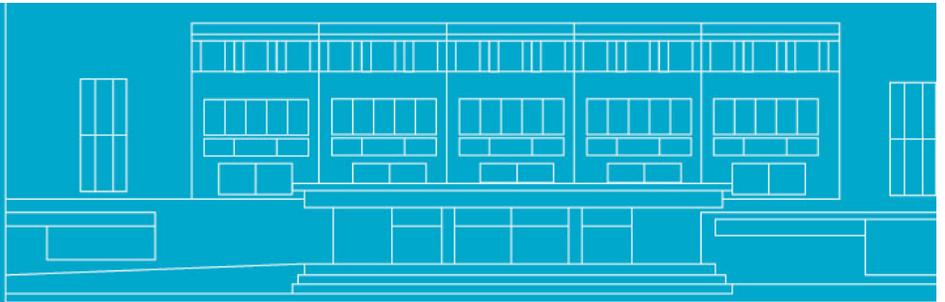# Digital Collections Search Tips

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 high-level collections, as seen here:

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Or a little more specifically by selecting State Archives Collections:
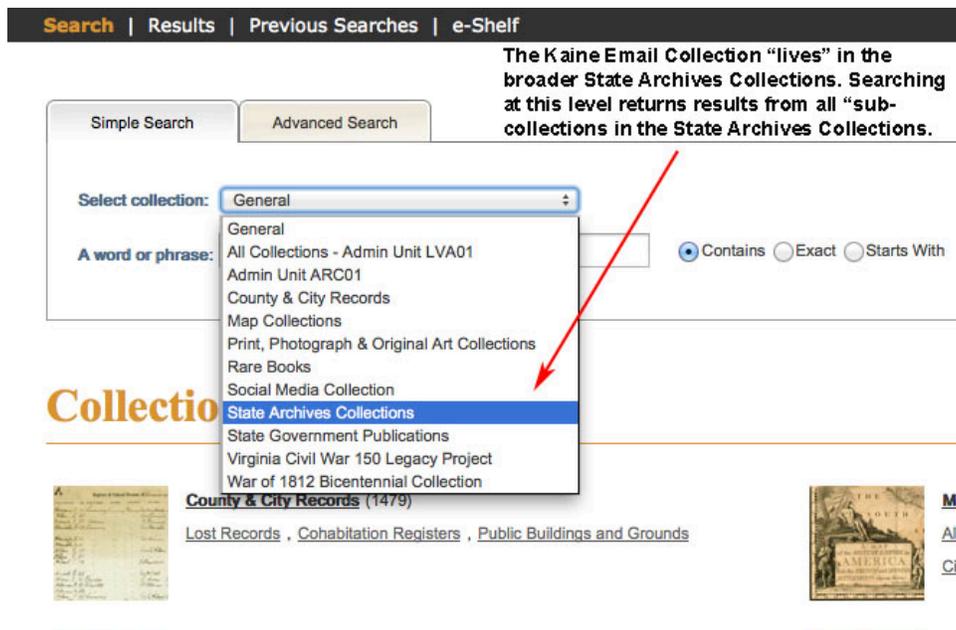
There is also the Advanced Search tab. You can do more complex searches using this tab since you can add extra search terms. Again, searching can be at the highest "General" level or refined to "State Archives Collections."
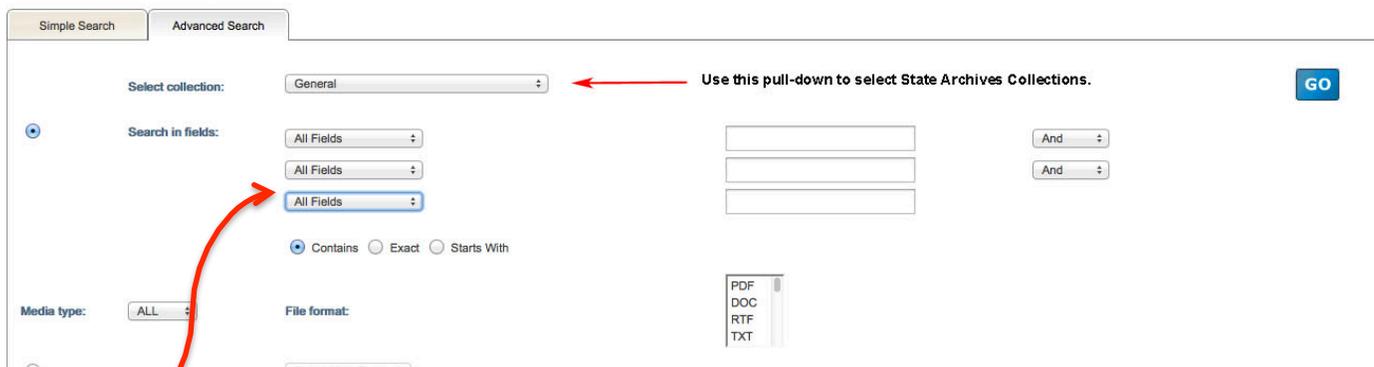
The collections are searched by keyword.

When you limit the keyword(s) to a specific field, search results may be more refined and specific. To search in the attachments text only, select Full Text Only.

