

Old ARC to New ARC Cross Walk

February 12, 2008

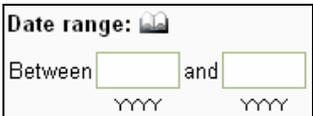
A redesign of the Archival Research Catalog (ARC) will be launched in Spring 2008. All of the data from old ARC will be included in the new system, but some of the searching features will change. There will also be new features that were not available previously in ARC. Here are some tips and highlights for making the transition.

If you have any questions, please email the ARC mailbox at arc@nara.gov.

Goal	What you did in old ARC	What to do in new ARC
<p>Keyword Searches</p>	<p>You typed all the words in the main keyword box and included Boolean operators, as needed.</p> <div data-bbox="310 583 743 642" style="border: 1px solid black; padding: 2px; width: fit-content;">Patton and Eisenhower</div> <p>A phrase search in one box found all words within 5 words of each other. A search for <i>Dwight Eisenhower</i> found all instances of <i>Dwight</i> and <i>Eisenhower</i> when they both appeared within 5 words of each other.</p> <p>The wildcard character was the percent sign (%) and could be used at any position in the word. A search for <i>child%</i> found instances of <i>child</i>, <i>children</i>, <i>childcare</i>, etc.</p> <p>In old ARC, you could do exact phrase searches. To search for an exact phrase, you had to put curly braces around the search terms:</p> <div data-bbox="293 1213 626 1272" style="border: 1px solid black; padding: 2px; width: fit-content;">{Steel Town}</div>	<p>The Basic Search still allows you to enter all the words in the main keyword search box, and include Boolean operators as needed. Note that Boolean operators now need to be in all caps.</p> <div data-bbox="927 642 1297 680" style="border: 1px solid black; padding: 2px; width: fit-content;">Patton AND Eisenhower</div> <p>A phrase search in ARC now AND's the terms together. A search for <i>Dwight Eisenhower</i> will find all instances of <i>Dwight</i> and <i>Eisenhower</i> when they both appear somewhere in the same description. They do not have to appear within 5 words of each other.</p> <p>The wildcard character in ARC is now an asterisk (*) and can only be used at the end of a word or group of letters. A search for <i>child*</i> will find instances of <i>child</i>, <i>children</i>, <i>childcare</i>, etc.</p> <p>You can still do exact phrase searches in new ARC. However, you no longer have to enter curly braces. To search for an exact phrase on the Basic Search screen, enter quotation marks around the search terms:</p> <div data-bbox="932 1241 1430 1293" style="border: 1px solid black; padding: 2px; width: fit-content;">"Steel Town"</div> <p>On the Advanced Search screen there is also a search box specifically for exact phrase searches. In this search box, enter the search terms without any quotation marks:</p> <div data-bbox="922 1451 1490 1556" style="border: 1px solid black; padding: 5px;"> <p>Find results: with all of the words <input type="text"/></p> <p style="padding-left: 100px;">with the exact phrase <input type="text" value="Steel Town"/></p> </div>
<p>Title Search</p>	<p>There was no separate "Title" search box. You could search for titles in the main keyword box, but this did not limit your search to only the Title field.</p> <div data-bbox="293 1717 626 1776" style="border: 1px solid black; padding: 2px; width: fit-content;">{Steel Town}</div>	<p>You can now limit your search to search only on the Title, Subtitle, and Other Title fields. On the Advanced Search screen, enter the search terms within one of the search boxes, and click in the checkbox to "Search title only":</p> <div data-bbox="922 1745 1468 1929" style="border: 1px solid black; padding: 5px;"> <p>Find results: with all of the words <input type="text"/></p> <p style="padding-left: 100px;">with the exact phrase <input type="text" value="Steel Town"/></p> <p style="padding-left: 100px;">with at least one of the words <input type="text"/></p> <p style="padding-left: 100px;">without the words <input type="text"/></p> <p style="text-align: right;"><input checked="" type="checkbox"/> Search title only</p> </div>

