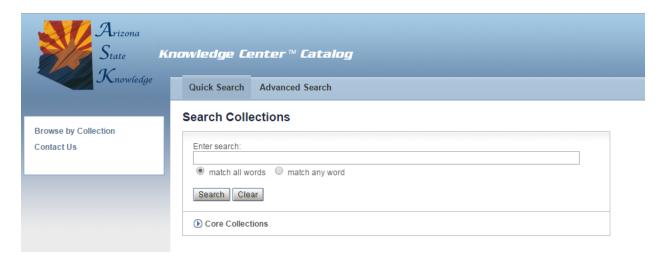# Start Page – ask.azlibrary.gov

Browse by Collection – Alphabetical listing of all collections held by the Arizona State Archives. Click on a collection to generate a Finding Aid Report for the entire collection.

Contact Us – Use to submit a question or make a request.

Quick Search – Use to search across all collections and levels of description.

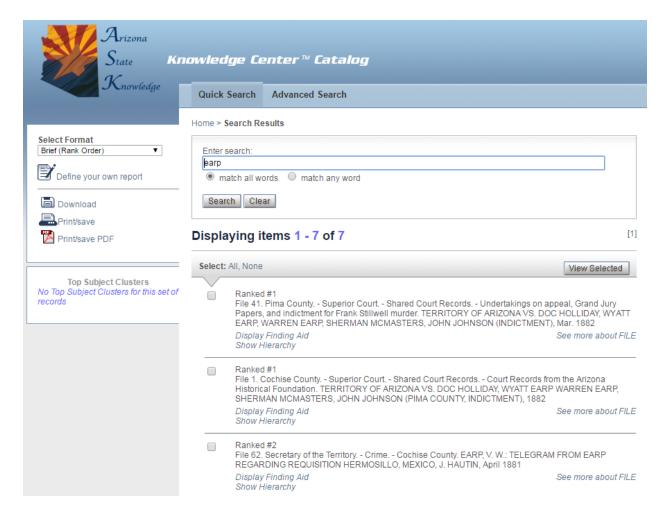**Advanced Search** – Use to run a more precise search.

Core Collections – Alphabetical listing of the most requested collections at the Arizona State Archives. Click on a collection to generate a Finding Aid report for the entire collection.

General Tips

- Use the "breadcrumbs" located under the search tabs to navigate between result pages and the start page. Home > Browse by Collection > Finding Aid   Using the back button may cause you to lose your results.
- Results showing **(title/description for this level not available)** either means the collection is still being worked on or that the record is not a public record. Please contact us for assistance.
- Records are arranged by the agency/person who created the record. For example, Maricopa County marriages are under Maricopa County, Cochise County marriages are under Cochise County, etc.
- Marriages and divorces are located in the Superior Court records under the county in which the event took place.
- Arizona's public birth and death records can be searched at http://genealogy.az.gov/.

Quick Search

Displaying Items – Lists number of results in a ranked order.

Select Format – Provides different options for viewing results and downloading or printing your results.
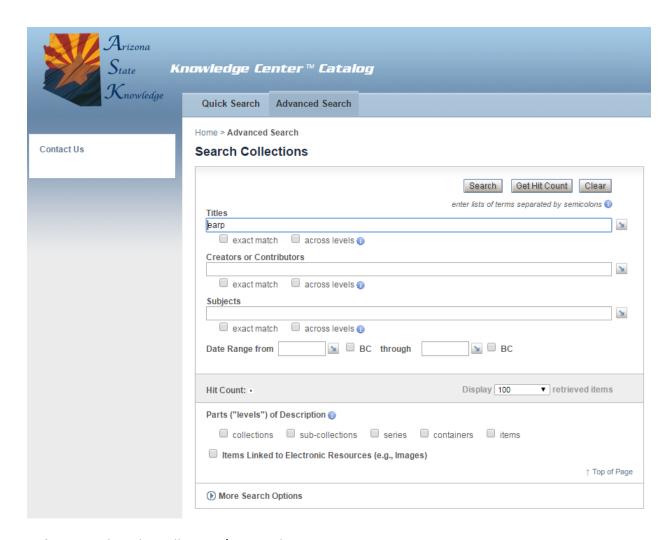
Display Finding Aid – Generates finding aid for specific result.

Show Hierarchy- Brings up the entire collection hierarchy in a separate window for browsing.

View Selected – Creates a new view screen showing only the results selected by using the checkbox ☑ or the select all function.

Advanced Search

Title – Searches the collection/ item title.

Creators or Contributors – If doing a keyword search click on across levels. Otherwise use the picklist option to select a creator.
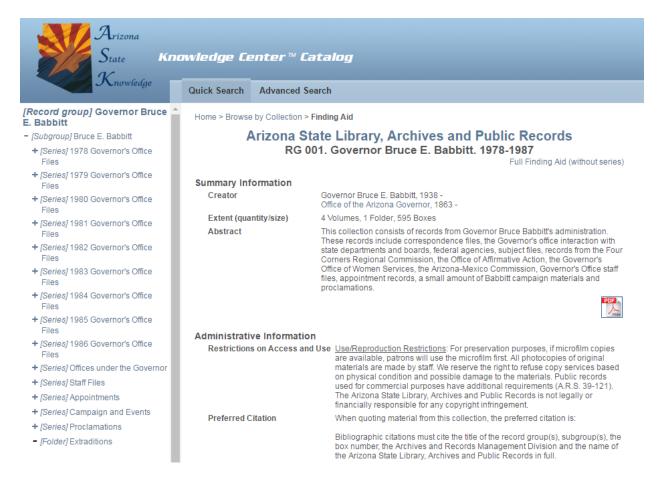
Subjects – Not available at this time.

Date Range – Enter dates to narrow your search.

Parts ("levels") of Description – Use to identify the different levels you want to search.

More Search Options – Use to search additional fields.

Get Hit Count – Displays numbers of results prior to running a search.

Finding Aid Report

Left Frame – Provides collection hierarchy that you can click through to browse collection. Selecting a title on the left frame will generate a new report in the right frame reflecting your selection on the left.

Right Frame – Generates a finding aid based on your selection in the left frame.

Full Finding Aid – Generates the complete finding aid in a separate window for printing. (Not available on all collections).

General Tips

- Additional indexes appear in the right frame as pdf or document icons.
- Helpful information about the arrangement of records, how to access records, or additional resources appears in the Administrative Information section.