**Tip Sheet for Searching the Indiana Historical Society’s Digital Image Collection**

To search the website (including library collections)

Use the search icon on the upper right on the homepage, [www.indianahistory.org](http://www.indianahistory.org). The default search includes all of the words. When the results are displayed you have the option to search within the results. Click on the option that is of interest to you to expand the results.

To search our catalog (all material)

On the IHS home page go to the **Explore** tab and select **Our Collections**. Scroll to the bottom of the page and click on the box that reads **Search The Library Catalog**. This will take you to Worldcat. The search is automatically limited to the IHS library holdings only.

To search our digital collection

On the IHS home page, go to the **Explore** tab and select **Our Collections**. Click on the box that reads **See Our Digital Collections**.
The example search is for the keyword aprons in all collections:
http://images.indianahistory.org/cdm/search/searchterm/aprons/order/nosort

The number of images retrieved is displayed on the far right.

To return to the results after looking at a single item click Results in the upper right of the screen or use arrow back in upper left corner of screen.

Advanced Search

This allows searching by fields within the image records using And/Or. Clear search terms after each search or the software will interpret that as And. To do this click the small x under You’ve searched. This sends you back to the general search page.

To search a specific collection

On the homepage scroll down and left click on the title of the collection you wish to search. It will open the collection and display sample images. Type your search term in the box and then click Search. The results will be displayed. The software saves the term just used. To do another search with a different term clear the first search term by left clicking the x under You’ve searched or the software will interpret it as And.

Browse an Individual Collection

Select the collection on the digital homepage. When it opens click Browse.

To search within the browse results, use the menu Narrow your search by along the left side of the screen.

Sorting results

Select the sort method from the dropdown menu Sort by.

Display

From the Display dropdown menu select the number of thumbnails to be displayed at one time. To see more of an image drag the lower center edge down. To zoom in and out use the sliding bar above the image.

To Print

The print icon on the upper right of the screen will print the picture. To print the picture and metadata right click the mouse and select Print.