

The ARC Basic Search lets you conduct keyword searches with basic filters

Have suggestions? Need help? Email [arc@nara.gov](mailto:arc@nara.gov)

The ARC Advanced Search lets you conduct keyword searches with additional filters

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**ARC Basic Search**

Search for **descriptions of Archival Materials** containing the following keyword(s):

1  2   3

Limit Results to  100  1000  2000

**Filter Your Search:**

[Descriptions of Archival Materials linked to digital copies](#) 5

archival materials dated between MM DD YYYY and MM DD YYYY

**Location of Archival Materials:** 6

All Locations  
Cartographic and Architectural Reference, Special Media Archival Services...  
Center for Legislative Archives  
Civilian Records UICOM, Textual Archives Services Division

**Type of Archival Materials:** 7

All Types  
Architectural and Engineering Drawings  
Artifacts  
Data Files

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The Organization, Person, and Subject Index Searches work the same way - you can keyword search or browse. Your results can be selected and pasted into Advanced Search.

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**Index Search (Organizations)**

\*PLEASE NOTE: Only a small percentage of ARC descriptions have index terms.

Search for descriptions of **Organizations** containing the following keyword(s):

1  2  3

Or browse the Index:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 6

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## Search Screen Hints

1. Type in your keyword search.
2. Press Go to start your search.
3. Press Clear to reset the search options to their default settings.
4. Click Search Tips or Help if you want to learn more about how to search ARC.
5. Click on any hyperlinked text for definitions or specific search tips.
- 6-14. Use these filters to narrow your keyword search. Or, set a filter and press Go to find everything within that filter. For example, find all artifacts at the Ronald Reagan Library that have been described in ARC.
- 10-14. To set these filters, you must press the Lookup button. This leads to another search screen that looks for specific Collections, Record Groups, People, Organizations, or Topics.
15. Use if you want to search for identifiers only, such as old control numbers.
16. Press one of the alphabet letters if you want to browse all available terms.

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**ARC Advanced Search**

Search for **descriptions of Archival Materials** containing the following keyword(s):

1  2   3

Limit Results to  100  1000  2000 [See Advanced Options Below](#)

**Filter Your Search:**

[Descriptions of Archival Materials linked to digital copies](#) 5

archival materials dated between MM DD YYYY and MM DD YYYY

**Location of Archival Materials:** 6

All Locations  
Cartographic and Architectural Reference, Special Media Archival Services...  
Center for Legislative Archives  
Civilian Records UICOM, Textual Archives Services Division

**Type of Archival Materials:** 7

All Types  
Architectural and Engineering Drawings  
Artifacts  
Data Files

**Levels of Description of Archival Materials:** 8

All Descriptions Levels  
Record Group  
Collection  
Series

**Media Type of Archival Materials:** 9

All Media Types  
Artifact  
Book  
Cylinder

Use the "Lookup" buttons to filter by the following:

**Record Group Number(s):** 10

**Collection Identifier(s):** 11

**Description Identifier(s):** 15

**Organization Name(s):** 12

**Person Name(s):** 13

**Topic(s):** 14

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## Keyword Searching

Search Phrase	Finds	Examples
Truman	<b>finds the keyword anywhere in a description</b>	Harry Truman, Truman Capote
Harry Truman	<b>finds keywords within 5 words of each other</b>	Harry Truman, Harry S. Truman, Deborah Harry talks with Truman Capote
Harry AND Truman	<b>finds both keywords anywhere in a description</b>	Harry S. Truman, Harry Smith discusses foreign affairs with President Truman
Harry OR Truman	<b>finds either one or the other keyword anywhere in a description</b>	Harry Truman, President Truman, Deborah Harry, Truman Capote
Truman NOT Harry	<b>finds the first keyword, but will not find a description if it contains the second keyword</b>	Truman Capote, President Truman, but not Harry S. Truman
{Harry S. Truman}	<b>finds the exact phrase "Harry S. Truman"</b>	Harry S. Truman, but not Harry Truman
wright AND (orville OR wilbur)	<b>finds searches in parenthesis first</b>	Orville Wright, Wilbur Wright
departmen%	<b>finds variations at the end of words</b>	department, departmental, departmentalization

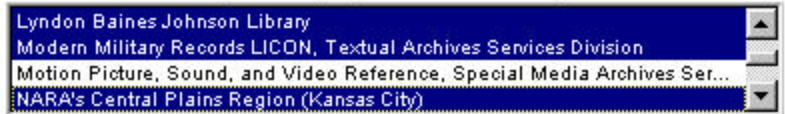
## Punctuation

- Periods do not matter - Harry S Truman or Harry S. Truman
- Capitalization does not matter - harry truman or Harry Truman or HARRY TRUMAN
- Hyphens will not be found unless they are in curly braces - {Louis-Dreyfus} or {NWDNM(s)-330-AFRTS-1129}

## Helpful Hints

Want to select more than 1 filter option? Set the first option, then press the Control Key and simultaneously click/scroll with the mouse to select other options.

### Location of Archival Materials:



Exactly 100 hits? More descriptions are probably available. Reset the search limits to 1,000 and try again.

Limit Results to  100  1000  2000

Want to limit your search to digitized images available on-line? Check the box. You will get a special Digital Search Results page that shows thumbnail images.

[Descriptions of Archival Materials](#) linked to [digital copies](#)

You can limit a search for archival materials that fall into a specific date range

[Archival materials dated](#) between    and

## ARC Search Results Highlights

- Press the See Hierarchy button to see the search results in their archival context
- Select a sort option and press the Re-Sort button to change the order of the search results
- Press the Printer-Friendly Version button to see **all** the search results in a cleaner format
- Click a title hyperlink to view the full description

### In a full description, you can

- Click on the Creator link for more information about the organizations and people who created the archival materials.
- Click the "Part of" and "Includes" links to see all the higher or lower level descriptions. There is no limit! For example, if a series included 6,000 items, you would see all 6,000 items.

