

SEARCH, BROWSE, REFINE

There are many, many ways users can access the Library of Virginia's digital collections. The Kaine Email Collection is especially large. It is also full-text searchable, which can greatly enhance access but can also overwhelm users with thousands of results.

This Tip Sheet explains at a high-level several access points to the Kaine emails.

From the main search page, users can search across all of the Library's collections or narrow searching to highlevel collections, as seen here:

Search Resu	ults Prev	ious Searches	e-Shelf		20
Simple Searc	h Ac	Ivanced Search	Users can search digital collections County and City F Government Docs	across all of the Library's 6, including Prints & Photos, Ma Records, Civil War materials, 5you get the idea.	aps,
Select collecti	on: General		;	Contains Exact Starts W	ïth
Collect	ions	This can be ar number of our you know EXA a more frustra	n extremely tricky pro modern digital reco ACTLY what you wan ting than useful way	pposition, especially since a lar rds are full-text searchable. Un t (and how to find it), this might to access the Kaine emails	ge less t be
	County & City	<u>r Records</u> (1479) , <u>Cohabitation Regis</u>	ters , Public Buildings and t	Grounds	Ma Alar Civi



Or a little more specifically by selecting State Archives Collections:

		broader State Archives Collections. Search at this level returns results from all "sub-
Simple Search	Advanced Search	collections in the State Archives Collection
		/
Select collection:	General	;
	General	
A word or phrase:	All Collections - Admin Unit LVA	01 • Contains Exact Starts V
	County & City Records	
	Map Collections	/
	Print, Photograph & Original Art	Collections
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ollectio	Social Media Collection	
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There is also the Advanced Search tab. You can do more complex searches using this tab since you can add extra search terms. Again, searching can be at the highest "General" level or refined to "State Archives Collections."

Simple Search	Advanced Search					
Se	elect collection:	General ÷	Use this pull-down to select State Archives Collections.	GO		
 Set 	earch in fields:	All Fields	And ‡			
		All Fields	And 🗘			
		All Fields				
		Contains Exact Starts With				
Media type:	ALL 🗘	File format:	PDF DCC PCC RTF TXT			
0		(And Advance (Fig.)			
All Fields All Fields Title	The	collections are searched by k	keyword.			
Publisher Creator/Contribut	_{or} Whe	en you limit the keyword(s) to	o a specific field, search results may be more re	fined and		
Subject Date Language	specific. To search in the attachments text only, select Full Text Only.					
Format of Origina Metadata Only Full Text Only Coverage PartitionA	Plea sear	Please note, Subject does not refer to the subject of an email string. That is more how you search for a book by subject in a library catalog.				
Source	In th	ne Kaine Email collection we u	use the Title field to display subjects as listed o	n emails.		



Maybe you'd rather browse

The Kaine Email is organized as a sub-collection within the State Archives Collections.



More ...

Follmer, Marc (5141)

Collections > State Archives Collections > Timothy M. Kaine Administration (2006-2010) Emails > All Emails from Kaine Administration



So, you think you want to browse all 66,422 emails in the Kaine Email Collection, eh? Well, maybe not.

But once you get here, you can REFINE your search – that is, search within the results set that is seen in the Brief view to the left.



Begin refining your search results with the Refine link in the top right corner of the screen.

earch 'W-partitionA Brief view Tab	= kaineemail' in 'Admin Unit ARC01' Collect le view Full view	ion [Sorted by: Title/Creator] Refine Search
Records 1- 20 of 66	422	Original Search: W-partitionA= kaineemail
	1. Thanks! 2. Ed Turner Tavenner, Marilyn (From:) Harms, Stephen (To:) 2006-07-27 21:07	And Or Without Search in field: All Fields : Search Text: Refine Cancel
CHEFT Decementation to the test	2 language amendments Harms, Stephen (From:) 'smassar@leg.state.va.us' (To:) 2006-02-13 17:25	Tavenner, Marilyn (From:) Jaspen, Gali; Harms, Stephen (To:) 2006-07-27 11:58

Let's say we want to find only email that contain the exact phrase "George Mason". Enter your terms in quotes in the Search Text box and click Refine.





By adding another refine term— tuition—the results are even more specific.



Keep refining until you feel like you've got a reasonable number of emails to review. By default, the results are displayed in alphabetical order by title. You can change the sort order to date—most recent to oldest—using the Sort by pull-down on the right.

Title	/Creator]				
B	rief view Ta	able view Full view			Sort by: Title +
Re	ecords 1-20 of	127			1 2 3 4
1	h Billion Mariana Mariana Mariana Mariana Mariana	2009 State of the Commonwealth DRAFT TWO.doc Kaine, Tim (From:) Shepard, Brian; Tran, Lynda (To:) 2009-01-12 06:58	2	A Distance of the second secon	2010-2012 Base Adjustments Darr, Don (DPB) <don.darr@dpb.virginia.gov> (From:) Turnage, Wayne; Harms, Stephen (To:) 2009-07-16 11:29</don.darr@dpb.virginia.gov>
3		05.27.08 News Clips Kaine, Tim (From:) Rubin, Mark; Denslow, Suzette; Skinner, Delacey; Shepard, Brian; Roberts, Larry; Homer, Pierce; Rees 2008-05-27 16:40	4		05.27.08 News Clips Kaine, Tim (From:) Rubin, Mark; Denslow, Suzette; Skinner, Delacey; Shepard, Brian; Roberts, Larry; Homer, Pierce; Rees 2008-05-27 16:40
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5	t Barn	08.17.09 News Clips Kaine, Tim (From:) Brown, Ric; Turnage, Wayne; Shepard, Brian; Rubin, Mark;	6	P. Brees B. Real Brees Billion	08.17.09 News Clips Kaine, Tim (From:) Brown, Ric; Turnage, Wayne; Shepard, Brian; Rubin, Mark;

