input type="checkbox"/> 1820s (2)	<input type="checkbox"/> 1920s (106)
<input type="checkbox"/> 1830s (101)	<input type="checkbox"/> 1930s (12)
<input type="checkbox"/> 1840s (549)	<input type="checkbox"/> 1940s (3)

The main results area shows "Results (Sorted by Relevance)" with "Previous 20 | Next 20 | Print Version | Email URLs". It includes a "Choose documents for emailing URLs:" section with a "Select/Deselect all" button and "Documents 1 to 20 of 5023". The results list includes:

- 1.** *THE LIBERATOR*, September 28, 1855. **THE LIBERATOR. WOMANS RIGHTS CONVENTION.** Keywords in Context
- 2.** *National Citizen and Ballot Box*, AUGUST, 1881. **NOW READY.HISTORY OFWOMAN SUFFRAGE.Illustrated with Steel Engravings.EDITED** Keywords in Context
- 3.** *THE CHRISTIAN RECORDER*, March 31, 1887. **OUR WOMAN'S COLUMN. ---** Keywords in Context
- 4.** *National Citizen and Ballot Box*, JULY, 1881. **—NOW READY.—HISTORY OFWOMAN SUFFRAGE.Illustrated** Keywords in Context
- 5.** *FREDERICK DOUGLASS PAPER*, June 10, 1853. **Women's New York State Temperance** Keywords in Context
- 6.** *National Citizen and Ballot Box*, OCTOBER, 1881. **—NOW READY.—HISTORY OFWOMAN SUFFRAGE.Illustrated** Keywords in Context
- 7.** *HISTORY OF WOMAN SUFFRAGE*, 1887, pp. 0-a-xix. **Front Matter** Keywords in Context

Searchers explore facets including **Publication Type**, **Collection**, and **Publication Date**. Each facet's subset includes a numerical value indicating how many results are in that

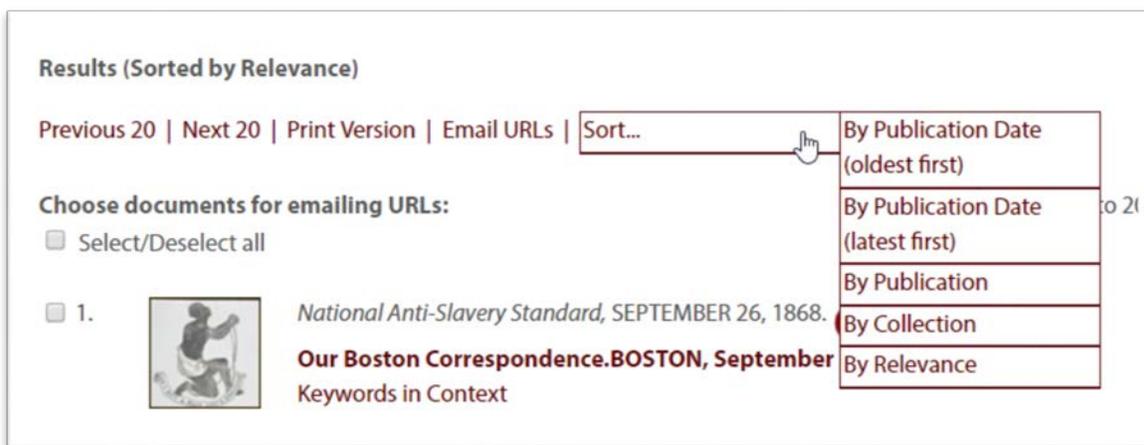
subset. Selecting a subset of a facet will reload the search results to reflect the selection.

The **Publication Type** allows for broad sorting. For example, in the search for 'women voting' there were 3,468 Newspapers results, 1,467 American County Histories results, and 88 results from other Books.

The **Collection** facet lets the searcher limit results to an individual collection or publication. The number of results within each collection or publication appears in parentheses next to the name.

The **Publication Date** facet uses decades. Selecting a subset will reload the result list to only show items published in that decade.