Goal	What you did in old ARC	What to do in new ARC
Record Group or Collection ID Search	<p>You could search for a known Record Group Number or Collection Identifier Number by using the Record Group Lookup filter or the Collection Identifier Lookup filter.</p> <p>To filter by Record Group, you had to press the RECORD GROUP LOOKUP button on the Advanced Search screen. You entered either a number or a keyword to search for a Record Group, and pressed Go.</p> <div data-bbox="297 552 889 709" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Record Group Number Search</p> <p>Search for <u>Record Group Number(s)</u> or keywords from the Record Group title: Search Tips</p> <p>indian or 111 or army or food <input type="button" value="Go"/> <input type="button" value="Clear"/></p> <p style="text-align: center;"><input type="button" value="Back to Search"/></p> </div> <p>The Collection filter worked the same way, using the COLLECTION LOOKUP button.</p> <p>After locating the desired Record Group or Collection, you had to select and paste the result(s) into the Advanced Search screen. The selected Record Group Number(s) and/or Collection Identifier(s) then appeared in the filter and when you ran the Advanced Search it found all descriptions that were part of the selected Record Group(s) or Collection(s).</p>	<p>You can still search for a Record Group Number or a Collection Identifier in new ARC Web. There are several ways to do this:</p> <ol style="list-style-type: none"> If you know the Record Group Number or Collection Identifier, you can type it directly in the main keyword search box on both the Basic and Advanced Search screen. <p>KEYWORD box:</p> <div data-bbox="922 520 1507 562" style="border: 1px solid black; padding: 2px;"> <p>330</p> </div> <ol style="list-style-type: none"> You can type the Record Group Number or Collection Identifier in the DESCRIPTION IDENTIFIERS search box on the Advanced Search screen, and limit the Level of Description to "Record Group" or "Collection". <p>DESCRIPTION IDENTIFIERS search:</p> <div data-bbox="922 835 1513 1171" style="border: 1px solid black; padding: 5px;"> <p>by description identifier <input type="text" value="330"/> <small>e.g. 28803 OR "111-M-1342"</small></p> <p>Limit results to <input type="text" value="100"/> Basic Search</p> <p><input type="checkbox"/> Highlight Search Terms (on the results page)</p> <p>▶ Type of Archival Materials</p> <p>▶ Location of Archival Materials</p> <p>▼ Level of Description <input type="button" value="Select all"/> <input type="button" value="Deselect all"/></p> <p>Level: <input checked="" type="checkbox"/> Record Group <input type="checkbox"/> Collection <input type="checkbox"/> Series <input type="checkbox"/> File Unit <input type="checkbox"/> Item</p> </div> <p>After you locate the desired Record Group or Collection, click on the Title to see the details for that description. From there you can click on the "Includes" link to see all of the Series linked to that Record Group or Collection.</p> <div data-bbox="930 1413 1507 1455" style="border: 1px solid black; padding: 2px;"> <p>Includes: 58 series described in ARC <input type="button" value="Search within this Record Group"/></p> </div> <ol style="list-style-type: none"> You can also use the new "Search Within" feature to narrow your search within a particular Record Group or Collection. Follow the instructions above for locating a particular Record Group or Collection. Instead of clicking the "Includes" link, click the "Search Within" button next to the "Includes" link, to perform a refined search on all of the descriptions that are found within that Record Group or Collection. <div data-bbox="930 1791 1507 1833" style="border: 1px solid black; padding: 2px;"> <p>Includes: 58 series described in ARC <input type="button" value="Search within this Record Group"/></p> </div> <p>More information on the Search Within feature is shown below under "New Features" on page 9.</p>

