

UPLINK Searching Tutorial

This guide is intended to serve as a tool to assist searching and navigation on the UPLINK digital catalog website. Further questions can be directed to uplink@nmu.edu. For a more detailed guide, see [here](#).

The Basics

There are two search bars: “Search Term” on the left-hand side and the “Search This Collection” box on the right-hand side. The former will conduct a site-wide search even if you are on a specific collection page while the latter will only search the collection that you are in.

The image shows two search interface components. On the left is a search bar titled "Search" with a sub-label "Search Term". It features a text input field, a "Search" button, and a link for "Advanced Search" below it. On the right is a search bar titled "Search this Collection" with a text input field and a "Search" button. Both search bars are enclosed in light gray rounded rectangular boxes.

- *Advanced Search*

Advanced Search can be accessed under the search bar on the left-hand side by clicking on the highlighted text. The Advanced Search page presents as an easy summary of our searching mechanics, with the ability to select a Boolean value, a certain collection, and the type of keyword you're interested in, all in one place!

To add several keywords to a search on this page, select the plus button following the box titled “Search terms.” This will spawn additional areas to fill out separate terms as well as drop-down menus where you can select AND, OR, or NOT. See "Specifying Searches" for more details.

- *Search this Collection*

It's possible to limit a search query to an organization or collection of your preference while under a specific collection page. We have contributors from all over the Upper Peninsula whose files can be accessed digitally on the UPLINK website. These contributors include historical societies, libraries, and museums. Use this search bar to limit a search within the selected collection.

Specifying Searches

Boolean values can be useful for searching specific terms or events or narrowing down a large quantity of results into ones that are more relevant. A lot of content is available on the UPLINK database, sometimes resulting in thousands of pages of information for a single inquiry! Here is a list of values that can be applied to your searches to specify what you want to find:

OPERATORS:	AND	OR	NOT	WILDCARD *	STRING “ _ ”
DEFINITION:	Every result includes all listed words	Every result includes at least one of the listed words	Results exclude any item that has the words that follow the operator	Results can include words with any letter in place of the *	Every result includes the exact phrase between the quotation marks
EXAMPLES:	record AND criminal	criminal OR civil	author NOT transcript	b*g (returns bag, beg, big, bog, bug) civil* (civilian, civilization, etc)	“Judge John Voelker”

UPLINK search only understands the written form of Boolean operators (AND, OR, NOT), not their associated symbols (+, -).

Additionally, the “truncation” and “string” commands function as listed above in the on-site search bars. These are helpful for broadening or specifying results.

Filtering Results

On the search results page, you can narrow your results by clicking on results that contain a specific subject, name, media type, or collection. You can also sort results by relevance, title, date, or creator.

Saving Resources

All viewable documents are available for download. Most pages on the site specify an item’s copyright status in each respective file’s “Full Description” tab.

To save a copy of an image, right click on the image and select “Save Image As”. This will open a new window that can be used to route the new file to a specific location on your device. Alternatively, on later versions of Windows, pressing Fn+PrtSc (Print Screen) opens a tool that allows you to highlight a selected portion of the screen and save it as an image. PDFs can be downloaded using the “Download This PDF” link on the page.

Concluding Thoughts

Searching and retrieving collections is only one part of the archival experience; we urge you to explore the site in many capacities, as it’s a treasure trove of information and discovery! If you are searching for something specific and can’t find the correct collection, or have opinions on how the site can better serve your needs, email UPLINK at uplink@nmu.edu.