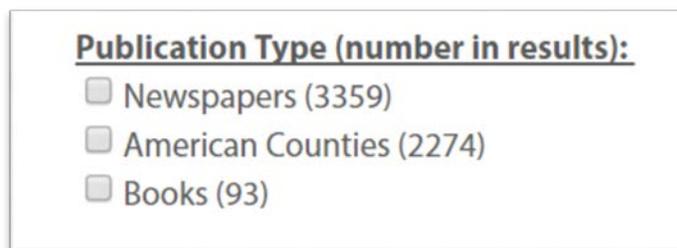
By default, the results list is sorted by relevance. Unless there are over 3,000 results, a sort control will appear at the top of the result list to allow the searcher to re-order the results by Publication Date, Publication, Collection, or Relevance.



Results appear in groups of 20 with Previous/Next links at the top and bottom of the results list.

Publication Type

In the facet column alongside the left side of the results list. Selecting one of the three publication types: Newspapers, American Counties, or Books allows searchers to refine their results by those broad categories.



Collection

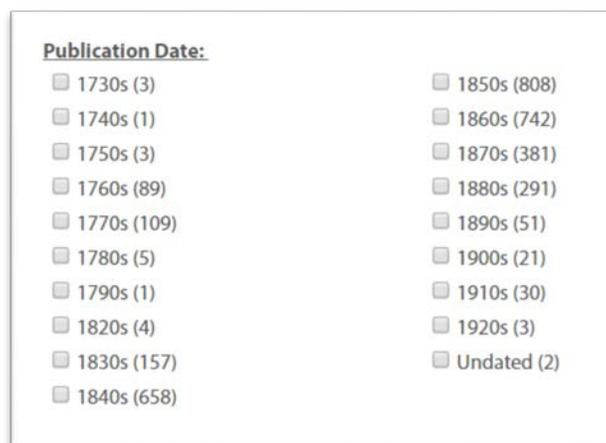
The second facet available on the left allows the searcher quickly examine results from individual collections or periodicals within a collection.



The number of results in each collection of publication appears after the name.

Dates of Publication

The third facet that can be used to refine the search results is the date of publication.

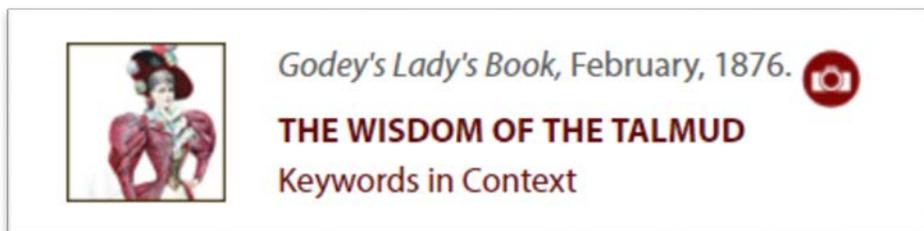


After narrowing results down to a single decade, searchers can use the Sort control in the results column to put the results in chronological order.

Result List Items

The first line of each periodical record indicates the periodical title and issue. The first line of book results is the book's title.

Each record returned contains two links to view the content.



In the case of periodicals, the article title is a link to the complete article. Results found in books display a link to the chapter containing the information found with the query.

Records found will also include a link labeled *Keywords in Context*. That link will take the researcher to the exact location where the text appears. This feature is especially useful for records returned from books where the relevant information may appear on a single page within a chapter containing dozens of pages.

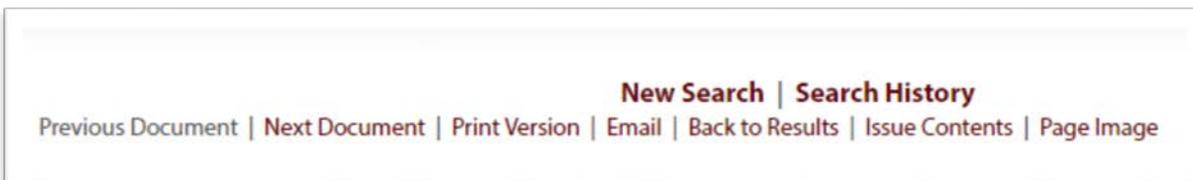
 Records with both the text and an image of the page feature a small camera icon.

Each record will also have a small icon to the left to indicate which collection returned the record.

Viewing and Browsing Results

Full-text Periodical Results

Clicking on the document title in the Results List opens the full text of that document along with a few additional navigational and viewing options.



