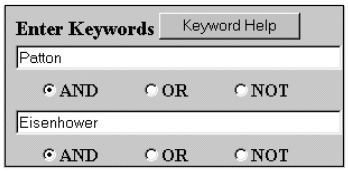
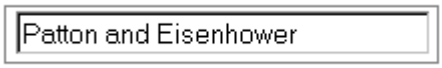
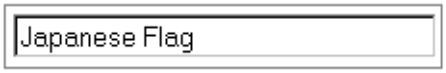
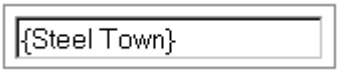
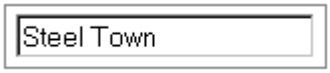
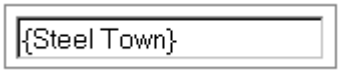
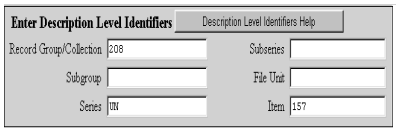
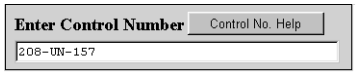
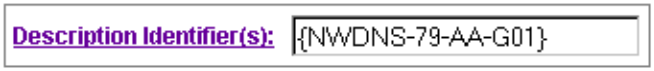
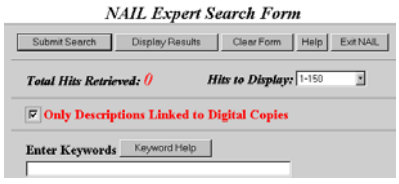
ARC Tips for NAIL Users

February 24, 2004

NAIL was replaced with ARC in the fall of 2002. Data in ARC includes the NAIL data, yet some of the searching features have changed. Here are some tips and highlights for making the transition.
If you have any questions, please email the ARC mailbox at arc@nara.gov.

Goal	What you did in NAIL	What to do in ARC
Keyword Searches	Typed keyword(s) in the three separate boxes, and used the radio buttons to select the Boolean operator (AND, OR, NOT). An AND search retrieved all descriptions with the keyword(s) in each of the boxes.  A phrase search in one box found all words within 5 of each other. There was no exact phrase search in NAIL.	Similar to web search engines, type all the words in the main keyword box and include Boolean operators, as needed. An AND search works the same way in ARC, but everything is entered in one box:  A phrase search works the same way in ARC, finding all words within 5 of each other.  In ARC, you can also do exact phrase searches. To search for an exact phrase, such as a hyphenated term or a known title use curly braces: or  **See the SEARCH TIPS and HELP link for more details* ****The keyword search searches all fields and all words.* ***If you don't find your hits, try variations of words***
Title Keyword search	On the EXPERT SEARCH, typed keywords in the Title Keyword box.	In ARC, there is no longer a separate "Title" search box. However, you can still search for titles in the main keyword box. Enter words from the title or enter the title as an exact phrase in the keyword box.

		A title search without curly braces will find the words within 5 of the next:  An exact phrase search will find that exact title in the Title field or that exact phrase anywhere else in a description:  ***Note that stop words are ignored in both regular and exact phrase searches. See the online **HELP** for a list of stop words.*
Identifier or Control Number search	Entered a known Record Group Number or Collection Identifier in one box, entered a Series Identifier in another box, and an Item Identifier in another box.  Or entered the CONTROL NUMBER in one box. 	In ARC, you can still filter searches by Record Group or Collection. However, if you don't know or don't remember the Record Group Number or Collection Identifier you can now search to make sure you are filtering on the correct Record Group or Collection. To filter by Record Group, press the RECORD GROUP LOOKUP button on the Advanced Screen. Enter either a number or a keyword to search for a Record Group. Press Go. Select and paste the result(s) into the advanced search screen. The selected Record Group Number(s) will appear in the filter and when you run the Advanced Search it will find all descriptions that are part of the selected Record Group(s). The COLLECTION filter works the same way. ARC allows searching for multiple Record Groups or Collections. If you know the Record Group Number or Collection Identifier, you can also type it directly in the main keyword box on both the Basic and Advanced Screen. In ARC, you can still search by known control numbers or description identifiers, such as former NAIL Control Numbers. Type the entire control number, which includes the unit code, in curly braces in either the keyword or description identifier box.