Goal	What you did in old ARC	What to do in new ARC
Identifier or Control Number Search	<p>You could search by known control numbers or description identifiers, such as former NAIL Control Numbers or Local Identifiers.</p> <p>You typed the entire control number, which includes the unit code, in curly braces in either the keyword or description identifier box.</p> <p>KEYWORD box: <input type="text" value="{NWDNM(m)-208-UN-157}"/></p> <p>DESCRIPTION IDENTIFIERS box: <input type="text" value="Description Identifier(s): {NWDNS-79-AA-G01}"/></p> <p>The number was listed lower down on the description.</p> <div data-bbox="293 915 857 1352" style="border: 1px solid black; padding: 5px;"> <p>ARC Identifier: 70470 Title: AIR STRIKE MISSIONS, VIETNAM, 06/12/1967 - 06/20/1967 Creator: Department of Defense, Department of the Air Force. (Most Recent) Type of Archival Materials: Moving Images Level of Description: Item from Record Group 342: Records of United States Air Force Commands, Activities, and Organizations, 1900 - 1991 Location: Motion Picture, Sound, and Video Records LICON, Special Media Archives Services Division (NWCS-M), National Archives at College Park, 8601 Adelphi Road, College Park, MD 20740-6001 PHONE: 301-837-3540, FAX: 301-837-3620, EMAIL: mopi@nara.gov Coverage Dates: 06/12/1967 - 06/20/1967 Part of: Series: Motion Picture Films and Video Recordings, 1946 - 1984 Shot List Available Access Restrictions: Unrestricted Use Restrictions: Unrestricted Specific Records Type: motion pictures Sound Type: silent Edit Status: Unedited Variant Control Number(s): NAIL Control Number: NWDNM(m)-342-USAF-42812A Local Identifier: NWDNM(m)-342-USAF-42812A</p> </div> <p>Exact phrase searches found control numbers that contain periods and dashes, e.g. {NWDNM(m)-69.14}.</p>	<p>In new ARC you can still search by control numbers or description identifiers.</p> <p>Type in the entire control number in quotation marks, in either the keyword or description identifier box.</p> <p>KEYWORD box: <input nwdnm(m)-208-un-157\""="" type="text" value="\"/></p> <p>DESCRIPTION IDENTIFIERS box: <input 28803="" \"111-m-1342\""="" e.g="" nwdns-79-aa-g01\"="" or="" type="text" value="by description identifier \"/></p> <p>Variant Control Numbers are still displayed lower down on the description. However, Local Identifiers are now displayed prominently, right next to the ARC Identifier:</p> <div data-bbox="922 961 1510 1302" style="border: 1px solid black; padding: 5px;"> <p>Arrival of the President of Tunisia, Washington, D. C., 05/03/1967 ARC Identifier 28272 Local Identifier 111-LC-44336 Item from Record Group 111: Records of the Office of the Chief Signal Officer, 1800 - 1982</p> <p>Creator(s): Department of Defense, Department of the Army, Office of the Deputy Chief of Staff for Operations, U.S. Army Audiovisual Center. (ca. 1974 - 06/15/1964) Type(s) of Archival Material(s): Moving Images Contact(s): Motion Picture, Sound, and Video Records LICON, Special Media Archives Services Division (NWCS-M), National Archives at College Park, 8601 Adelphi Road, College Park, MD, 20740-6001. PHONE: 301-837-3540, FAX: 301-837-3620, EMAIL: mopi@nara.gov Production Date(s): 05/03/1961 Part Of: Series: Motion Picture Films From the Army Library Copy Collection, compiled 1963 - 1980 Access Restriction(s): Unrestricted Use Restriction(s): Unrestricted Specific Record Type(s): motion pictures (visual works) Sound Type: Silent Edit Status: Unedited Variant Control Number(s): NAIL Control Number: NWDNM(m)-111-LC-44336</p> </div> <p>Exact phrase searches still find control numbers that contain periods and dashes, but these searches are now entered in quotes instead of curly braces, e.g., "NWDNM(m)-69.14".</p>

Goal	What you did in old ARC	What to do in new ARC
<p>Digital Copies Search</p>	<p>On the Basic or Advanced Search screen, type keywords and select the DESCRIPTIONS FOR ARCHIVAL MATERIALS LINKED TO DIGITAL COPIES Filter box.</p>  <p>This will automatically bring you the digital copies search results including thumbnail images.</p> <p>If you didn't select the digital copies filter, but the results had associated digital images, then the results included a <u>DIGITAL COPY AVAILABLE</u> link.</p>	<p>There is no digital copies filter on the Advanced Search screen. Searches for digital copies are now done on their own.</p> <p>At the top of every page, there is a search button for Digital Copies:</p>  <p>Click the Digital Copies search button to conduct a basic or advanced search for descriptions linked to digital copies:</p>  <p>If you didn't conduct a Digital Copies search but conducted an Archival Descriptions search, you will still receive results that have associated digital copies. If a result has an associated digital copy, it has an icon to the left of the result, showing that a digital copy is available .</p>
<p>Date searches</p>	<p>The date filter searched on all dates found in a description.</p> 	<p>The date filter still searches on all dates found in a description. However, you can enter only a year for a search, not a month and day. It will still retrieve records with a specific month and day that are within the range of years you search on.</p>  <p>Additionally, you can now search for recently added or updated archival descriptions.</p> 

Goal	What you did in old ARC	What to do in new ARC
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Searches for People and Organizations

Filter by ORGANIZATION(S), PERSON(S) OR TOPICAL SUBJECT(S) for more precise searching.

