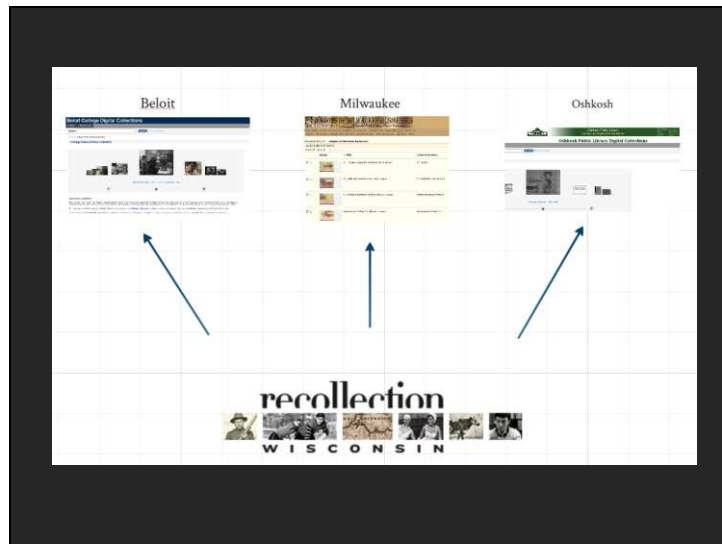
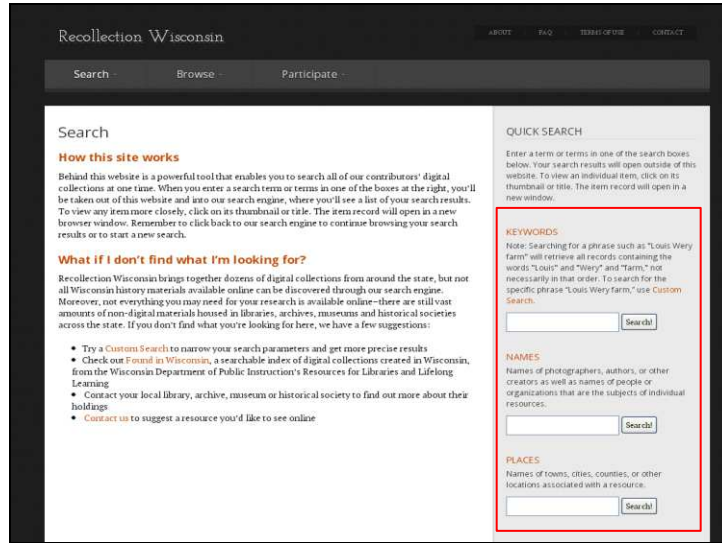


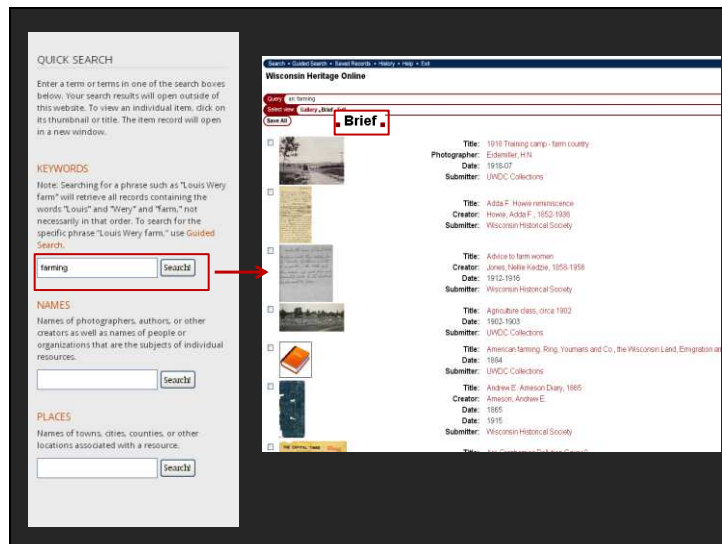
1. Welcome to Recollection Wisconsin! You can use this website to find state and local history resources from the collections of participating libraries, archive, museums and historical societies across Wisconsin. Ready to start exploring this wealth of resources? This tutorial will show you how to search these digital collections and will give you some tips to help you locate exactly what you're looking for.



