How to search digitized archival collections in Northeastern's Digital Repository Service

This guide will walk you through the process of:

-Searching the Archives and Special
 Collections digitized collections in the
 Northeastern Digital Repository
 Service.
-Filtering your search results.
-Viewing items from your search results.

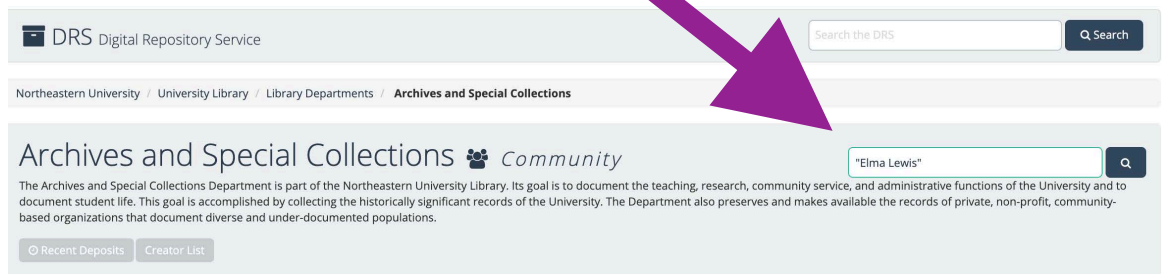# How to search NU's Digital Repository for archival material

1 Start at the Archives and Special Collection's Digital Repository page by visiting: https://bit.ly/digitizedNUASC
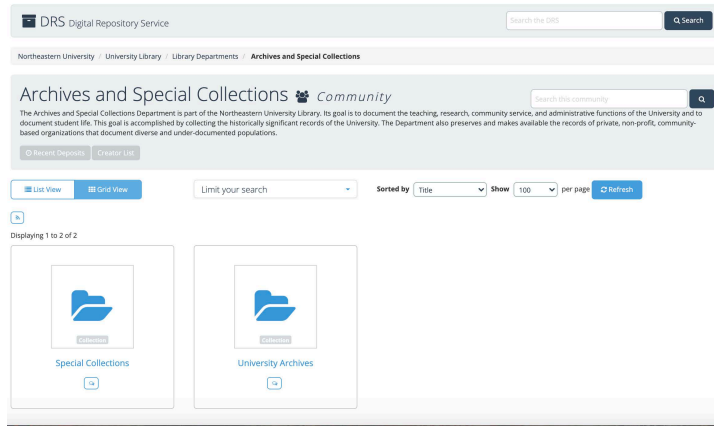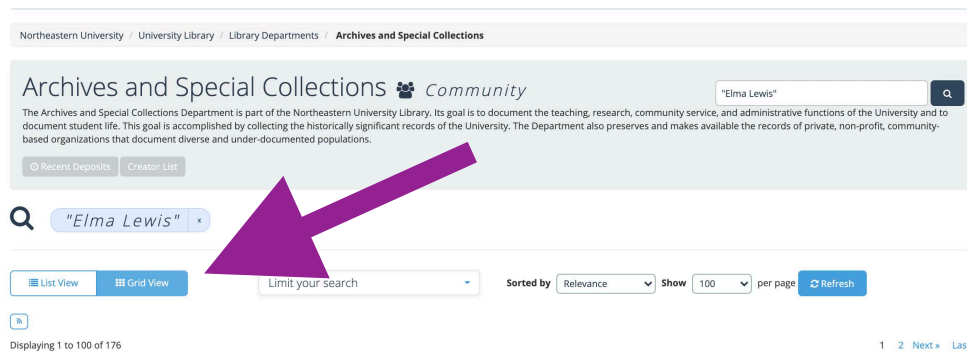

2 Enter your search term in the second search box from the top to the right of the text "Archives and Special Collections Community"


3 Modify your view by selecting "**List View**," to view details of our search results, or "**Grid View**," to view larger thumbnails.

Northeastern University Library

## Filtering your search results by "Year" or "Type":

1

Filter your results by selecting options under the "**Limit Your Search**" menu. You can filter by **Creator**, **Year**, **Subject**, and **Type**. Filtering by **Year** and **Type** are the most commonly used filters to narrow search results.
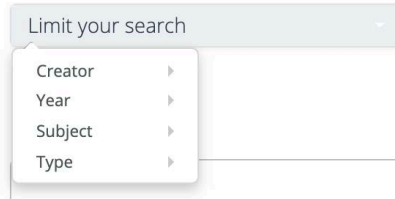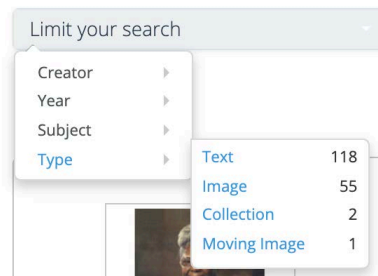