Similar to library catalogs, you can limit your search to descriptions that have very precise index terms. These index terms are assigned to a description to indicate that the term is significant or the materials have a lot of information relating to the term.

To filter your search using a particular index term, you pressed the lookup button for the appropriate filter, then searched by name or topic or used the browse buttons.

You were able to browse the results and check the box for the name (or topic) and paste the results into the Advanced Search Screen by pressing the paste SELECTED button or paste ALL.

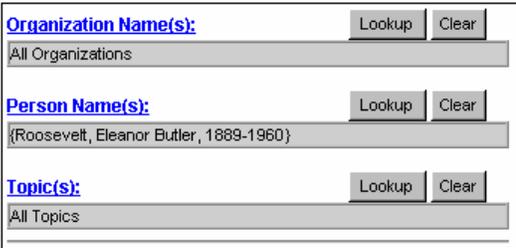
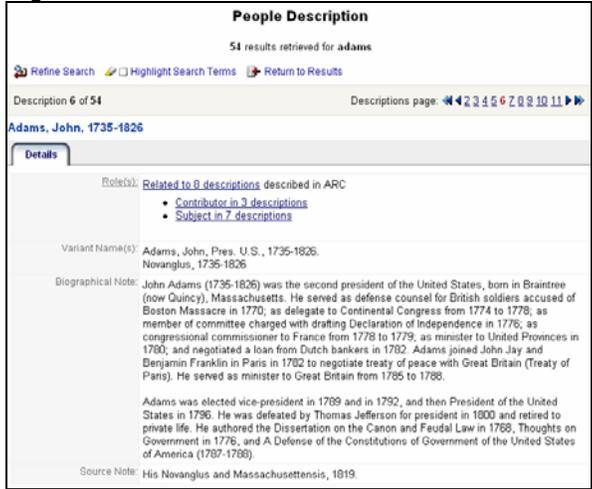
There are no filters on the Advanced Search screen for People and Organizations. Searches for People and Organizations are now done on their own.

At the top of every page, there is a search button for both People and Organizations:

Click the People or Organizations search button to conduct a search for person and organization names linked to the archival descriptions.

The People and Organizations Search screens look very similar to the old index search lookups. Click in the search box to search by name, or use the browse buttons.

You are still able to browse the results and click on a name to see the full details for that person or organization.

Goal	What you did in old ARC	What to do in new ARC
<p>Searches for People and Organizations (continued)</p>	<p>The results appeared in the Advanced Search screen.</p>  <p>When you ran the advanced search, it only retrieved descriptions that included the index terms you filtered on. You were also able to search on the terms in the main keyword box to expand your search. Searching in the main keyword box searched on all the description fields, not just the index terms.</p>	<p>However, you no longer need to select and paste a particular name into the Advanced Search screen.</p> <p>Simply open the Person or Organization record by clicking on the name link. Under the Roles section, you can click on a link to see the archival descriptions that are linked to that person or organization.</p>  <p>Viewing the related archival descriptions via the “Roles” link still only retrieves descriptions that include the name as an index term.</p> <p>You can still search for the names in the main keyword box to broaden your search on all description fields.</p>
<p>Printing records</p>	<p>Printer Friendly Versions were available for all results pages, including hierarchy, lookups, and organizations. You clicked the “Printer Friendly Version” button.</p>  <p>You were able to print up to 2,000 brief hits. Full descriptions could only be printed one at a time.</p>	<p>You can still print any page by going to File – Print on the Internet browser.</p> <p>The primary way to print records is via a feature called My List. My List works like a shopping cart on a commercial website. During an active session, you can save up to 2,000 archival descriptions to My List, and print or email these descriptions from within My List.</p> <p>On the summary results list, there is a button to the right of each description to “Add to My List”. Click this button to add individual descriptions to My List.</p>  <p>You can also elect to add all results in a hit list to My List. Click on the “Add all Results to My List” button.</p> 

Goal	What you did in old ARC	What to do in new ARC
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Printing records
(continued)

To go to My List for printing and emailing, click the View My List button in the upper right corner of the screen.



My List results look similar to a summary hit list display.



Within My List, you have the option to print a single description or the entire set of results saved to My List.

To print a single description in My List, click the "Print" button to the right of the description.



To print all of the descriptions in My List, click the "Print all Results" button in the upper right corner of the screen.



