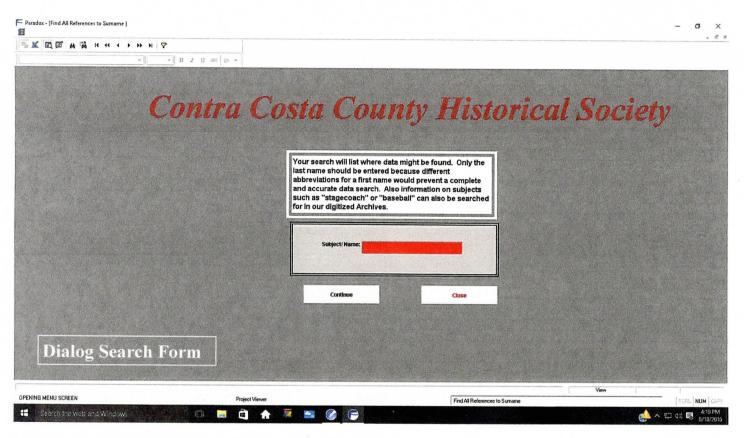
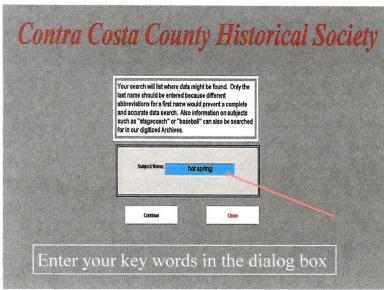
## Simple Research Tips for the PACT Universal Search Tool

Our archive contain nearly a million documents and is rapidly growing. Begin your research by quickly seeing what is available. You will use our Universal Search Module. With the USM you will discover what information our archive contains about your subject.

There is a large icon in the lower center part of the PACT screen. It is labeled the "Universal Search Module" (USM). We always start here. Click on the icon and the Dialog Search Form appears. In its dialog box enter a key word or words. A key word is a word or number that the computer will use to search through our database tables. A list of the documents, photos or maps in our archive that have this key word or words in their description will then appear in the File List Form.





In this example we will research the historic Byron Hot Springs. Enter "hot springs" as our key word or words. We keep it simple since Byron Hot Springs had several names and we want to collect all the information available.

Click on the "Continue" button." Choose "Search All Tables" on the pop up menu. In a minute or so a new form will appear containing a listing of all the documents, photos and maps that have in their description the words, "hot springs." This is the File List Form.

This File List Form lists the data files that you found. The first two fields going from left to right

	Surname/Subject	Given Name/Description	TABLENAME	
View/Print	BRYRON HOT SPRINGS	Tracy Interrogation Center	Placenam.db	
	BYRON HOT SPRINGS		INDEXCRT	
ck on the urname"	BYRON HOT SPRINGS	Mead Springs	Placenam.db	
d for record	BYRON HOT SPRINGS	Sulphur, Salt and Hot Springs	Placenam, db	
	BYRON HOT SPRINGS AREA	Byron Hot Springs Station	Placenam.db	
	BYRON HOT SPRINGS AREA	Kings Palace	Placenam.db	
Search Results	BYRON HOT SPRINGS QUADRANGLE	1 map : col.	Maps.db	
	Brochure for Byron Hot Springs	STRUCTURES	Photo.db	
Close	Bryon Hot Springs bootlegging	nd	Vealedoc.db	
	Byron - Byron Hot Springs	Clip - City	Archive.db	
	Byron Hot Springs	Calendar/thermometer	Vealedoc.db	
	Byron Hot Springs	Clip - City	Archive.db	
	Byron Hot Springs	Pamphlets received/wish you success	Vealedoc.db	
le Lis	Byron Hot Springs	STRUCTURES	Photo.db	
IC LIS	Byron Hot Springs	Suit-action against Courtney	Vealedoc.db	

give a brief description of the file. The last field tells you in what table the information is contained.

Single click on the first field and a new form appears as shown below. This is the Data Information Form which gives you the location of the files and detailed record information so that you can decide whether to examine or purchase the actual document or graphic.

Below is an example of a Data Information Form with additional information on this

particular file. In this case there is also button, "View Photo," that allows you to see the photo for possible purchase. On this form is all the information required to retrieve the file or document.