2. Before we start searching, let's look briefly behind the scenes to get a sense of how Recollection Wisconsin works. Behind this website is a search engine that brings together information about digital materials from many different sources. You can picture this search engine as a bridge, connecting you to collections around the state. When you do a search, your search results might include items located in, for example, Beloit, Milwaukee and Oshkosh. Because your search results will lead you to resources outside of this website, always remember to head back to recollectionwisconsin.org to continue your search or to start a new search.

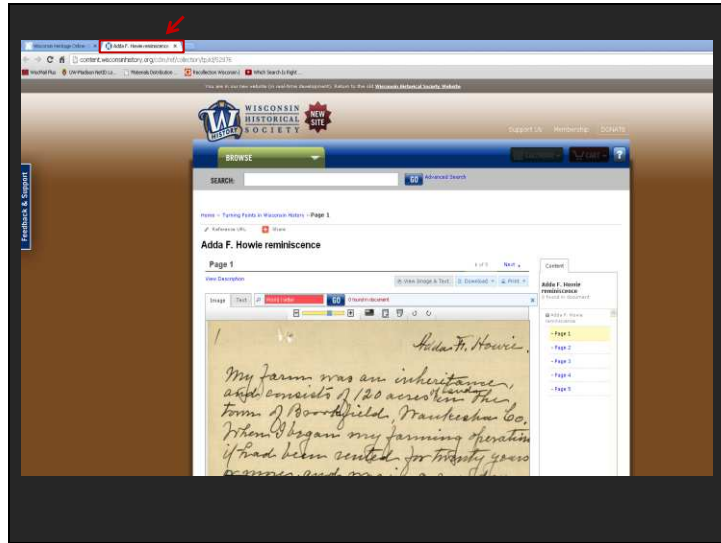


3. So let's get started with a simple search. You can do a basic search from our front page, or you can head to our Search page at <http://recollectionwisconsin.org/search>. If you have a certain topic in mind, it's easy to do the keyword, name, and place searching here.

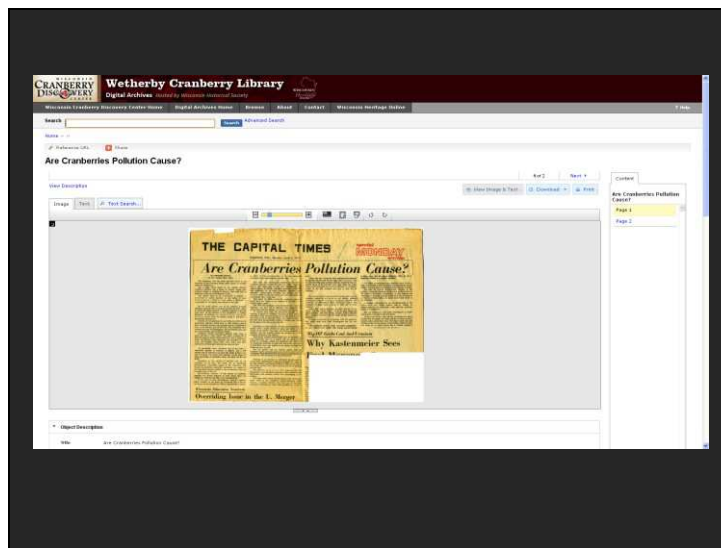


4. Let's say you're interested in materials about farming. We can type **farming** into the Keyword search box and click "Search." Here's the page with our search results. There are 325 results listed for this search.