After clicking on one of the print buttons, a print window will appear. For a single description, the Print Description window will appear.



For multiple descriptions, the Print Results window will appear.



You can print a brief summary of the description or the full details of the description. If there is a digital copy associated with the description, you can also click in the box to print "including Thumbnails" of the digital copy.

Goal	What you did in old ARC	What to do in new ARC
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Printing records
(continued)

After making your selection and clicking "Print", a print preview of the description(s) will appear. Go to File – Print on the browser menu to print the description(s).

U.S. NATIONAL ARCHIVES & RECORDS ADMINISTRATION

1 result

Description 1 of 1
President's Office Files, compiled 1961 - 1963
ARC Identifier 564800

Virtual Records from the President (1961-1963 - Kennedy), Office of the President. (01/20/1961 - 11/22/1963)
 John F. Kennedy Library, Boston, MA
 Series from Collection JFK-3: Presidential Papers of John F. Kennedy, 1961 - 1963

Details

Created(s): President (1961-1963 - Kennedy), Office of the President. (01/20/1961 - 11/22/1963)
Type(s) of Archival Material: Textual Records
Center(s): John F. Kennedy Library (JFKLJFK), Columbia Point, Boston, MA, 02125-3398. PHONE: 617-514-1600, FAX: 617-514-1622, EMAIL: kenedylibray@nara.gov

Inclusive Dates: 1961 - 1963
Part Of: Collection JFK-3: Presidential Papers of John F. Kennedy, 1961 - 1963
Includes: 2 file units described as ABC

Arrangement: Arranged by type of material, thereafter chronologically by year or alphabetically
Function and Use: The Presidential Office Files were not a formal or complete record of the Executive Office of the President or of the White House Office. They were kept by President John F. Kennedy's personal secretary, Mrs. Evelyn Lincoln as a set of working files for his immediate convenience as she interpreted it from day-to-day. They were housed in the office of the personal secretary, just inside the Oval Office of the President in the White House.

Access Restriction(s): Restricted - Public
Use Restriction(s): Unrestricted
Specific Record Type(s): announcements
 articles
 holiday cards
 books
 carbon copies
 clippings

Viewing the full Shot List

To view the Shot List, you clicked on the "Shot List Available" link. To view the Shot List as part of the full description, you had to press the **PRINTER-FRIENDLY VERSION** button.

ARC Search Results: Hit #1 of 100

100 hits retrieved for keywords "Eisenhower".

[See Hierarchy](#)
 [Printer-Friendly Version](#)
 [Back to Search Results](#)

[Rating Search](#)
 [New Search](#)

Jump to Hit

ARC Identifier: 25278
Title: GEN. EISENHOWER VISITS ANKARA AND ATHENS, TURKEY AND GREECE, 03/1952
Creator: Department of Defense, Department of the Army, Office of the Deputy Chief of Staff for Operations, U.S. Army Audiovisual Center, (ca. 1974 - 05/15/1984) (Most Recent)

Type of Archival Material: Moving Images
Level of Description: Item from Record Group 111: Records of the Office of the Chief Signal Officer, 1890 - 1982
Location: Motion Picture, Sound, and Video Records LICON, Special Media Archives Services Division (NWCS-M), National Archives at College Park, 8601 Adelphi Road, College Park, MD 20740-6001 PHONE: 301-837-3540, FAX: 301-837-3620, EMAIL: mops@nara.gov
Production Date: 03/1952
Part of: Series: Motion Picture Films From the Army Library Copy Collection, 1953 - 1980
[Shot List Available](#)

Access Restriction(s): Unrestricted
Use Restriction(s): Unrestricted

U.S. NATIONAL ARCHIVES & RECORDS ADMINISTRATION

www.archives.gov

ARC Search Results: Hit #1

ARC Identifier: 25278
Title: GEN. EISENHOWER VISITS ANKARA AND ATHENS, TURKEY AND GREECE, 03/1952
Creator: Department of Defense, Department of the Army, Office of the Deputy Chief of Staff for Operations, U.S. Army Audiovisual Center, (ca. 1974 - 05/15/1984) (Most Recent)