2

To filter by "**Year**" select from the years displayed or visit "**more years**" to view more. Sort by "**A-Z**" to list years from earliest to latest, or use "**Numerical Sort**" to view the years with the most search results.
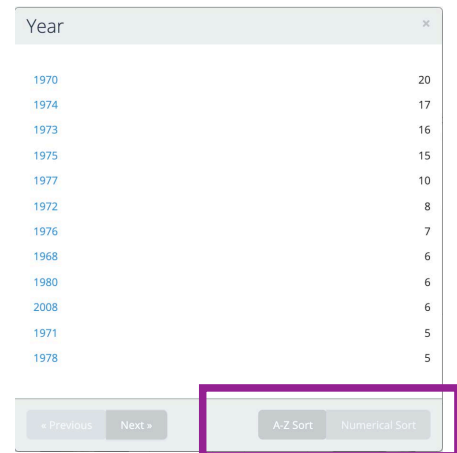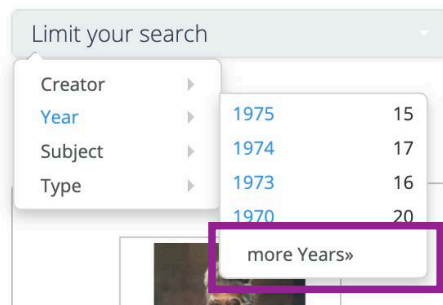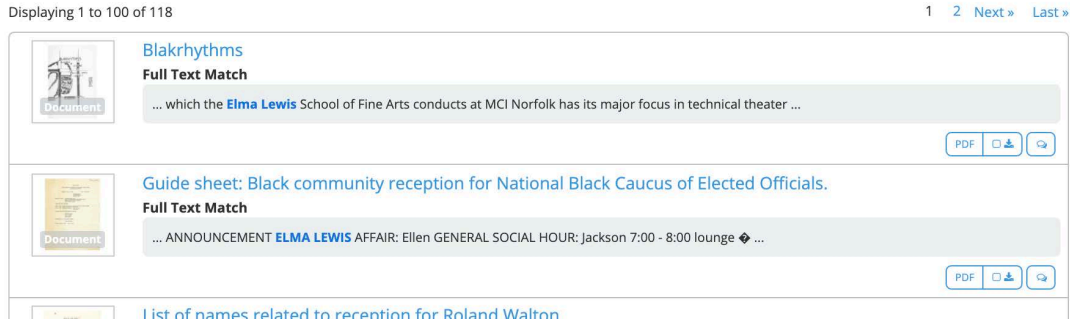

3

To filter by "**Type**" select from the available options to filter what type of archival record you view such as text, image, or moving image.
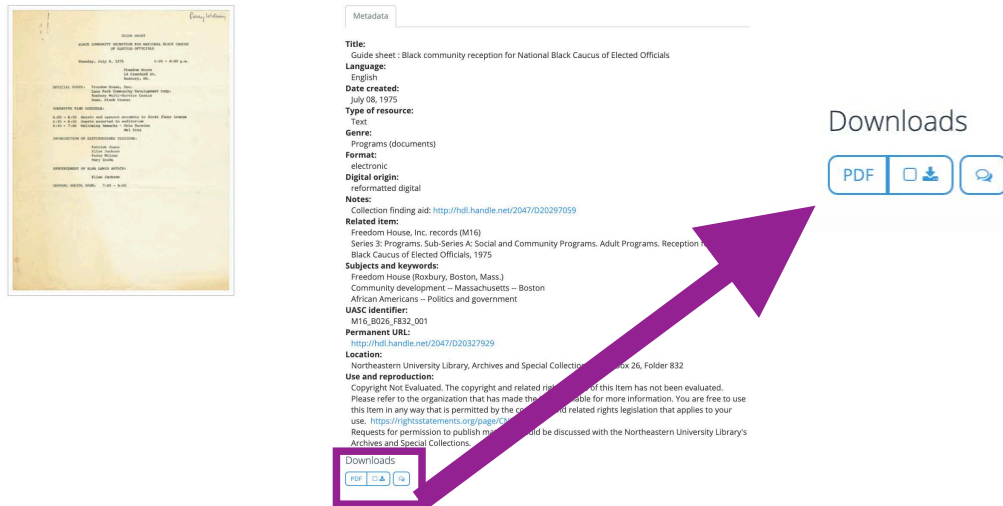
Viewing an item from your search

1

Once you have found an item you are interested in viewing, click on the title or thumbnail of your search result to visit the item's page.

2

If the item you selected is a "text" document, or not an image or moving image, scroll to the bottom of the page and click the "**PDF**" button that is listed under "**Downloads**."

3

If you would like to download an image or moving image scroll to the bottom of the page and select the size of image you would like to download listed under "**Downloads**."