Tips to Search in ContentDM

You can access the Pioneer Room's digital collections by clicking this link: https://cdm17446.contentdm.oclc.org/

Contents

Search All Collections

Use the search box in the top right corner of the homepage. Type a word or phrase into the search bar to see if we have any items online that match your search.

You can narrow your search results using the menus on the left side of the page.

Another way to narrow your results when searching all collections is to use **AND** to connect your search term with another keyword. For example, typing the search "children" AND chickens" in the main search box shows you all the items that contain the keyword children as well as chickens.
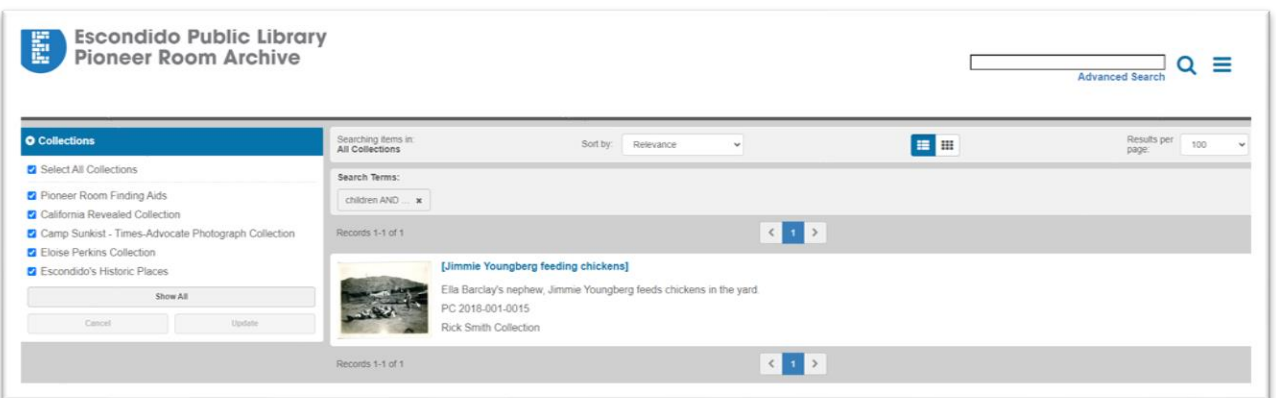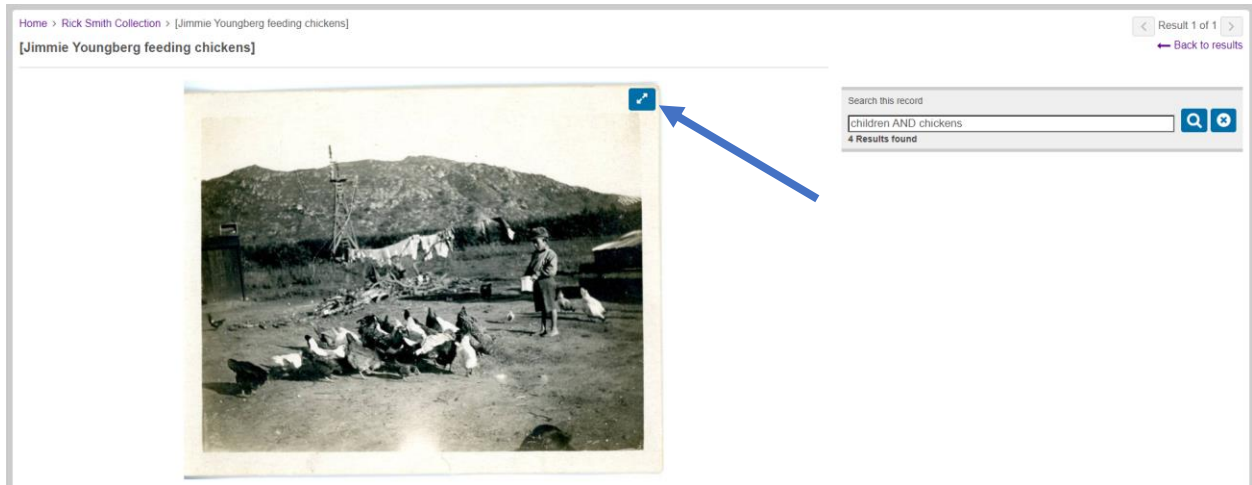
View an Item in the Digital Collection

Click on an image in the search results to view the item details page.

On the item details page, you can:

- Enlarge the item
- View other items in the collection
- Zoom and Rotate – first click the enlarge icon then use the buttons at the top of the image to zoom in and out, toggle to full page mode, and rotate the image

Search a Specific Collection from the Homepage

On the homepage, **Collection Cards** are in alphabetical order and you can read a quick overview about the collection.