Type of Archival Material: Moving Images
Level of Description: Item from Record Group 111: Records of the Office of the Chief Signal Officer, 1890 - 1982
Location: Motion Picture, Sound, and Video Records LICON, Special Media Archives Services Division (NWCS-M), National Archives at College Park, 8601 Adelphi Road, College Park, MD 20740-6001 PHONE: 301-837-3540, FAX: 301-837-3620, EMAIL: mops@nara.gov
Production Date: 03/1952
Part of: Series: Motion Picture Films From the Army Library Copy Collection, 1953 - 1980
[Shot List](#)
 Seq. Turkish officials and press surround Eisenhower at airport during interview. He troops the Honor Guard, salutes. He is seen bidding goodbye as Mrs. Eisenhower in g. takes leave of Mrs. McChes. The General and his wife board "Columbine" which takes away. Seq. Eisenhower is escorted on visit to Greek Military Academy. Saluting, he walks past line of cadet Honor Guards, enters the bldg. King Paul saluting, passes cadet guard, enters bldg. CU, monarch's crest on auto. Eisenhower with group in academy bldg. Seq. Eisenhower walking with entourage is photographed by still men at Acropolis. Seq. In unident. bldg., Eisenhower displays gift pistol and sword (cut by frame line). He speaks into mike. Seq. Eisenhower and escorts continue tour of Acropolis. Smiling, he accepts bouquet from a little girl.

Access Restriction(s): Unrestricted
Use Restriction(s): Unrestricted

The Shot List is shown right on the full description page, as a separate tab within the description. Click over from the Details tab to the Shot List tab to view the Shot List in full.

LAUNCHING OF USS JOHN F. KENNEDY (CV-67) NEWPORT NEWS SHIPYARD, 05 27 1967

ARC Identifier 85753 | **Local Identifier 428-NPC-38414** [Email](#) [Print](#)

Item from Record Group 428: General Records of the Department of the Navy, 1941 - 2004

[Details](#)
 [Shot List](#)
 [Archived Copies](#)
 [Hit or City](#)

1) MS PRESIDENT LYNDON B. JOHNSON speaking from podium on speaker's stand with high-ranking VIP's seated; President completed his speech, the VIP's arise in FG and also on speaker's stand to applaud; MRS. JOHN F. KENNEDY and CAROLINE KENNEDY are off to the right, all are seated as an unidentified man steps up to the podium to introduce CARDINAL CUSHING. CARDINAL CUSHING arises from his seat, moves up to the podium, zoom in for a MCU of CARDINAL CUSHING, SECNAV PAUL NITZE in left bkg, MR DONALD A. HOLDEN off to right, PAN, away from CARDINAL CUSHING to MRS KENNEDY and CAROLINE, Sec of Defense ROBERT McNAMARA stands behind MRS KENNEDY, zoom back and off to the left, taking in the Cardinal and many of the VIP's on speaker's stand, CARDINAL CUSHING completed the invocation, leaves the podium, moves out of scene, PRESIDENT JOHNSON, MR HOLDEN, ADM DAVID McDONALD, Chief of Nav. Ops., SECNAV NITZE, MRS JOHN F. KENNEDY are standing, they are then seated, zoom way back as MR HOLDEN arise, walks off to left, heads of officers and guests in FG in front of speaker's stand, MR HOLDEN moves back to the podium, introduces CAROLINE KENNEDY, zoom in for a CU of MRS KENNEDY and CAROLINE, LITTLE JOHN is seen off to the right, zoom back and off to the left to MR HOLDEN leaving podium, standing before MRS KENNEDY.

The Shot List will still print out with the description when the full description details are printed.

