To Perform a Basic Search of the Entire Site

1. Type your search term in the box highlighted below

   ![Search Box](image1)

2. Your results will be displayed as seen below

   ![Results Display](image2)

3. Click on the name of an item to view it

4. Move from page to page of results by clicking “Next”
To Perform an Advanced Search

1. Click on “Advanced Search” (Highlighted below)

2. You can tailor your search to include searching for multiple keywords in several fields at once; adding or removing collections to search across; and searching by a date range.

3. Your search results will be displayed as seen below.
4. You can further refine your search by selecting (or deselecting) collections; selecting further restrictions from a list of fields (in this example, they are CREATOR, DATE, and SUBJECT seen at left) or by browsing suggested topics. For example, clicking on Photographs (item type) will display only photos that fit your search criteria.

5. You can make additional changes to your search results by doing a further search within your results (by entering a word in the search box seen below) or by removing previous search criteria from your results by clicking the blue X next to the keywords (in the image below: Waco, Baylor, or date search 19000101-19101231).

Reviewing Your Search Results - PDFs

1. After selecting an item, you will see it displayed as seen below.

2. If the item you are viewing is a PDF, the term you searched for should be highlighted on the page you are viewing. In this example, the keyword “Borger” is highlighted (as seen below).
Reviewing Your Search Results - Images

1. If the item you're viewing is an image, it will display as seen below.
2. You can manipulate the image by using the tools listed in the image below:

1.) zoom in or out; 2.) fit image to fullscreen; 3.) fit image to width or length of screen; 4.) rotate the image.