- Click anywhere in the card for the collection you want to search to open the **Collection Landing Page**
- Type your search term in the box and then click the search icon to display the results.
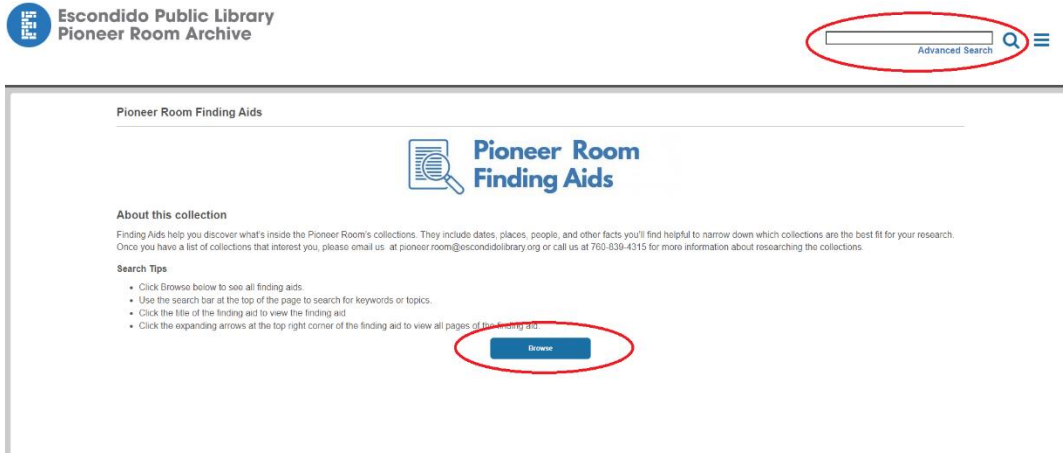
- You can also browse from the **Collection Landing Page** by clicking the **Browse** button.
- To search within the browse results for **Subject** use the menu in the left side of the screen.
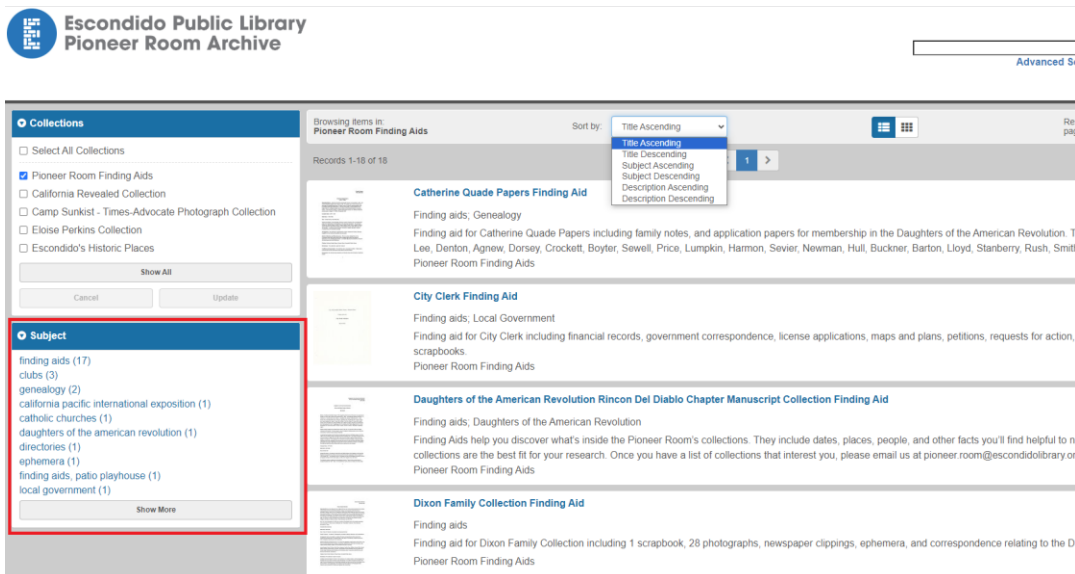
Sort and Display Items

Sort and display options appear above the item's thumbnails on a search/browse page.

- Locate **Sort By** and select from the drop-down menu to sort by Title, Subject, or Description.
- Display items in **List View** or **Grid View** by clicking the corresponding icon.
- The number of results per page can be chosen from the drop-down menu in the upper right.
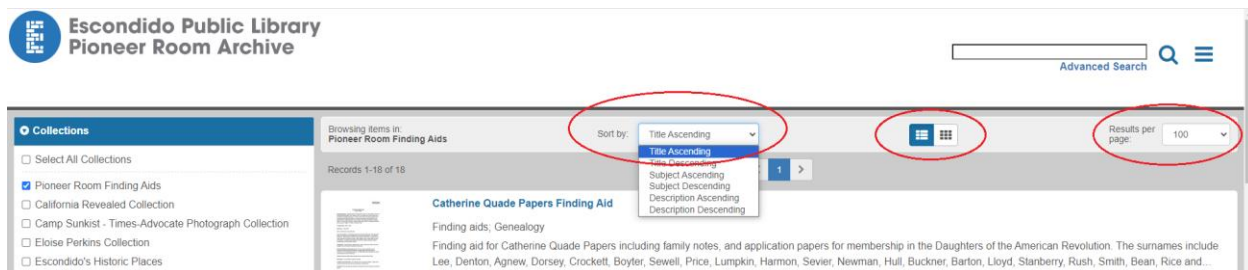
Advanced Search

Click **Advanced Search** on the top right corner of the homepage to see the advanced search features. Advance Search helps you narrow your search by **Collection**, **Search Term**, and **Date**.

- Collection – Check or uncheck the boxes next to the Collection you want to search
- Search Term – Use the drop-down menu to select the field to search within, then enter your search term, use the bottom drop-down menu to narrow your search even more.
- Date – Use the drop-down menu to search on, after, before, or between the date, then enter the date into the next box.

Once you've entered your search parameters, click the **Search** button to complete your search!

Wildcard Search

A wildcard search can be performed by adding an asterisk (*) to the end of a root word. The asterisk can indicate any number of letters. The wildcard search will give you all results relating to the root keyword. For example, typing EDUCAT* into the main search box will return any records containing: EDUCATION, EDUCATOR, EDUCATING, EDUCATE, etc.