Goal	What you did in old ARC	What to do in new ARC
Hierarchy Display	<p>You viewed the hierarchical display from any result page by pressing the SEE HIERARCHY button.</p> <p>Your search results appeared bolded and you could graphically see the higher level descriptions to which your results were linked.</p> <div data-bbox="289 489 881 867" style="border: 1px solid black; padding: 5px;"> <p>Record Group 111: Records of the Office of the Chief Signal Officer, 1860 - 1982.</p> <p>Creator: Department of Defense. Department of the Army. Office of the Chief Signal Officer. (09/18/1947 - 02/28/1964)</p> <p>Series: Documentary Films, ca. 1914 - ca. 1944.</p> <p>Contact: Motion Picture, Sound, and Video Records LICON, Special Media Archives Services Division (NWCS-M), National Archives at College Park, 8601 Adelphi Road, College Park, MD, 20740-6001. PHONE: 301-837-3540; FAX: 301-837-3620; EMAIL: mooov@nara.gov.</p> <p>Item Container Count THUNDERBIRDS, 1945 (Moving Images)</p> <p>Creator: Department of Defense. Department of the Army. Office of the Deputy Chief of Staff for Operations. U.S. Army Audiovisual Center. (ca. 1974 - 05/15/1984)</p> <p>Series: Motion Picture Films From the Army Library Copy Collection, 1953 - 1980.</p> <p>Contact: Motion Picture, Sound, and Video Records LICON, Special Media Archives Services Division (NWCS-M), National Archives at College Park, 8601 Adelphi Road, College Park, MD, 20740-6001. PHONE: 301-837-3540; FAX: 301-837-3620; EMAIL: mooov@nara.gov.</p> <p>Item Container Count US aid to Iran, Iran, 1962 ? (Moving Images) EXERCISE PATHFINDER EXPRESS, 05/11/1967 - 05/28/1967 (Moving Images)</p> </div>	<p>You can still view the hierarchy display from any result page. Click on the Hierarchy tab to see the hierarchy.</p> <p>Your search results still appear bolded and are also hyperlinked to take you right to the full description details.</p> <p>You are now able to expand and collapse the hierarchy with minus and plus buttons, to minimize scrolling.</p> <p>Graphical icons also illustrate a Record Group or Collection as a file cabinet, a Series as a drawer in that cabinet, a File Unit as a file folder, and an Item as a page from that folder.</p> <div data-bbox="922 730 1507 961" style="border: 1px solid black; padding: 5px;"> <p>Collection FDR:PPF: Papers as President, President's Personal File, 1933 - 1945</p> <p>ARC ID: 1185</p> <p>Creator: President (1933-1945 - Roosevelt) (1933 - 1945)</p> <p>Series: Papers as President, Press Conferences, compiled 1933 - 1945</p> <p>ARC ID: 198098</p> <p>Contact: Franklin D. Roosevelt Library (NLFR), 4079 Albany Post Road, Hyde Park, NY, 12538-1999. PHONE: 845-486-7770; FAX: 845-486-1147; EMAIL: roosevelt.library@nara.gov</p> <p>File Unit Container Count PPF 207 (Kennedy, Joseph P.), 1933 - 1945 ARC ID: 198120</p> <p>Item Container Count Franklin D. Roosevelt letter to Robert Kennedy and reply, 07-12-1925 (Textual Record) ARC ID: 198121</p> <p style="text-align: right;">Add to My List</p> </div>

NEW FEATURES:

1. Search within

You can narrow a search within a particular Record Group, Collection, Series, or File Unit.

In the example shown below, this Series contains six File Units. In the description details, click on the "Search within this Series" button.

Papers of President Kennedy: President's Office Files: Countries, compiled
01/20/1961 - 11/22/1963

ARC Identifier 193654

Series from Collection JFK-POF: Papers of John F. Kennedy: President's Office Files, 01/20/1961 - 11/22/1963

[Email](#) [Print](#)
[Add to My List](#)

[Details](#) | [Scope & Content](#) | [Archived Copies](#) | [Hierarchy](#)

Creator(s): [President \(1961-1963 : Kennedy\). Office of the Personal Secretary. \(1961 - 1963\)](#)

Type(s) of Archival Materials: Textual Records

Contact(s): John F. Kennedy Library (NLJFK), Columbia Point, Boston, MA, 02125-3398. PHONE: 617-514-1600; FAX: 617-514-1652; EMAIL: kennedy.library@nara.gov.

Inclusive Dates: 01/20/1961 - 11/22/1963

Part Of: [Collection JFK-POF: Papers of John F. Kennedy: President's Office Files, 01/20/1961 - 11/22/1963](#)

Includes: [6 file units described in ARC](#) [Search within this Series](#)

Arrangement: Arranged alphabetical/chronological order by country. General and security files for each country are segregated.

Use Restriction(s): Undetermined

Variant Control Number(s): NAIL Control Number: NLK-POF-CNTRY5

This brings up a new search screen, allowing you to conduct a Basic or Advanced search only on those six File Unit descriptions.

Archival Descriptions Search

Search within: Papers of President Kennedy: President's Office Files: Countries, 01/20/1961 - 11/22/1963
 Remove 'Search Within' filter and allow all records in ARC to be searched Return to Results

Search Tips

e.g Civil War

Limit results to [Advanced Search](#)

Highlight Search Terms *(on the results page)*

You can also perform a Digital Copies Search within the descriptions of a particular Record Group or Collection. You can also choose to cancel this search and return to your previous search results, or cancel the search and return to a new blank search screen.