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.
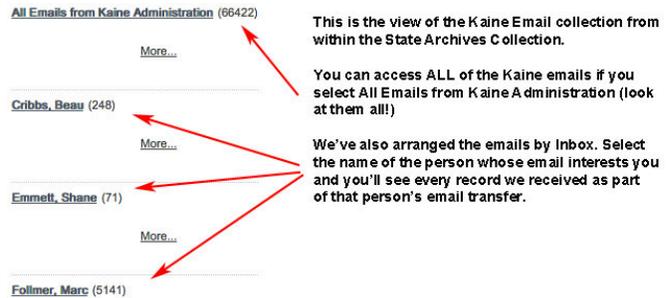
In the Kaine Email collection we use the Title field to display subjects as listed on emails.

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Maybe you'd rather browse….

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

State Archives Collections (143169)
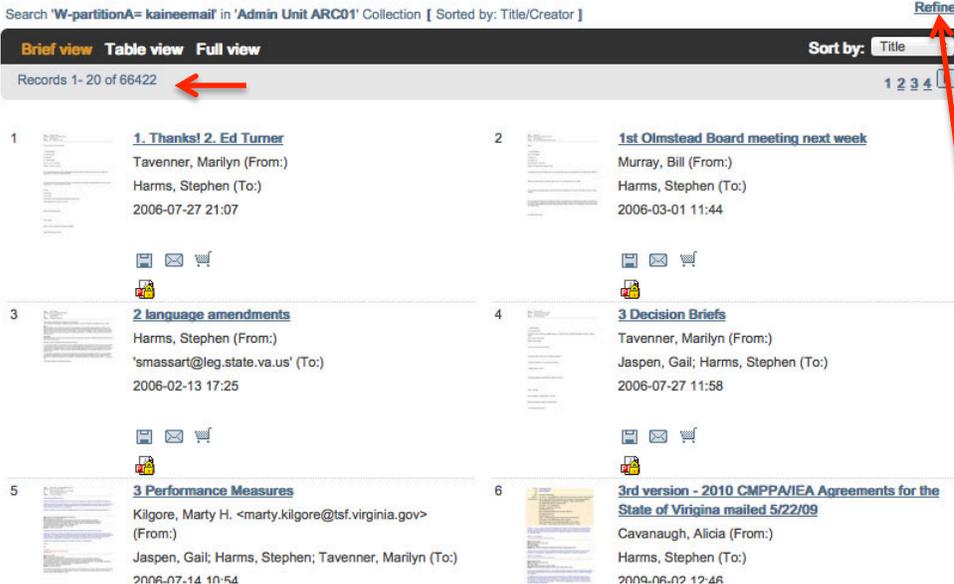Executive Orders , Mark R. Warner Administration (2002-2006)
Records , Timothy M. Kaine Administration (2006-2010) Emails
…

When you select Timothy M. Kaine Administration (2006-2010) Emails, you'll see this

Search | Results | Previous Searches | e-Shelf   Login | Preferences | Help

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

Visit www.virginiamemory.com/collections/kaine for project background and helpful search tips!   More…

All Emails from Kaine Administration (66422)

More…

Cribbs, Beau (248)

More…

Emmett, Shane (71)

More…

Follmer, Marc (5141)

This is the view of the Kaine Email collection from within the State Archives Collection.

You can access ALL of the Kaine emails if you select All Emails from Kaine Administration (look at them all!)

We've also arranged the emails by Inbox. Select the name of the person whose email interests you and you'll see every record we received as part of that person's email transfer.

Collections > State Archives Collections > Timothy M. Kaine Administration (2006-2010) Emails > All Emails from Kaine Administration
Search 'W-partitionA= kaineemail' in 'Admin Unit ARC01' Collection [Sorted by: Title/Creator]   Refine

Brief view Table view Full view   Sort by: Title

Records 1- 20 of 66422   1 2 3 4

1 **1. Thanks! 2. Ed Turner**
   Tavenner, Marilyn (From:)
   Harms, Stephen (To:)
   2006-07-27 21:07

2 **1st Olmstead Board meeting next week**
   Murray, Bill (From:)
   Harms, Stephen (To:)
   2006-03-01 11:44

3 **2 language amendments**
   Harms, Stephen (From:)
   'smassart@leg.state.va.us' (To:)
   2006-02-13 17:25

4 **3 Decision Briefs**
   Tavenner, Marilyn (From:)
   Jaspen, Gail; Harms, Stephen (To:)
   2006-07-27 11:58

5 **3 Performance Measures**
   Kilgore, Marty H. <marty.kilgore@tsf.virginia.gov> (From:)
   Jaspen, Gail; Harms, Stephen; Tavenner, Marilyn (To:)
   2006-07-14 10:54

6 **3rd version - 2010 CMPPA/IEA Agreements for the State of Virgina mailed 5/22/09**
   Cavanaugh, Alicia (From:)
   Harms, Stephen (To:)
   2009-06-02 12:46

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.

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.

That got the results set down quite a bit!

But you can refine this results set even more....

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

Note: You can also refer to your Original Search term history….

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.