Digital Collections Search Tips
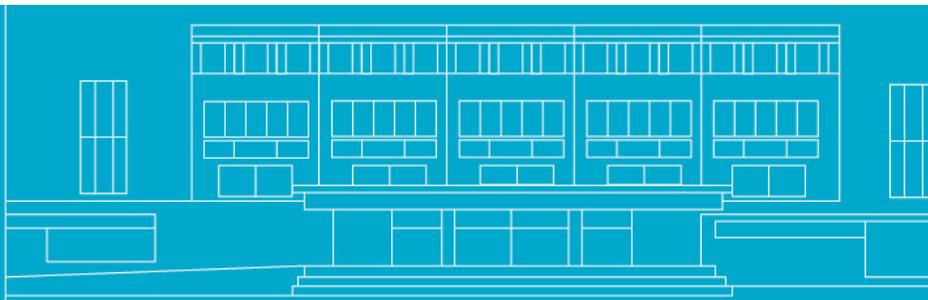
Saving or Emailing Keepers

So you've done lots of research and have finally hit pay dirt! Well done!

But now how do you keep track and retain everything you need? There are specific tools in the system that are helpful.

Regardless of the view you're in – Brief, Table or Full – you'll notice two icons that will help you keep track of your research:

The "disk" icon to locally save your information

And the "envelope" icon to email yourself information

See, here they are in the Full View.

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Using the SAVE option

When you select the disk icon, the following windows open:

Enter any information that will help you remember what you're saving and why.
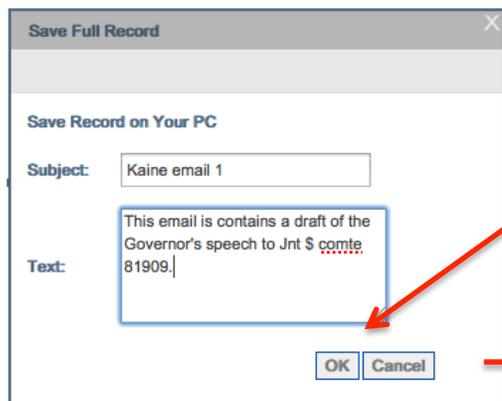
Save Full Record

Save Record on Your PC

Subject: Kaine email 1

Text: This email is contains a draft of the Governor's speech to Jnt $ comte 81909.

OK Cancel

After you click OK, the next window opens:

Save file on PC

Click 💾 to save the file on your PC.

Opening gen0111433.sav

You have chosen to open:

📄 gen0111433.sav

which is: sav File (1.4 KB)
from: http://digitool1.lva.lib.va.us:8881

What should Firefox do with this file?

○ Open with Choose...
● Save File
☐ Do this automatically for files like this from now on.

Cancel OK
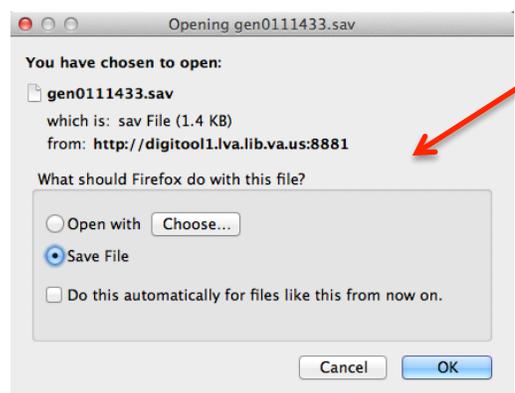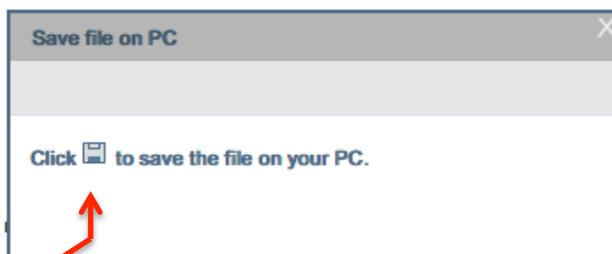
In this example, the file is saved to the "Downloads" folder. The file name is a little funny: gen0111443.sav

You can open the .sav file in a text editor (Notepad, WordPad, etc.), an HTML or XML editor, a web browser, or in something like Word. It's just a text file so it doesn't really matter.

Here's what you get when you open it:

```
Date : 09/01/2014

Global information:

Subject: Kaine email 1
Note: This email is contains a draft of the Governor's speech to Jnt $ comte 81909.

_____
Record number      000092130

Title              Please email me

Title              Email Records from the Office of the Governor (Kaine:
                   2006-2010)

Creator            Kaine, Tim (From:)

Description.ABS    FW: Please email me

Date.Issued        2009-08-17 20:17

Format.Extent      73 KB

Format.IMT         PDF

Source             TKAINE.PST

Relation.IsFormatOf  PST

Rights             RIGHTS NOTE: Users are required to login in order to
                   view digital files of the Kaine Email collection. Login
                   is required only once during each active session.
                   Please select Login at the top right of this screen for
                   more information.

Links for Viewing Objects:
_____

http://digitool1.lva.lib.va.us:1801/webclient/DeliveryManager?
application=DIGITOOL-3&owner=resourcediscovery&custom_att_2=simple_viewer&pid=334757

http://digitool1.lva.lib.va.us:8881/R/-?func=dbin-jump-full&amp;object_id=334757&amp;silo_library=GEN01
```

Here's the info you entered in the first window.

This is some of the metadata about the email. If necessary in the future, you can search by the Record number.

These are links to the email pdf file and the metadata record (aka Full View). It's just text, so you'll have to copy & paste into your browser window.