PHOTO NO.:	15127	Photo Index		Tpioto.trl
LOCATION:	BYRON			
DESCRIPTION:	Brochure for Byron Hot Springs		Close	
CATEGORY 1.	STRUCTURES		Print	
CATEGORY 2:	COMMERCIAL		5	
MEMO:	Page 1 of 4		<u>N</u> ext	Number of Records: 4
			<u>P</u> revious	Record Number: 1
PHOTO FILED IN:	FG			
DATE:	c1905			
ACCESSION NUMB	ER:		View Photo	
PERSON'S NAME:				
LAST DATE:	8/2/2016			
TYPE:	PDT			

Use the "Close" button on the Data Information Form to return to the File list Form.

There are three buttons on the left side of the File List Form. The button, "View/Print," allows you to view and print the file information listing found in a particular table on the "pop down" menu.

	Surname/Sub	ject	Given Name/Description	TABLENAME	
View/Print	BRYRON HOT SPRINGS	RYRON HOT SPRINGS		Placenam.db	
lick on the	Archival Results Biography Results		Pop down Menu	INDEXCRT	
"Surname" field for rec details.	Gallent Collection Results		Mead Springs	Placenam.db	
	Indexcrt Table - Court Results Library Results		Sulphur, Salt and Hot Springs	Placenam.db	
	Maps Result  Marriage Results		Byron Hot Springs Station	Placenam, db	
	Obituary Results 1852 Census Results Voters 1902 Results		Kings Palace	Placenam.db	
Print Search Resul		<b>IGLE</b>	1 map : col.	Maps.db	
	Photo Results Place Name Results		STRUCTURES	Photo:db	
	Rego Results		nd	Vealedoc.db	
	Veale Collection Results		Clip - City	Archive.db	
ata List Fo	Byron Hot Springs		Calendar/thermometer	Vealedoc.db	

The "Print Search Result" button allows you to view and print out the entire listing as shown belong. Please check with our staff before printing out the entire report. You might wish to only print out certain pages.

SURNAME	GIVEN NAME	TABLENAME
BRYRON HOT SPRINGS	Tracy Interrogation Center	Placenam.db
BYRON HOT SPRINGS		INDEXCRT
BYRON HOT SPRINGS	Mead Springs	Placenam.db
BYRON HOT SPRINGS	Sulphur, Salt and Hot Springs	Placenam.db
BYRON HOT SPRINGS AREA	Byron Hot Springs Station	Placenam.db
BYRON HOT SPRINGS AREA	Kings Palace	Placenam.db
BYRON HOT SPRINGS QUADRANGLE	1 map : col.	Maps.db
Brochure for Byron Hot Springs	STRUCTURES	Photo.db
Bryon Hot Springs bootlegging	nd	Vealedoc.db
Byron - Byron Hot Springs	Clip - City	Archive.db
Byron Hot Springs	Calendar/thermometer	Vealedoc.db
Byron Hot Springs	Clip - City	Archive.db
Byron Hot Springs	Pamphlets received/wish you success	Vealedoc.db
Byron Hot Springs	STRUCTURES	Photo.db
Byron Hot Springs	Suit-action against Courtney	Vealedoc.db
Byron Hot Springs	VIEWS	Photo.db
Byron Hot Springs -gardens grounds	STRUCTURES	Photo.db
Byron Hot Springs Hotel	STRUCTURES	Photo.db
Byron Hot Springs Hotel & grounds	STRUCTURES	Photo.db
Byron Hot Springs Hotel - Famous Hot salt spring	STRUCTURES	Photo.db
Byron Hot Springs Hotel - Game Room	STRUCTURES	Photo.db
Byron Hot Springs Hotel - closeup	STRUCTURES	Photo.db
Byron Hot Springs Hotel - cottages	STRUCTURES	Photo.db
Byron Hot Springs Hotel No. 3	STRUCTURES	Photo.db
Byron Hot Springs Hotel and grounds	STRUCTURES	Photo.db
Byron Hot Springs Hotel from hill	STRUCTURES	Photo.db
Byron Hot Springs Hotel grounds	STRUCTURES	Photo.db
Byron Hot Springs Hotel grounds 7-21-37	STRUCTURES	Photo.db
Byron Hot Springs Hotel interior	STRUCTURES	Photo.db
Byron Hot Springs Hotel tennis court	STRUCTURES	Photo.db
Byron Hot Springs Hotel trees	VIEWS	Photo.db
Byron Hot Springs Hotel well	STRUCTURES	Photo.db
Byron Hot Springs Hotel, brochure centerfold	STRUCTURES	Photo.db

Return to the Universal Search Form by using the "Close" button on the Data List Form. Enter a new key word or words in the Universal Search dialog box to expand your search for additional documents or files.