		KEYWORD box: This is an example using the Motion Picture unit code. DESCRIPTION IDENTIFIERS box:  This is an example using the Still Picture unit code. **Note:** the number is listed lower down on the description. ARC Identifier: 70470 Title: AIR STRIKE MISSIONS, VIETNAM, 06/12/1967 - 06/20/1967 Creator: Department of Defense. Department of the Air Force. (Most Recent) Type of Archival Materials: Moving Images Level of Description: Item from Record Group 342: Records of United States Air Force Commands, Activities, and Organizations, 1900 - 1991 Location: Motion Picture, Sound, and Video Records LICON, Special Media Archives Services Division (NWCS-M), National Archives at College Park, 8601 Adelphi Road, College Park, MD 20740-6001 PHONE: 301-837-3540, FAX: 301-837-3620, EMAIL: mopix@nara.gov Coverage Dates: 06/12/1967 - 06/20/1967 Part of: Series: Motion Picture Films and Video Recordings, 1946 - 1984 Shot List Available Access Restrictions: Unrestricted Use Restrictions: Unrestricted Specific Records Type: motion pictures Sound Type: silent Edit Status: Unedited Variant Control Number(s): NAIL Control Number: NWDNM(m)-342-USAF-42812A Local Identifier: NWDNM(m)-342-USAF-42812A **Exact phrase searches will find control numbers that contain periods, e.g. {NWDNM(m)-69.14}**.
Digital Images search	On the Standard or Expert Search Screen, typed keywords and selected the ONLY DESCRIPTIONS LINKED TO DIGITAL COPIES filter.  To retrieve the special thumbnail results format, you had to use the separate NAIL Digital Copies	On the Basic or Advanced Search screen, type keywords and select the DESCRIPTIONS FOR ARCHIVAL MATERIALS LINKED TO DIGITAL COPIES Filter box. This will automatically bring you the digital copies search results including thumbnail images. If you don't select the digital copies filter, but the results have associated digital images, then the results will include a DIGITAL COPY AVAILABLE link.

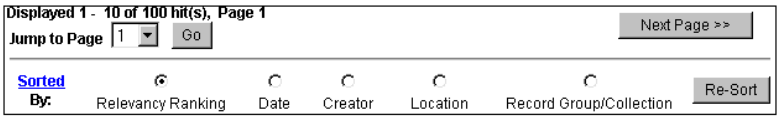
	Search screen. 	

NEW FEATURES

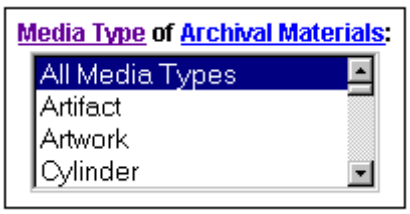
- **DATE FILTERING**

  The filter searches on all dates found in a description. Many descriptions have broad date ranges. So we suggest you also use multiple filters to help further reduce the number of hits. Not every item level description has a date; therefore the series dates will inherit down to those items. For a definition of the types of dates that appear in archival descriptions, click on the "dated" hyperlink for this filter.

- **RE-SORT results sets** by Date, Creator, Location or Record Group/ Collection.



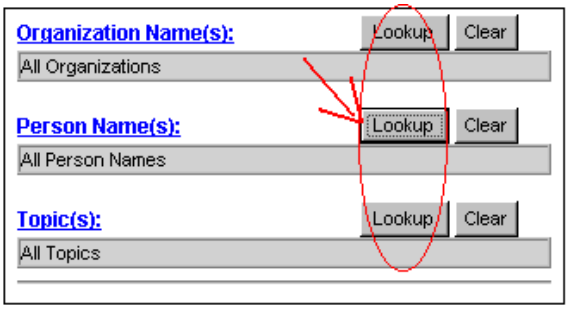
- **Restrict searches by MEDIA TYPE** on the Advanced Search Screen.