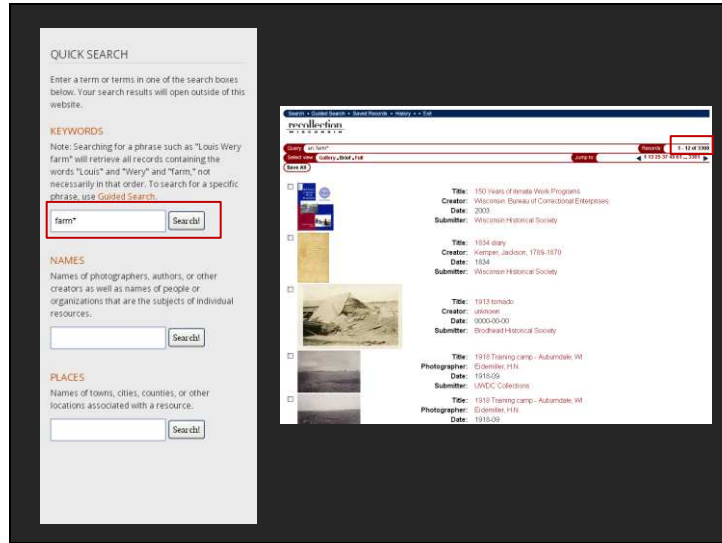
You can see the results in a Brief view by default. You can also change the search results to view a gallery (thumbnail images) or the full records.



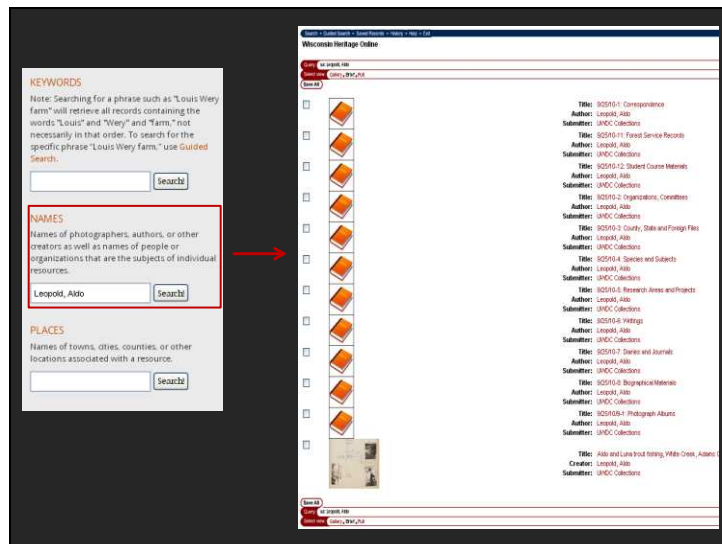
5. By clicking the thumbnail of an item in your results page, it will bring you to the item on its home server—the item record will open in a new window or tab. For example, here’s an item from the Wisconsin Historical Society’s digital collections.



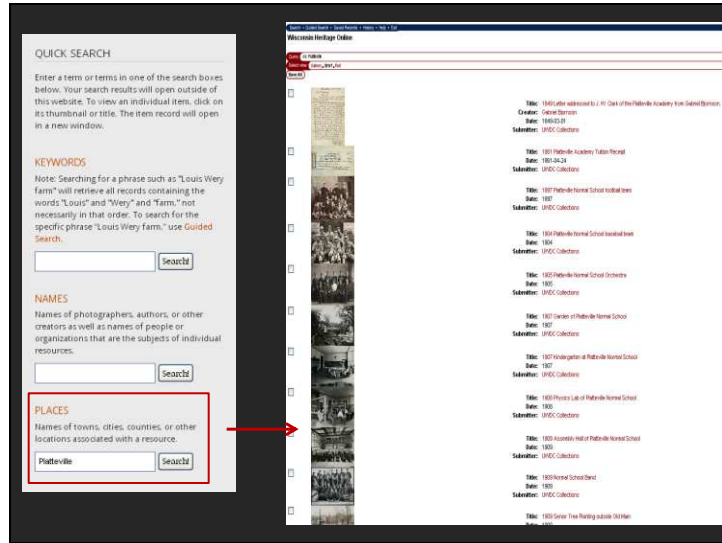
6. And here’s one from the Wetherby Cranberry Library.