## Tips On Searching & Printing the Newspapers, Registry of Deeds, Books and Rego History Columns on the PACT Computer

While the **Universal Search Module (USM)** is an important research tool, there are also other historical sources that can be examined directly on the PACT computer. Although these files are often large, you can easily search them using the same key words that you used in the **USM**..

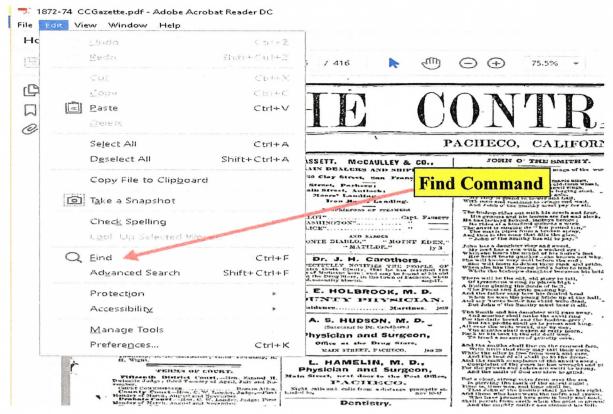
In doing so you may discover facts about your subject that are not found in the **Universal Search Module.** These documents have been scanned into a searchable format using a high resolution scanner and stored on the PACT computer. Just as in the **USM**, a key word can quickly find information about your subject no matter how large the file. Clicking the icons located on the PACT computer screen will give you access to these searchable documents.

The following section will give you an example of how to do a simple search and print. We will demonstrate by searching a large newspaper file. The newspapers are organized by name and year. We have over scanned 11,000 newspaper pages dating from 1864 through 1907. Click on a **Newspaper Icon** on the PACT screen. We will chose the **1872-74 Contra Costa Gazette** file folder. Click on it and the 1872-74 newspaper PDF file appears. Open this file.

*		HE C	ONTRA	L COS'	ra GA	ZETT	E.
	VOL. XV.	, 1	PACHECO, CALIFORNIA	A: SATURDAY MORNI	ING, SEPTEMBER 14,	1872.	NO. 2.
, T.	THE OUTRAL GOVE SAVETIES  PERLAMENT PRINT ANTURANT.  JUNNELER & POMETICIE,  BLANCER & DATE AND ANTURANT  JOHN CHARLES AND ANTURANT  TRAINS OF ANDOLORIPHON IN THE PRINT AND ANTURANT  TRAINS OF ANDOLORIPHON IN THE PRINT AND ANTURANT  TRAINS OF ANDOLORIPHON IN THE PRINT AND ANTURANT  TO ANTURE AND ANTURANT AND AND ANTURANT AND ANTURANT AND ANTURANT AND ANTURANT AND ANTURANT AND AND ANTURANT AND AND AND ANTURANT AND AND ANTURANT AND AND ANTURANT AND AND ANTURANT AND AND AN	FASSITI. NCCASILIT & CL. GRAIN DERACTION AND SUFFERING. 190 Carl March. San Francisco. 190 Land San Francisco. 190	FORM O THE SMITTER.  The inflatency is not of the major of the working.  The inflatency is not of the major of the working.  The inflatency is not of the major of the working.  The major of the major of the major of the working of the major of the majo	MIL MATTARD 8 HURD MAK.  "Gliberg, fabory, bedy the control of the	The matt day the ner form at the table. It would intringe rough to at down with the world intringe rough to at down with the to potting a second of the property of the total country of the total country of the total country of the total country of the second of being a second of being when the second of the s	san forth. He cane to most her with autorities had been been been been been been been bee	Agricultural Experiment Settema.  Reservature Districtor Performance in Events.  An interesting supers on the Agricultural Conference of the Settem.  An interesting supers on the Agricultural Conference of the Settem in Events in the Settem in Settem in the Settem in Settem i
	energebern. Particular attention pold in Makely and other Valuable Particus. Double Collections.	BROKER AND REAL ESTATE AGENT,	tinguishable and deserminable without outling the reserve to theco; the culve	responded remaintly, and Ohre had some	self wishing that the knew who was the		tal stations in travested in a " Central Com-

In our example we have selected the **1872-74 Contra Costa Gazette** file composed of 416 scanned pages. The first page of this large file is shown above.

