



# Wisconsin Digital Archives

Provided by the Wisconsin Document Depository Program

## Search Tips

Learn about the best way to search for information in the Wisconsin Digital Archives.

The screenshot shows the homepage of the Wisconsin Digital Archives. Callout boxes point to various features: 'Return to the homepage' points to the logo; 'Simple Search' points to the search input field; 'Advanced Search' points to the 'Advanced Search' link; 'Menu' points to the hamburger menu icon; 'Go to the search page' points to the 'Begin Searching the Collection' button; 'See all the items in the collection' points to the 'Browse All Items' button; and 'Quick Links search for the items listed' points to the 'Quick Links' section.

Results when you select **Browsing All Items**

This screenshot shows the search results page. On the left, there are filter sections for 'Collections', 'Publisher', and 'Format'. The 'Collections' section has 'Select All Collections' and 'Wisconsin Digital Archives' checked. The 'Publisher' section lists various state departments with their respective document counts. The 'Format' section lists document types like statistics, newsletters, reports, and annual reports. On the right, the search results are displayed, showing 11,183 results sorted by 'Title Ascending'. Three sample results are shown, each with a thumbnail, title, and description.

Filter the results by Publisher, Format, Subject, Date, and Language

# Simple Search:

Use the search box on the homepage.

Enter keywords and find documents on your topic of interest. This searches full-text of the document and the record describing the document.

## Search Tip

The Simple Search matches the word as it appears in any context.

*Searching for "beaver" will also return results about Beaver Dam as well as documents about the animal.*



## Search Tip

Not sure how the word ends? Use wildcard searching by putting \* at the end of a word.

*Searching for "Test\*" will give you results for "test," "tests," "tested" etc.*

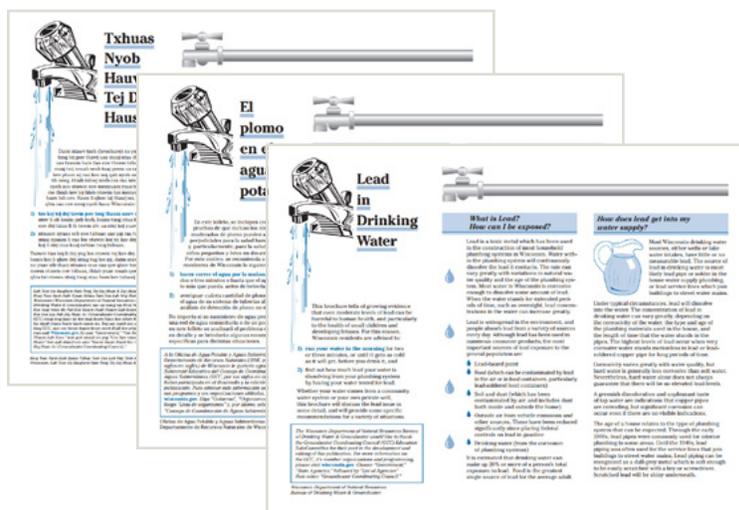
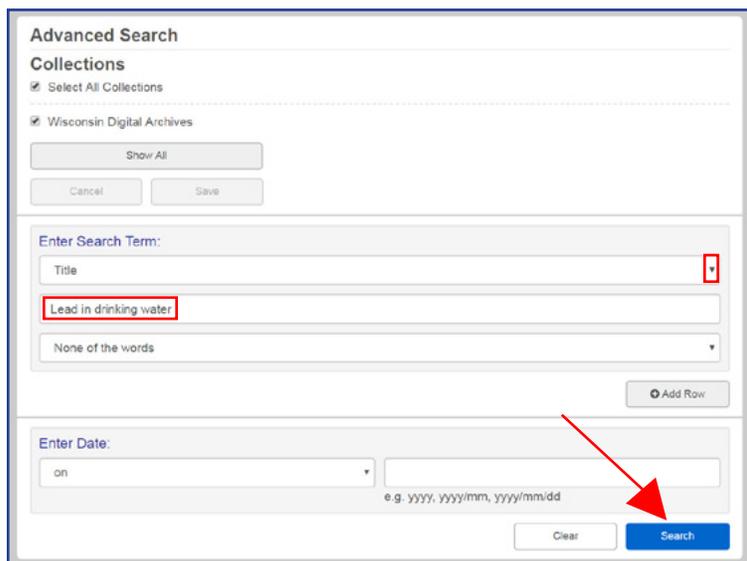
# Advanced Search:

Build a more specific search by searching part of the record that describes the document.

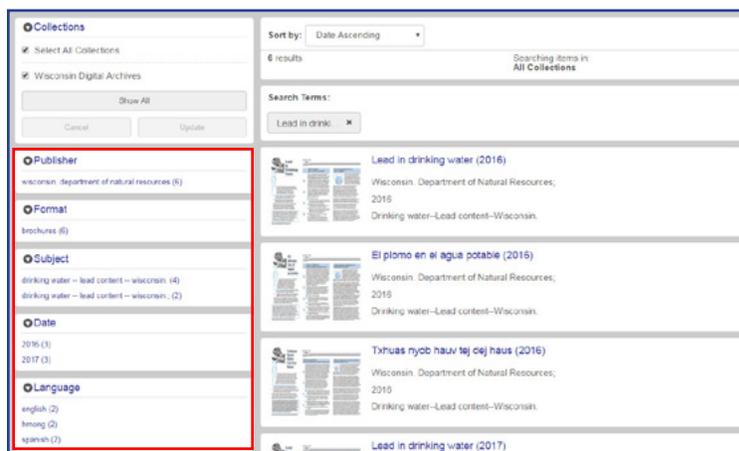
## Search Tip

If you know what document you're looking for, use the Title search in the Advanced Search options.

- Select Title from the drop down
- Enter the keywords of the title
- Click Search



In the search results, use the filters to narrow your results.



**Need help?**  
Contact Wisconsin Digital Archives  
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