

What is the BYU Online Collection?

The BYU Online Collection contains many things including family histories, Deseret News, Millennial Star, diaries, biographies, images, etc that are valuable for genealogical research. Digital images of the materials is available online and the materials are indexed for ease of location.

Accessing the BYU Online Collection

- Go to <http://contentdm.lib.byu.edu/cdm4/search.php>

Searching the BYU Online Collection

- Select one of the search types – **All of the words**, **The exact phrase**, **Any of the Words**, or **None of the words** and type the search word(s) in the field behind that search.
NOTE: You may combine two of the searches such as Exact phrase and None of the words (i.e. Exact words: Jens Hansen None of the words: Manti)
- Leave **Search all collections** checked.
- Click on **search**. A results list will appear.
- Scroll through the results list to see if any of the results fit the person or event that you are seeking. You may click on the **Title** or on the thumbnail **Graphic**.

Information Provided

When you click on the graphic, the window layout will change.

Search the Subject - This is the top box in the left frame of the window. You may enter a new search criteria or use the previous hit and next hit buttons to move forward or back within the results.

View Selector - **View Selector** is above the **Page Listing**. You may choose to see either the **Document Description**, **Page Description**, or **Page and Text**. *Note: Selecting any one of these will cause the page image to be replaced in the frame on the right side of the window. To return to the page/article image, click on the red page indicator on the left frame.*

Document Description - This view gives the full record information similar to seeing the full cataloging of an item in a library catalog – complete with subject headings, call number, etc.

Page Description - This view is an abbreviated form of the Document Description, but it does give the size of the page image and what the format (text/pdf) that the image is in.

Page and Text - When this option is selected, a new window opens with the image of the page or article on the left and the text of the page/article on the right. If it is a printed source (book or periodical), generally, there is no text available.

Page Listing - On the left side will be a the **Page Listing** of the pages in the document in which the search criteria was found with the page on which it occurred highlighted.

Image Tools

In the right frame of the window, you will see the image that contains your search criteria. Directly above the image are some useful tools:

Zoom - The icon, a magnifying glass, enables you to zoom in or out on the image to increase or decrease its size.

Fit to Height - This icon looks like a rectangle with arrows top and bottom. Clicking on it will cause the image to be resized to fit the height limitations of the frame.

Fit to Width - This icon looks like a rectangle with arrows pointing left and right. Clicking on it will cause the image to be resized to fit the width limitations of the frame.

Sizing Tools - The **Plus** sign zooms in, the **Minus** sign zooms out, and the **Size** drop-down menu enables you to pick the magnification desired from the list.

Rotation - Following the **Sizing** tools, this tool will rotate the image clockwise.

Select - In the top row of icons is the Select icon. If you click on this and move your cursor over the image, a cross-hairs symbol will replace the cursor. You may now Click and Drag select all or a portion of the image so that you may copy or save just that portion.

Save - This icon is the first on the top row. Click on this to save the image. This will allow you to later use the image in a word processing document.