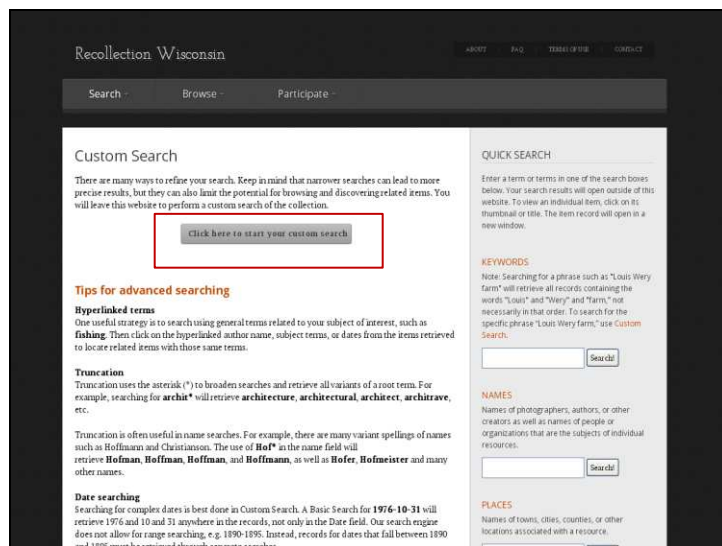
7. What if you want to make sure you’re searching all the items related to farming or farms or farmers? If you add an asterisk after farm—**farm***—you’ll broaden your search to include all variations of the word. You can see there are far more results listed this time.



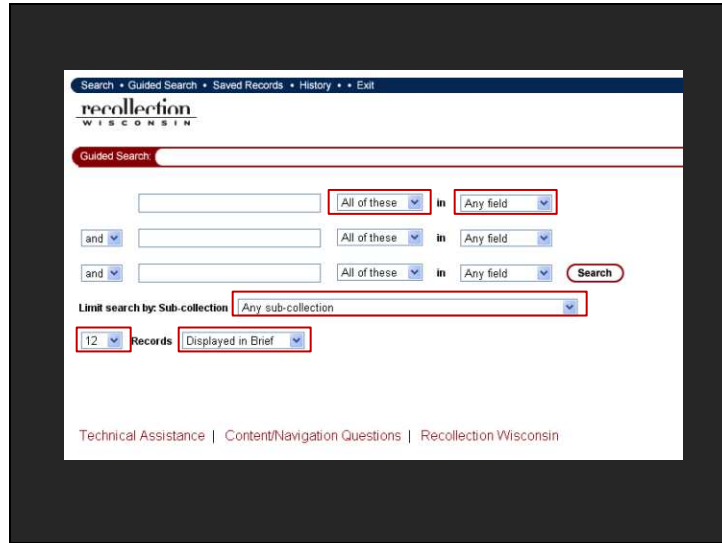
8. Let’s say you’re looking for resources that were created by our about a specific person. To search for names of authors or photographers, enter the name into the Names search box, last name first. In this case, we’ll search for **Leopold Aldo**.