Navigation links are available to navigate forward or backward through the full list of results, display a printer friendly view of the article, email the document, return to the full list of results, display a list of all articles in the periodical's issue, or display the scan of the page.

If an image of the original document is available, the Page Image link appears on the right side of the navigation links. Clicking on that link opens the scanned image of the original document. Researchers can resize the image for increased readability by clicking on the plus and minus zoom controls.

Clicking on the Issue **Contents** link opens the list of all articles in that issue and with links to each article's full-text, as well as an easy way to browse other issues of the same publication, the issue's images, or to return to the original result full-text display.



Search the Archives - Magazines, Newspapers and Books

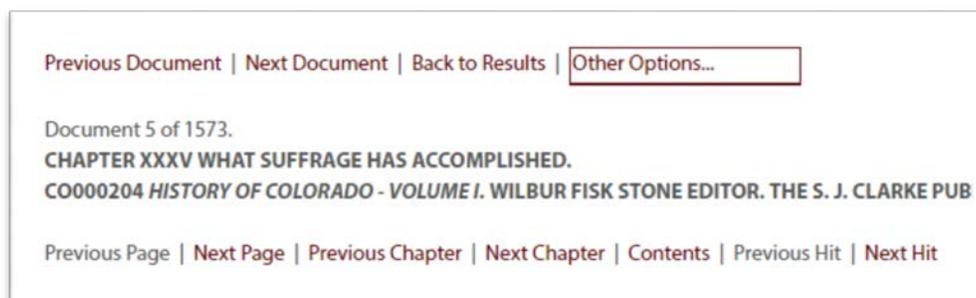
[Help...](#) [Search](#) | [View Results List](#) | [Search History](#)

OTHER ISSUES

THE LIBERATOR IS PUBLISHED EVERY FRIDAY MORNING, AT THE ANTI-SLAVERY	VIEW
No Union with Slaveholders!	VIEW
REFUGE OF OPPRESSION. THE BENEFITS OF SLAVERY—THE INJUSTICE	VIEW

Book Results

When viewing results from books, the resulting document will be a chapter or section of the book. The searcher still has the navigation controls to go backward and forward in the result list and a link to return to the full results list.



[Previous Document](#) | [Next Document](#) | [Back to Results](#) | [Other Options...](#)

Document 5 of 1573.
CHAPTER XXXV WHAT SUFFRAGE HAS ACCOMPLISHED.
CO000204 HISTORY OF COLORADO - VOLUME I. WILBUR FISK STONE EDITOR. THE S. J. CLARKE PUB

[Previous Page](#) | [Next Page](#) | [Previous Chapter](#) | [Next Chapter](#) | [Contents](#) | [Previous Hit](#) | [Next Hit](#)

In addition to the result list navigation links, a specific set of tools appear above the text.

- **Previous Page/Next Page** – *Navigate backward and forward within the chapter/section containing the search term.*
- **Previous Chapter/Next Chapter** - *Navigate backward and forward within the book containing the search term.*
- **Contents** – *Navigate to the book's table of contents.*

- **Previous Hit/Next Hit** – *Navigate by jumping from place to place within a chapter when a search term occurs on more than one page in that chapter.*

At the top of each section of the book’s text is a link to view the scanned page from the printed book.

Printing

Results List

To print up to 100 of your search results, use the facet system to refine your search to fewer than 100 results or adjust your sort order until your desired results are within the first 100 items.

Click on the **Print Version** link that appears at both the top and bottom of the result list.

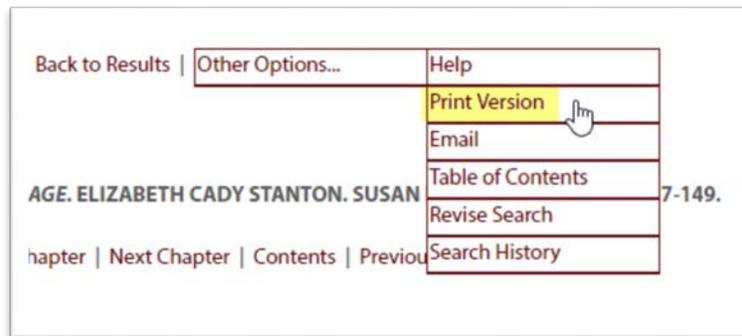
A new browser window or tab will open with a text-only display. Use your web browser’s print feature to print the page.