2. Highlight search terms

A new checkbox option is available on the Basic and Advanced Search screens, as well as the summary results and description details pages. Click the checkbox at any time to highlight your search terms within the search results and archival descriptions. To turn it off, simply click the checkbox again.



The highlighting does not carry over to the printing or emailing of records. If you want to print records with the search terms highlighted, print the description(s) directly within the browser by going to File – Print on the browser menu.

3. Tabular display for description details

Archival descriptions are now better organized with separate tabs for description Details, Scope and Content Note, Shot List, Archived Copies information, Digital Copies, and Hierarchy.

Hyannisport Weekend- President Kennedy with children, 08/03/1963 Email Print

ARC Identifier 194265 Add to My List

Item from Collection JFK-WHP: White House Photographs, 12/19/1960 - 03/11/1964

Details
Scope & Content
Archived Copies
 Digital Copies
Hierarchy

Creator(s):	President (1961-1963 : Kennedy). Office of the Naval Aide to the President. (1961 - 1963)
Type(s) of Archival Materials:	Photographs and other Graphic Materials
Contact(s):	John F. Kennedy Library (NLJFK), Columbia Point, Boston, MA, 02125-3398. PHONE: 617-514-1600; FAX: 617-514-1652; EMAIL: kennedy.library@nara.gov .
Production Date(s):	08/03/1963
Part Of:	Series: Cecil Stoughton White House Photographs, compiled 01/29/1961 - 12/31/1963
Access Restriction(s):	Unrestricted
Use Restriction(s):	Unrestricted
Variant Control Number(s):	NAIL Control Number: NLK-WHP-ST-STC2601163
Index Terms:	<ul style="list-style-type: none"> • Contributors to Authorship and/or Production of the Archival Materials: <ul style="list-style-type: none"> ◦ Stoughton, Cecil, Photographer

The tabular display reduces scrolling and makes it easier for users to pinpoint specific information in a description.

4. Emailing archival descriptions

You were previously not able to email archival descriptions directly from ARC. You can now email individual or multiple descriptions from ARC to yourself or to a third party. This is also done from within My List.

During an active session, you can save up to 2,000 descriptions to My List, and email these descriptions from within My List. On the summary results list, there is a button to the right of each description to “Add to My List”. Click this button to add individual archival descriptions to My List.



You can also elect to add all results in a hit list to My List. Click on the “Add all Results to My List” button.



To go to My List for printing and emailing, click the View My List button in the upper right corner of the screen.



My List results look similar to a summary hit list display.

My List Results

Results 1 - 2 of 2

View results by: **Summary**

<p>1 President's Office Files, compiled 1961 - 1963 ARC Identifier 564800 Textual Records from the President (1961-1963 : Kennedy). Office of the President. (01/20/1961 - 11/22/1963) John F. Kennedy Library, Boston, MA Series from Collection JFK-3: Presidential Papers of John F. Kennedy, 1961 - 1963</p>	<p> Email  Print </p>
<p>2 KENNEDY INAUGURATION 1961, 1961 ARC Identifier 61240 / Local Identifier 330.1 Moving Images from the Department of Defense. Assistant Secretary of Defense (Public Affairs). American Forces Information Service American Forces Press and Publication Service. (1977 -) Motion Picture, Sound, and Video Records LICON, Special Media Archives Services Division, College Park, MD Item from Record Group 330: Records of the Office of the Secretary of Defense, 1921 - 2004</p>	<p> Email  </p>

After adding results to My List, you can email a single archival description or the entire set of results saved to My List.

To email a single archival description in My List, click the “Email” button to the right of the record.



To email all of the descriptions in My List, click the “Email all Results” button in the upper right corner of the screen.



After clicking on one of the email buttons, an email window will appear. For a single description, the Email Description window will appear.

Email Description

To * Email Tips

Summary

including Thumbnails

For multiple descriptions, the Email Results window will appear.

Email Results

To * Email Tips

Summary

including Thumbnails

You can only email a brief summary of the description(s). You cannot email the full details of the description(s). If there is a digital copy associated with the description, you can also click in the box “including Thumbnails”.

After making your selection and clicking “Send”, you will receive a confirmation message at the top of the screen that the “Email has been successfully sent”.

Please contact us at arc@nara.gov if we can be of assistance.