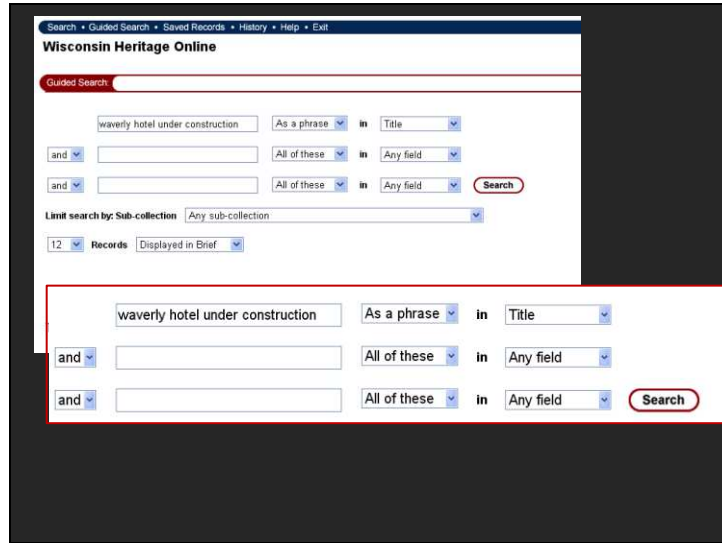
9. Or maybe you're looking for all the resources from a specific city, town or county. Try the Places search box to find materials from one location. We'll use **Platteville** as an example here.



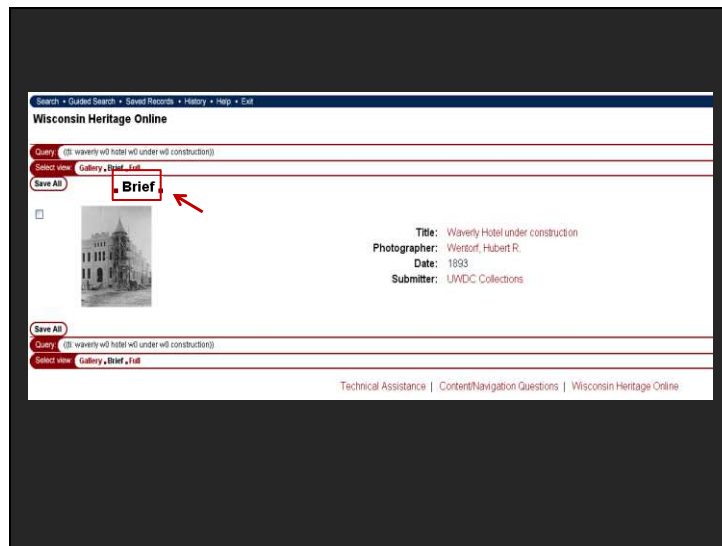
10. Now let's look at some more advanced search techniques using our Guided Search page. Head to <http://recollectionwisconsin.org/guided-search> and click "Start your guided search" to open the advanced search interface in a new window or tab.



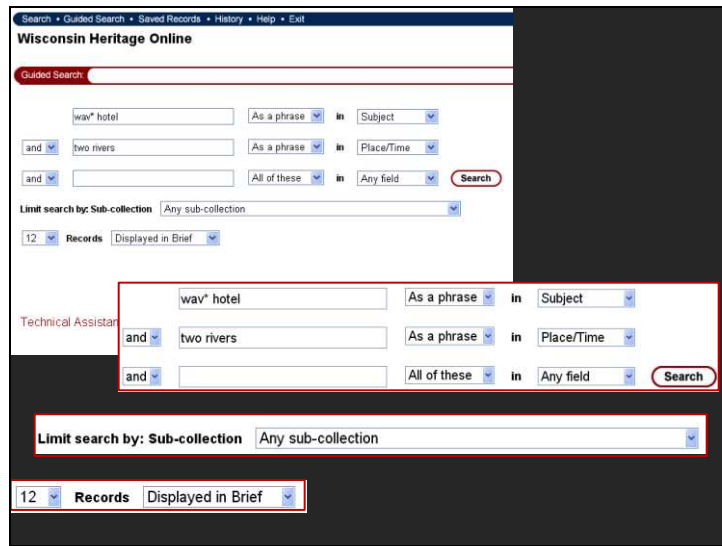
11. Here, you can choose to limit your search to specific categories or fields, such as Place/Time, Date, Publisher, Subject, or Title. You can also specify whether to search for all words, any words, or a specific phrase, and combine them together with “and,” “or,” or “not.” You can also limit your search by any sub-collection and set how many records you want to be displayed on one page in Brief, Gallery, or Full View.