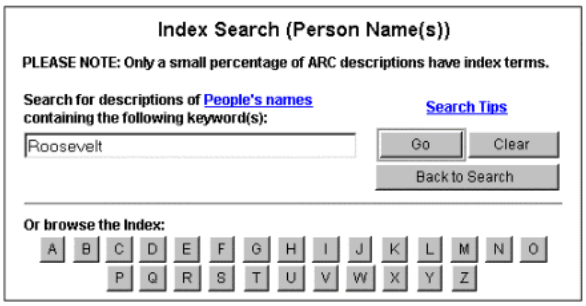


- **Filter by** ORGANIZATION(S), PERSON(S) OR TOPICAL SUBJECT(S) for more precise searching:

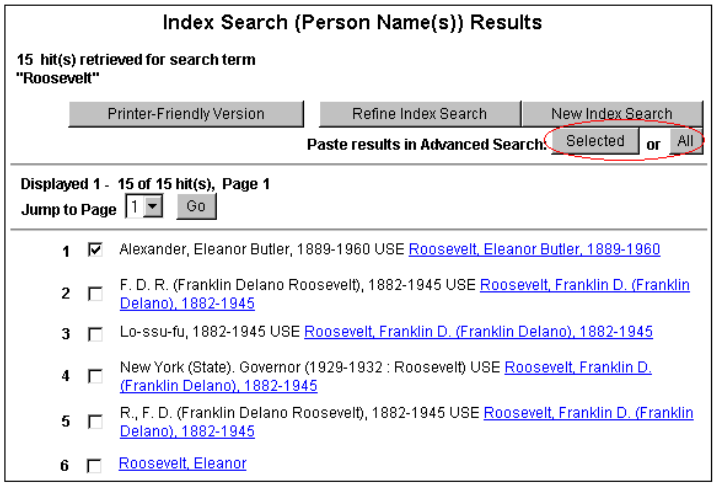
Similar to library catalogs, you can limit your search to descriptions that have very precise index terms. These index terms are assigned to a description to indicate that the term is significant or the materials have a lot of information relating to the term.

To filter your search using a particular index term, press the lookup button for the appropriate filter. Search by name or topic or use the alphabetical index browse buttons.

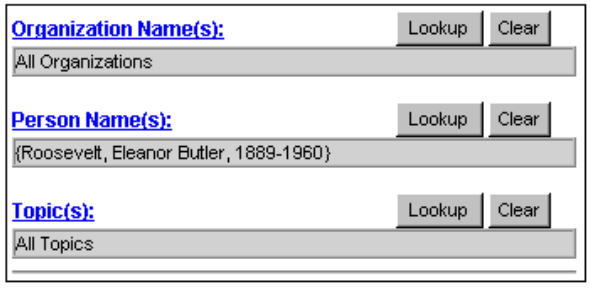




Browse the results. Check the box for the name (or topic).
Paste the results into the Advanced Search Screen by pressing the paste SELECTED button or paste ALL.