Using the EMAIL option

Emailing yourself – or someone else – the information from your results is very similar to saving it. However, we find it a little easier and more useful.

When you select the disk icon, the following windows open:
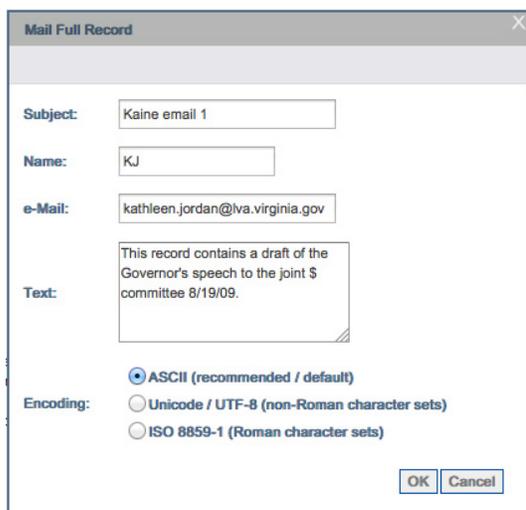
Mail Full Record

Subject: Kaine email 1

Name: KJ

e-Mail: kathleen.jordan@lva.virginia.gov

Text: This record contains a draft of the Governor's speech to the joint $ committee 8/19/09.

Encoding:
- ⦿ ASCII (recommended / default)
- ○ Unicode / UTF-8 (non-Roman character sets)
- ○ ISO 8859-1 (Roman character sets)

OK Cancel

Fill out the information you need and click OK. Then wait for it to appear in your inbox….like this:

	From	Subject
▼ TODAY		
✉	**dtl@digitool1.lva.lib.va.us**	**Kaine email 1**
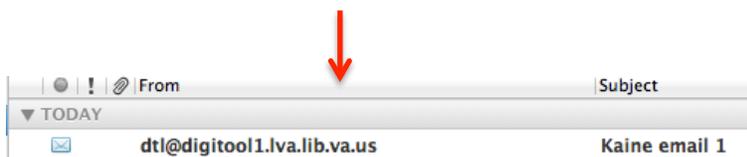
The email message looks very similar to the .sav file generated from Saving the record:
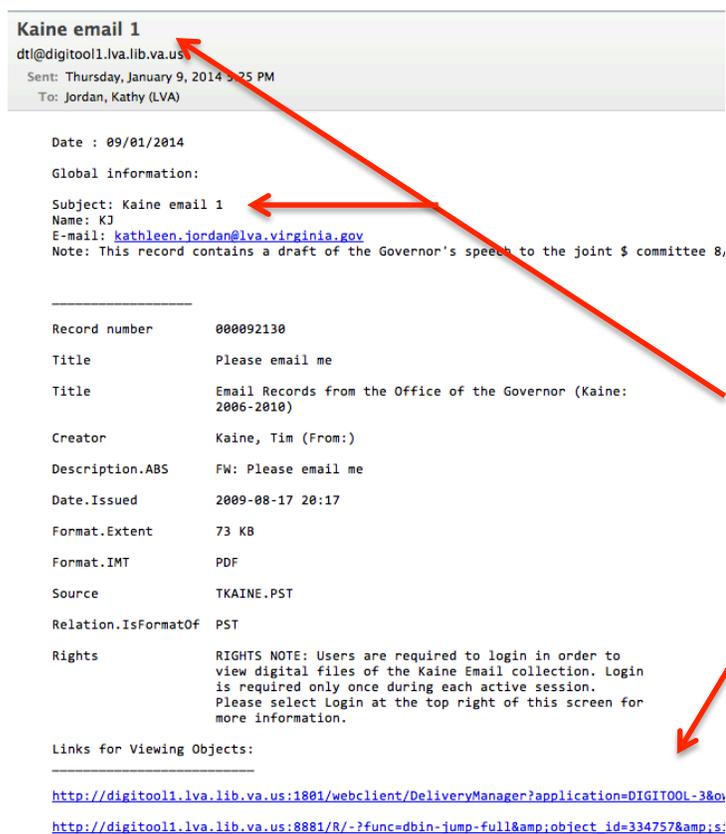
Kaine email 1
dtl@digitool1.lva.lib.va.us
Sent: Thursday, January 9, 2014 5:25 PM
To: Jordan, Kathy (LVA)

Date : 09/01/2014

Global information:

Subject: Kaine email 1
Name: KJ
E-mail: kathleen.jordan@lva.virginia.gov
Note: This record contains a draft of the Governor's speech to the joint $ committee 8,

_____

Record number	000092130
Title	Please email me
Title	Email Records from the Office of the Governor (Kaine: 2006-2010)
Creator	Kaine, Tim (From:)
Description.ABS	FW: Please email me
Date.Issued	2009-08-17 20:17
Format.Extent	73 KB
Format.IMT	PDF
Source	TKAINE.PST
Relation.IsFormatOf	PST
Rights	RIGHTS NOTE: Users are required to login in order to view digital files of the Kaine Email collection. Login is required only once during each active session. Please select Login at the top right of this screen for more information.

Links for Viewing Objects:
_____

http://digitool1.lva.lib.va.us:1801/webclient/DeliveryManager?application=DIGITOOL-3&ou

http://digitool1.lva.lib.va.us:8881/R/-?func=dbin-jump-full&object_id=334757&s:

The email message you receive is a little more useful than the .sav file.

Note that your email subject (entered when you sent yourself the information) can be whatever you like and whatever will help you identify or organize the file at a later date.

Also, the links to the pdf file and the Full view at the bottom are "clickable."

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