12. Let’s say you’re looking for resources about the Waverly Hotel in Two Rivers. If you put **waverly hotel** in the Basic Search box, you’ll get all resources that contain the words “Waverly” and “hotel.” But if you search as a phrase, you’ll get items with that specific phrase only. If you know the exact title of an item, for example, “Waverly Hotel under construction,” you can simply type the full title into the Guided Search page, choose to search as a phrase in the Title field, then click “Search.”

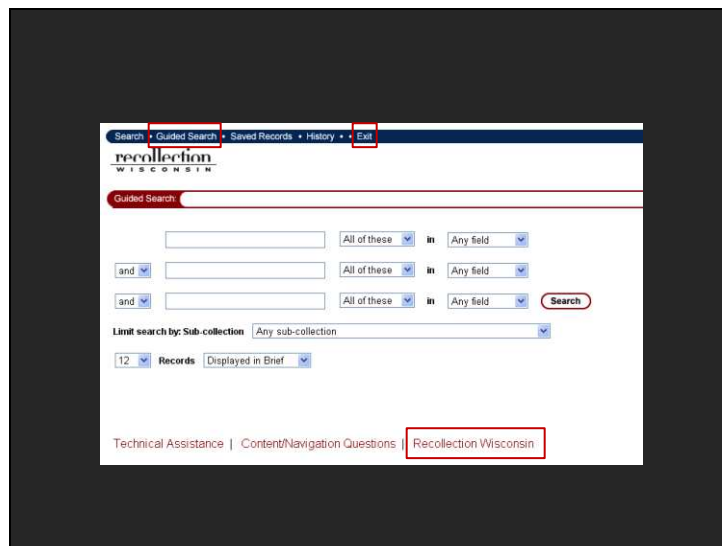


13. So now we find the picture named “Waverly Hotel Under Construction,” and here is the brief view.

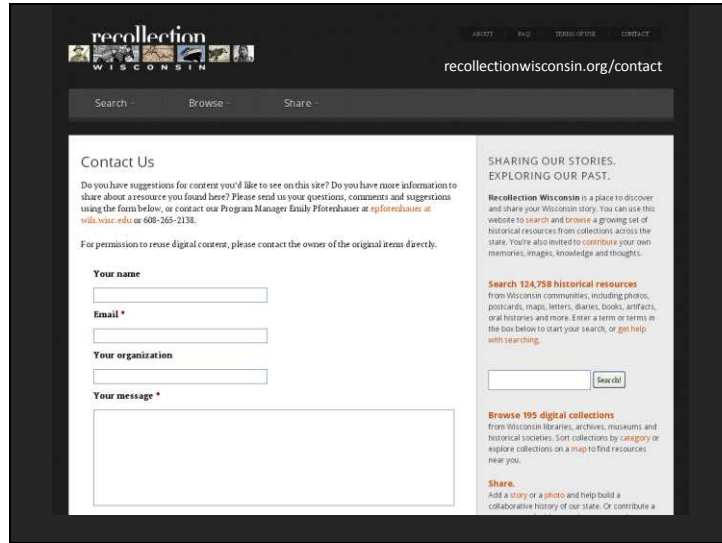


14. You can also combine your search terms together to narrow your results. IN our example, if you want to look for all the materials related to Waverly Hotel in Two Rivers, you can search **waverly hotel** as a phrase in the Subject or Title field and **two rivers** as a phrase in the Place field.

Click the thumbnail of any item in your results page to open the item in a new window or tab.



15. Click “Exit” to return to the Guided Search page, or click “Recollection Wisconsin” at the bottom of any search results page to go back to our homepage.



16. We hope this tutorial is a helpful introduction to searching the digital collections available through <http://recollectionwisconsin.org>. If you have questions or need assistance, please use the contact form at <http://recollectionwisconsin.org/contact> to get in touch.