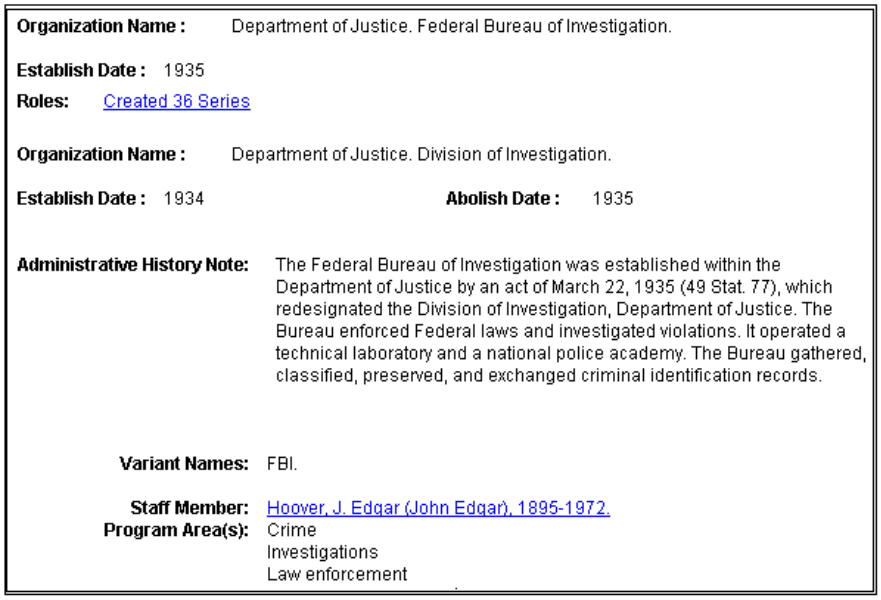
The results will now appear in the Advanced Search Screen.



When you run the advanced search, it will only retrieve descriptions that include the index terms you are filtering on. This allows for much more precise searching.

Note: Using these filters will search only in the index term section of a description.
At this time not all descriptions include index terms. So if you turn up a low result set, you may also search for these terms in the main keyword box. Searching in the main keyword box will search on all the description fields.

- **View descriptions organizations and people. The system provides information** about the organizations and people who created, donated, contributed to or was a subject of the archival materials being described.



Organization Name : Department of Justice. Federal Bureau of Investigation.

Establish Date : 1935

Roles: Created 36 Series

Organization Name : Department of Justice. Division of Investigation.

Establish Date : 1934 **Abolish Date :** 1935

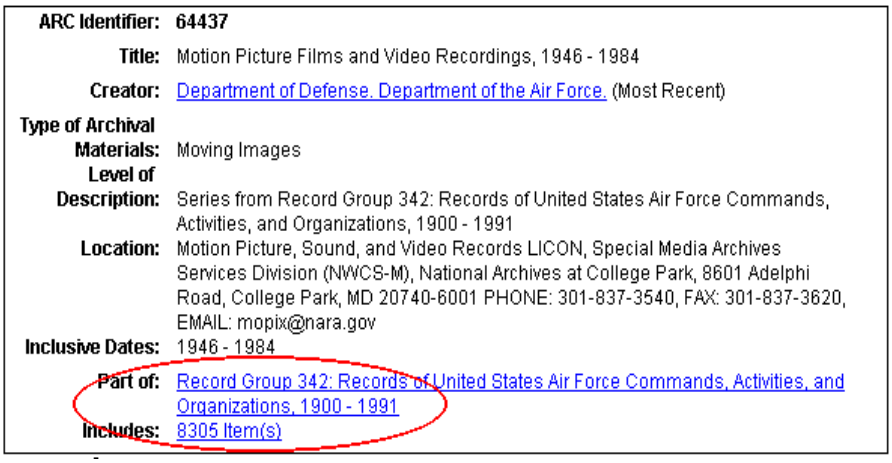
Administrative History Note: The Federal Bureau of Investigation was established within the Department of Justice by an act of March 22, 1935 (49 Stat. 77), which redesignated the Division of Investigation, Department of Justice. The Bureau enforced Federal laws and investigated violations. It operated a technical laboratory and a national police academy. The Bureau gathered, classified, preserved, and exchanged criminal identification records.

Variant Names: FBI.

Staff Member: Hoover, J. Edgar (John Edgar), 1895-1972.
Program Area(s): Crime
Investigations
Law enforcement

- **View the hierarchy of a description**

Navigate up *and* down the hierarchy from within a description. At an item description you can link up to the series level and see how many other items from that series are described in ARC. You can then retrieve all those items by clicking on the INCLUDES link.



