

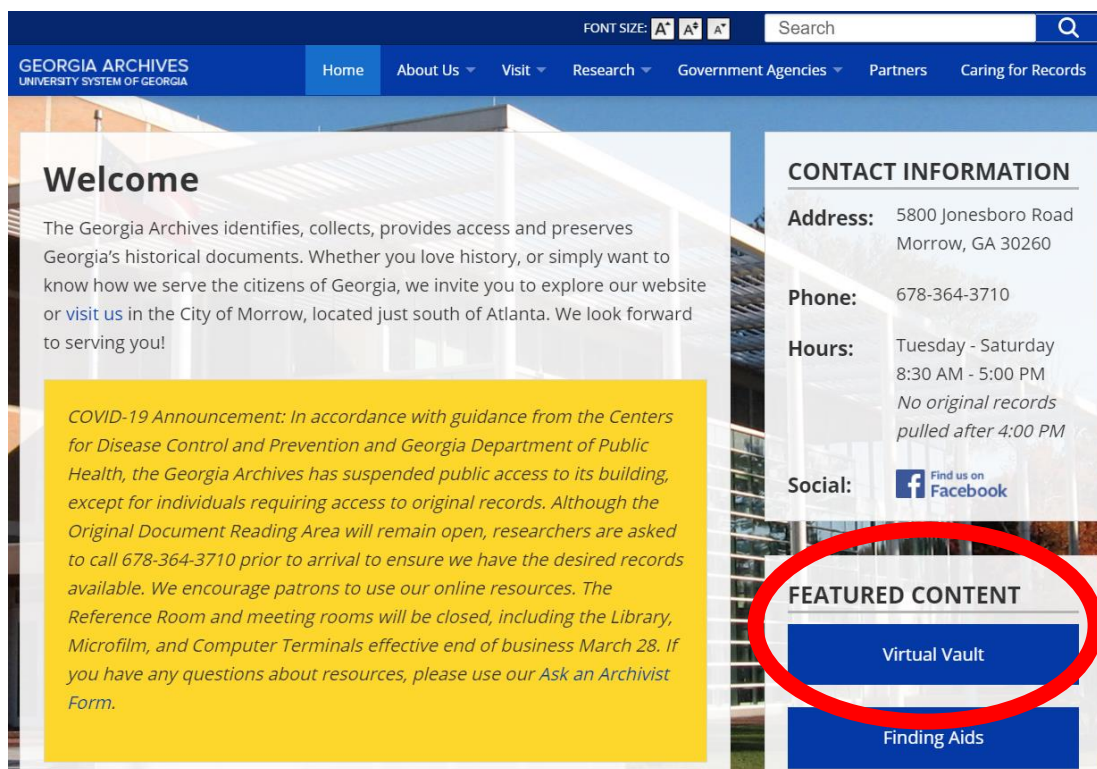
Georgia Archives Virtual Lunch and Learn

June 12, 2020

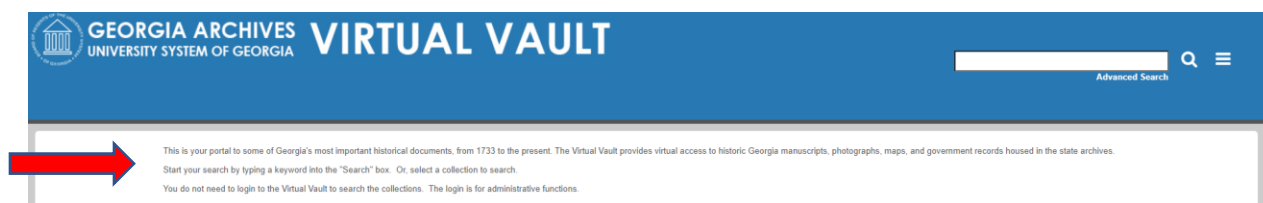
Discovering Your Georgia Roots

Virtual Vault Instructions

1. Visit GeorgiaArchives.org. Click on **Virtual Vault** under **Featured Content**.



2. Read the introductory information to get a sense of what items are included. Decide if you want to do a Keyword Search or search by Collection.