Individual Periodical Articles

When viewing an individual periodical article, the **Print Version** link found above and below the article will open a new browser window or tab with a simplified layout of the article and its citation information. Use your web browser’s print feature to print the page.

Book Pages

Locate a printer friendly version of book pages in the **Other Options** menu found on each page.



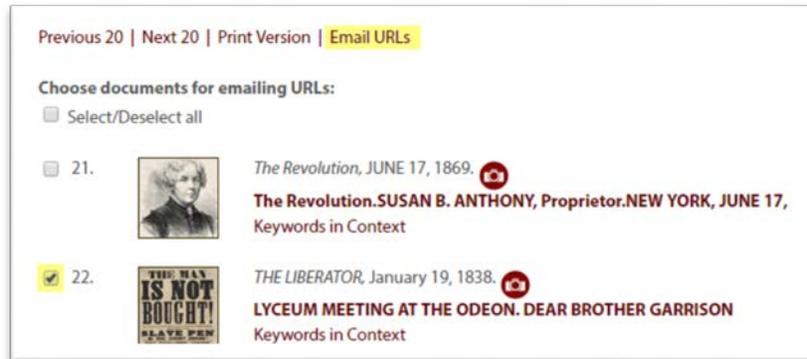
The printer friendly page will appear in a new tab. Use your web browser’s print feature to print the page.

E-mailing

Send search results, as well as individual articles, and book pages via email from the Accessible Archives web interface.

Search Results

Mail links to search results in batches of up to 20 results. In the results list, tick the boxes to the left of the desired results to and click **Email URLs**.



A new screen will appear. Enter the address or addresses to receive the links, a short note, and your name before clicking the **Send Document Links** button.

Note: When entering multiple email addresses, use a semicolon between each address.

The form contains the following fields and controls:

- Email:
- Address(es):
- Attach Note:
- Your Name:
- Footer text: (Subject line of email will read "Accessible Archives has sent you document links on behalf of <Your Name>")
- Submit button: **Send Document Links**

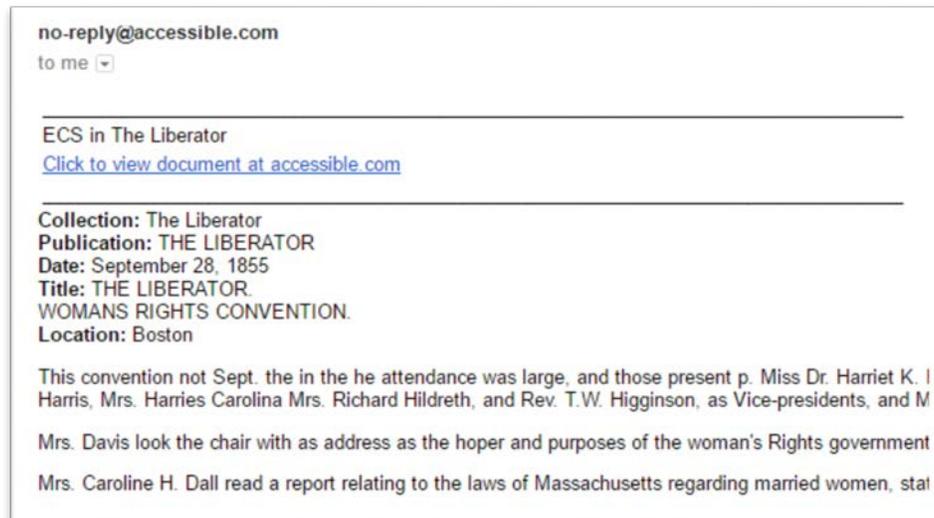
The email received will contain the periodical title, issue date, and article title as a clickable link directly to the article.



E-mailing an Article

Email the full text of an article with the **Email** link in the navigation/options bar at the top and the bottom of each article.