ARC Identifier: 64437

Title: Motion Picture Films and Video Recordings, 1946 - 1984

Creator: Department of Defense. Department of the Air Force. (Most Recent)

Type of Archival Materials: Moving Images

Level of Description: Series from Record Group 342: Records of United States Air Force Commands, Activities, and Organizations, 1900 - 1991

Location: Motion Picture, Sound, and Video Records LICON, Special Media Archives Services Division (NWCS-M), National Archives at College Park, 8601 Adelphi Road, College Park, MD 20740-6001 PHONE: 301-837-3540, FAX: 301-837-3620, EMAIL: mopix@nara.gov

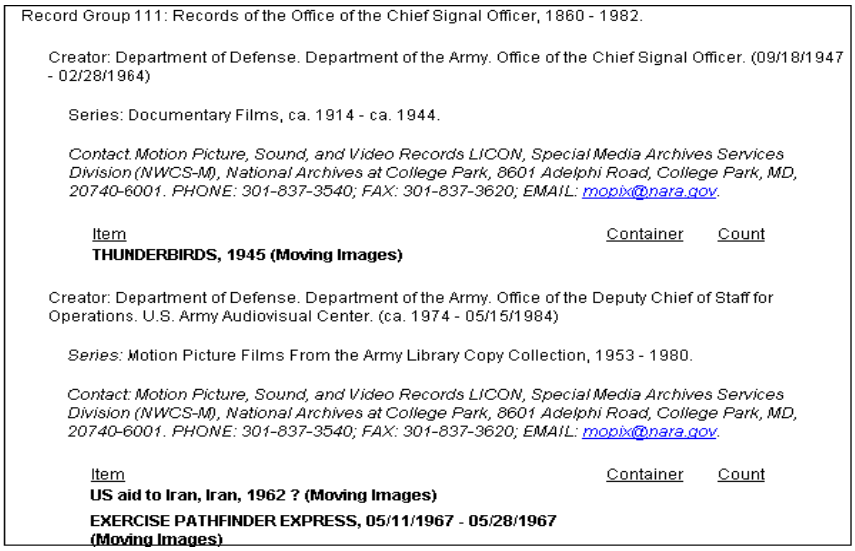
Inclusive Dates: 1946 - 1984

Part of: Record Group 342: Records of United States Air Force Commands, Activities, and Organizations, 1900 - 1991

Includes: 8305 Item(s)

Note: ARC includes broad descriptions of record groups and collections down to more detailed series, file unit and item level descriptions. A record group or collection is a grouping created by NARA that comprises the records of an organization, such as a Government bureau or independent agency, or of an individual. A series is a smaller grouping of materials found within a record group or collection and is basically a filing system. Series level descriptions include smaller aggregates known as file units or single items.

- **View the hierarchical display** from any result page by pressing the SEE HIERARCHY button. Your search results will appear bolded and you can graphically see the higher level descriptions to which your result is linked.



Record Group 111: Records of the Office of the Chief Signal Officer, 1860 - 1982.

Creator: Department of Defense. Department of the Army. Office of the Chief Signal Officer. (09/18/1947 - 02/28/1964)

Series: Documentary Films, ca. 1914 - ca. 1944.

Contact: Motion Picture, Sound, and Video Records LICON, Special Media Archives Services Division (NWCS-M), National Archives at College Park, 8601 Adelphi Road, College Park, MD, 20740-6001. PHONE: 301-837-3540; FAX: 301-837-3620; EMAIL: mopix@nara.gov.

Item	Container	Count
THUNDERBIRDS, 1945 (Moving Images)		

Creator: Department of Defense. Department of the Army. Office of the Deputy Chief of Staff for Operations. U.S. Army Audiovisual Center. (ca. 1974 - 05/15/1984)

Series: Motion Picture Films From the Army Library Copy Collection, 1953 - 1980.

Contact: Motion Picture, Sound, and Video Records LICON, Special Media Archives Services Division (NWCS-M), National Archives at College Park, 8601 Adelphi Road, College Park, MD, 20740-6001. PHONE: 301-837-3540; FAX: 301-837-3620; EMAIL: mopix@nara.gov.

