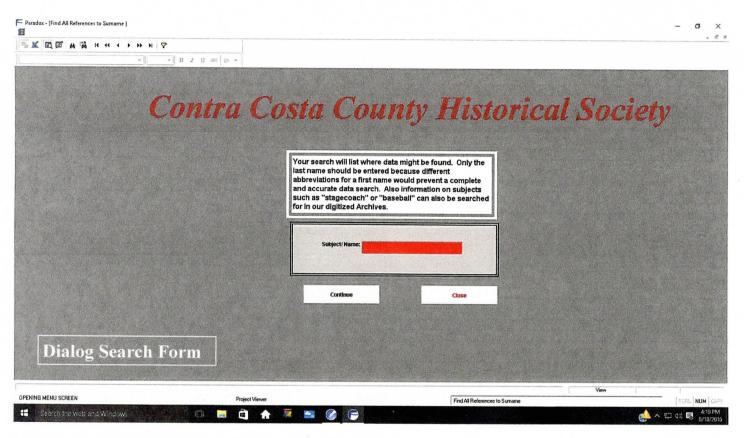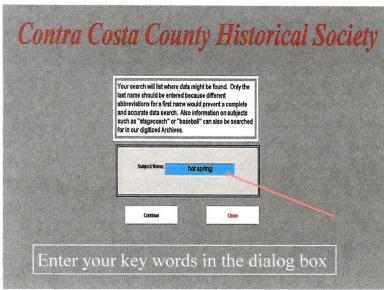# Simple Research Tips for the PACT Universal Search Tool

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.

Dialog Search Form

Enter your key words in the dialog box

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
BYRON 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

View/Print

Click on the "Surname" field for record details.

Print Search Results

Close

File List Form

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 Index	Tphoto.x1
PHOTO NO.:	15127		
LOCATION:	BYRON		
DESCRIPTION:	Brochure for Byron Hot Springs	**Close**	
CATEGORY 1:	STRUCTURES		
CATEGORY 2:	COMMERCIAL	**Print**	
MEMO:	Page 1 of 4		
		Next	Number of Records: 4
		Previous	Record Number: 1
PHOTO FILED IN:	FG		
DATE:	c1905	**View Photo**	
ACCESSION NUMBER:			
PERSON'S NAME:			
LAST DATE:	8/2/2016		
		Data Information Form	
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/Subject	Given Name/Description	TABLENAME
View/Print	BRYRON HOT SPRINGS	Tracy Interrogation Center	Placenam.db
Click on the "Surname" field for rec details.	Archival Results / Biography Results / Gallent Collection Results / Indexcrt Table - Court Results / Library Results / Maps Result / Marriage Results / Obituary Results / 1852 Census Results / Voters 1902 Results	*Pop down Menu*	INDEXCRT
		Mead Springs	Placenam.db
		Sulphur, Salt and Hot Springs	Placenam.db
		Byron Hot Springs Station	Placenam.db
		Kings Palace	Placenam.db
Print Search Resul	NGLE	1 map : col.	Maps.db
	Photo Results / Place Name Results	STRUCTURES	Photo.db
	Rego Results / Veale Collection Results	nd	Vealedoc.db
Close		Clip - City	Archive.db
Data List For	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.

Friday, August 19, 2016   **Universal Search Results**   Page 1

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
Byron Hot Springs Hotel, dining room	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..**
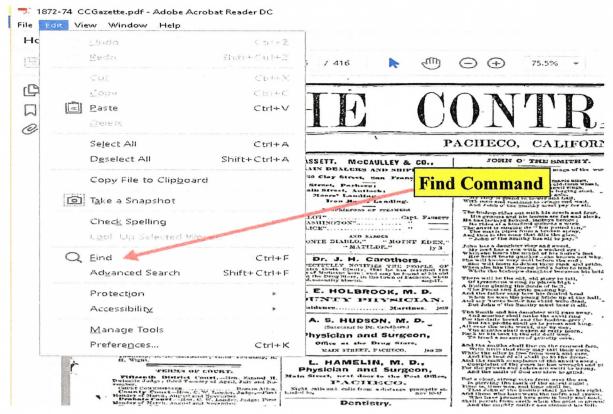
In doing so you may discover facts about your subject that are not found in the **Universal Search Module.** These documents have been scanned into a searchable format using a high resolution scanner and stored on the PACT computer. Just as in the **USM,** a key word can quickly find information about 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.

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 re-search 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.**

1872-74 CCGazette.pdf - Adobe Acrobat Reader DC

File   Edit   View   Window   Help

Undo	Ctrl+Z
Redo	Shift+Ctrl+Z
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Delete	
Select All	Ctrl+A
Deselect All	Shift+Ctrl+A
Copy File to Clipboard	
Take a Snapshot	
Check Spelling	
Look Up Selected Word	
Find	Ctrl+F
Advanced Search	Shift+Ctrl+F
Protection	▶
Accessibility	▶
Manage Tools	
Preferences...	Ctrl+K

Find Command

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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.

Find Box

Find — sheriff — Previous — Next

Key word found

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.

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.