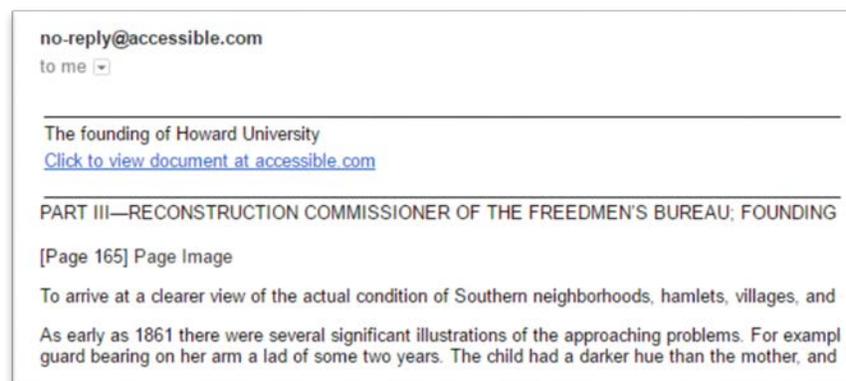
Clicking the Email link will open a dialogue like the one used to email items from the results list.



Articles emailed in this way will contain a link to the article, citation information, and the full text of the article.

Emailing Book Pages

The email link for book pages appears in the **Other Options** menu above the chapter name and book title. The email dialogue is the same as the one used for emailing search results.



Book pages emailed in this way will contain a link to the page, the book's title and chapter name, and the full text of the page.

Search History

All searches performed during the session are visible by clicking on the **Search History** link. The searches are numbered from the first search. Each line in the history includes the number of documents returned and the text of the query.

Query	Index	Docs	Text
1	ARCHIVES	188	(("women voting"~3))
2	ARCHIVES	1234	(("woman suffrage" AND "New York"))
3	ARCHIVES	1234	(("woman suffrage" AND "New York"))
4	ARCHIVES	1	(("wom?n suffrage"))

[Purge Queries](#)

To re-run a query, click on its number in the Query column. Searches may not be edited, limited or combined.

To clear the Search History, click on **Purge Queries**. Logging out or closing the browser will also purge the history.

Browse the Archives

Browse any Accessible Archives collection by publication title or periodical issue.

Click the **Browse the Archives** link on the right side of the main search page.

Search the Archives - Magazines, Newspapers and Books

[Help...](#) [View Collections](#) | [Word Index](#) | [Browse the Archives](#)

Please enter your search:

 in

[Show more search boxes](#)

The list of collections appears with links to a description of the collection and the issues or publications. Clicking on the **Issues** or **Publications** link displays a list of the items in that collection.

Periodicals appear in chronological order starting with the oldest issues. Each title's date is a link to the article list for that issue.

Book collections display as an alphabetical list of items in the collection. Clicking the title takes the researcher to a table of contents for that book with links to each chapter or section.

Counter Compliant Usage Statistics

Accessible Archives is keenly aware of the increasing need for institutions to measure the value return of their purchased online content. We, therefore, have turned to Project COUNTER to provide a consistent, comparable and credible standard for counting and reporting usage of online resources. (Find complete information on Project COUNTER at www.projectcounter.org.)

Also, as part of our compliance with Release 4 of the COUNTER standard, we have implemented SUSHI (Standardized Usage Statistics Harvesting Initiative) into our statistics system to enable you to automate your statistics gathering process

What types of COUNTER-defined reports are available?

The following COUNTER defined reports have been developed and are available:

Journal Reports

- Journal Report 1 (JR1): Number of Successful Full-text Article Requests by Month and Journal
- Journal Report 5 (JR5): Number of Successful Full-Text Article Requests by Year-of-Publication (YOP) and Journal

Database Reports

- Database Report 1 (DB1): Total Searches, Result Clicks and Record Views by Month and Database

Book Reports

- Book Report 1 (BR1): Number of Successful Title Requests by Month and Title

Each report provides a unique view into the Accessible Archives, Inc. Usage Statistics Service online usage data and is formatted to the guidelines that COUNTER has provided for Release 4.

For more information about implementing COUNTER/SUSHI, please review our [Counter FAQs](http://www.accessible-archives.com/support/counter-faqs/) at <http://www.accessible-archives.com/support/counter-faqs/>

Technical Assistance

For technical assistance, please call 866-296-1488. Hours of operation for Accessible Archives' technical support are from 9:00 AM until 5:00 PM Eastern Time, Monday – Friday.