We want to search this file for any possible information the newspaper may have on our research subject. Go to the tool bar at the top of the screen as shown in the illustration on page 2. To begin your search click on **Edit.** A pop down menu will appear. On this menu chose **Find**.



When you click on Find, a small dialog box will appear in the upper right hand corner of the screen. There you will enter your key word. In this example we will type "sheriff." Then click on the **Next** button below the Find dialog box.



In a few seconds the search will have found the first key word in the scanned newspaper file. The found key word will be highlighted in blue. You may click on the Next button to continue the search.

You may wish to print the article for your records. In our next example on page 3, we will show you how this is done.

My delay in answering, and my apparent confusion, however, raised me in their es-They now held me as a western desperado, too modest to confess his crimes. The English have quite a passion for the occidental ruffin.

I saw now so vividly how great had been my neglect to have lived full sixteen years in the roughest, wildest, most lawless camps in California, without killing at least one man; to have lived where the "shooting scrape" was a semi-weekly in stitution; where every one went " held with derringers, knives, and revovers; where the great pier-glass behind the bar at the Long Tom Saloon was trebled in value by the bullet-hole through it, sent thither during a controversy between Dr. B. and the sheriff. I lected opportunities.
fully say, "I, too, hat Key word found

"But there is a great deal or shooting and cutting among your people?" remarked the getleman.

I perceived that these men were hungry

for a meal of wild, western, bloody fiction.

It was cruel to deny them.

"I said: "Cortainly. We shoot much.
We shoot often, We shoot socially. If,
for instance, the company be sitting about
the stove in the Rifle Saloon, and the conversation flags, and things generally are dull, nothing is more common than for a gentleman to get up, stretch himself, draw his revolver, cock it, flourish it about his head, and proclaim himself the

OFFENSIVE ADVERTISING .chusetts Legislature has pa against the defacement of natu This, we take it, applies to me advertisements upon rocks, n

on boards upon trees, and the general ob-trusion of the rotices of quack medicine vendors all long the lines of our railways. It is quite time such a law was enacted in all our New England States. Some of the very finest bits of landscape are rendered worthless, comparatively, to the observer, by the daubs of paint thrust upon the sight in or on the most salient point. We have in mind now a spot where within a few rods there is, in the summer and autumn, a combination of beauty seldom seen. The water, the flowig bushes, the evergreen

ack ground of gray rock, bright, refreshing and attractive. But on this rock, over which the green vines and red variegated leaves trail so gracefully in the September days, and which of itself is a conspicuous object, there is a sprawling, parti-colored advertisement of Indian bitters. As if the fences and the boulders and barns were not enough, these "fellows of the baser sort" take possession of every available spot, regardless alike of the laws of trespass and restheties. If the people would enter into a solemn league and covenant never to purchase anything so advertised, the evil would soon be cured; says my motl

gintlemin, if So closer o

in a red coat
"Oh, step
of heaven!" boy is down into it last w in' I am, the with it last as big as pla

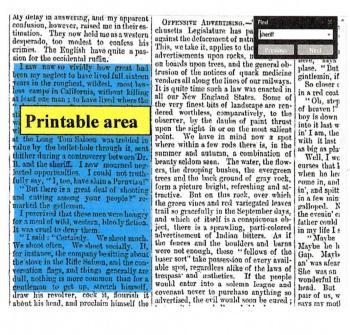
Well, I wo curses that I when he her come in, and in', and spitt in a few min galloned. the evenin' c father could in my life I s "Maybe

Maybe he h Gap. Mayb an' was afear She was an wonderful th head. But

Click on **Edit** in the tool bar again. On the drop down menu is the **Snapshot** command - click on it. With your mouse's cursor outline the area on the newspaper page that you want to print.



The area selected for printing will be a light green or blue. **Right click** the mouse and order the program to **print.** 



If the printer is on, A new form will give you various options on printing your selection. Click on the **Print** button. The area you have selected will print out.

Use exactly the same techniques and commands when searching and printing other newspapers, scanned books, Rego's history columns, Registry of Deeds and all other searchable PDF files available on the PACT computer.