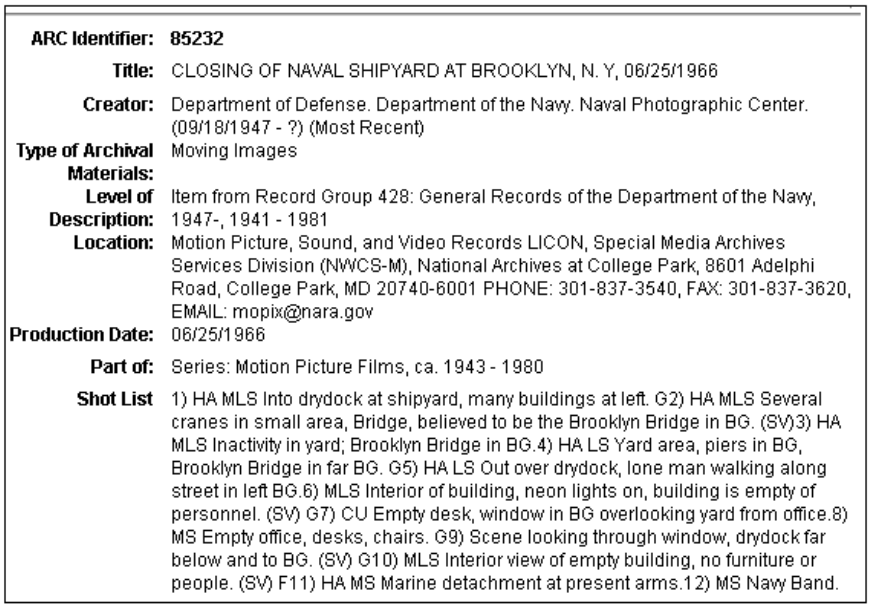
Item	Container	Count
US aid to Iran, Iran, 1962 ? (Moving Images)		
EXERCISE PATHFINDER EXPRESS, 05/11/1967 - 05/28/1967 (Moving Images)		

- **View Printer Friendly Versions for easier viewing and printing.**

All results pages, including hierarchy, lookups, and organizations, can be placed in printer-friendly.

- Results List Note: You can print up to 2,000 brief hits. (NAIL was limited to 25.)

- Shot List and the full description: You can view the shot list as part of the full description by pressing the PRINTER-FRIENDLY VERSION button.



ARC Identifier:	**85232**
Title:	CLOSING OF NAVAL SHIPYARD AT BROOKLYN, N. Y, 06/25/1966
Creator:	Department of Defense. Department of the Navy. Naval Photographic Center. (09/18/1947 - ?) (Most Recent)
Type of Archival Materials:	Moving Images
Level of Description:	Item from Record Group 428: General Records of the Department of the Navy, 1947-, 1941 - 1981
Location:	Motion Picture, Sound, and Video Records LICON, Special Media Archives Services Division (NWCS-M), National Archives at College Park, 8601 Adelphi Road, College Park, MD 20740-6001 PHONE: 301-837-3540, FAX: 301-837-3620, EMAIL: mopix@nara.gov
Production Date:	06/25/1966
Part of:	Series: Motion Picture Films, ca. 1943 - 1980
Shot List	1) HA MLS Into drydock at shipyard, many buildings at left. G2) HA MLS Several cranes in small area, Bridge, believed to be the Brooklyn Bridge in BG. (SV)3) HA MLS Inactivity in yard; Brooklyn Bridge in BG.4) HA LS Yard area, piers in BG, Brooklyn Bridge in far BG. G5) HA LS Out over drydock, lone man walking along street in left BG.6) MLS Interior of building, neon lights on, building is empty of personnel. (SV) G7) CU Empty desk, window in BG overlooking yard from office.8) MS Empty office, desks, chairs. G9) Scene looking through window, drydock far below and to BG. (SV) G10) MLS Interior view of empty building, no furniture or people. (SV) F11) HA MS Marine detachment at present arms.12) MS Navy Band.

Please contact us at arc@nara.gov if we can be of assistance.