GEORGIA ARCHIVES

5800 Jonesboro Road

Morrow, GA

678-364-3710

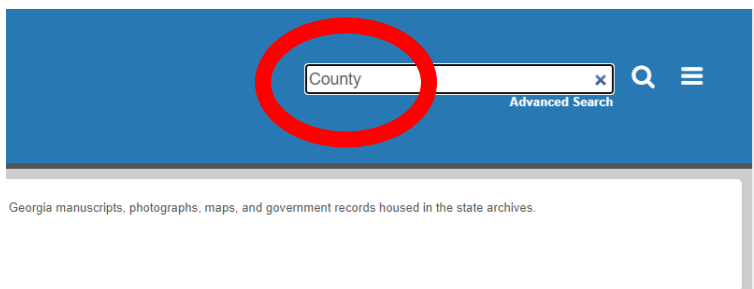
GeorgiaArchives.org



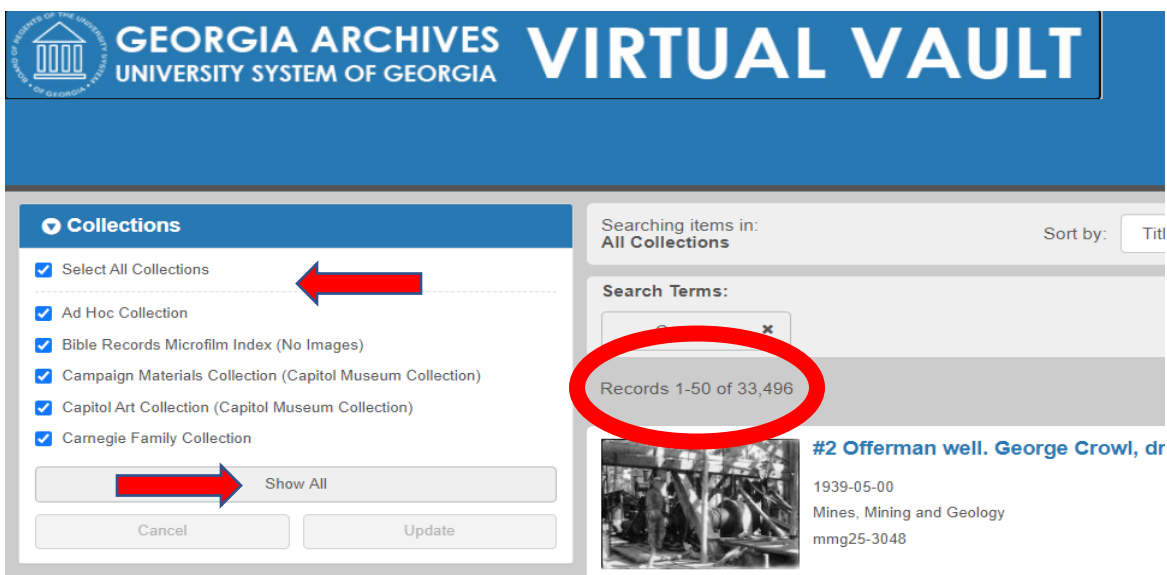
3. Keyword Search

a. Basic Search

- i. Type in your search terms in the search box.



- ii. If the search returns too many results, you can narrow your search by deselecting collections on the left side.
 1. To do deselect collections, click Show All.
 2. Click on the check next to the collection(s) you want to deselect and then click Update.



iii. Navigating the results page

1. **Searching items in: All Collections** – This lets you know what collection you are searching. The wording changes depending on the number of collections you are searching.
2. **Sort By** – You can change the sorting of the records by clicking on the drop down arrow next to Sort By.
3. **View** – You can toggle between Grid or List View. Grid view is great for viewing images.
4. **Results Per Page** – You can change the number of results that appear on the page, up to 200.
5. **Search Terms** – Displays your search terms.
6. **Records # – ###** – Shows the number of search results.
7. **Page Number Bar** – Skip through the search results.
8. **Go To Page** – Go directly to a page. Great way to get to pages not displayed on the Page Number Bar.

The screenshot shows the Georgia Archives search results interface. Red numbers 1 through 8 are placed over specific UI elements to correspond with the instructions in the list above:

- 1.** Points to the text "Searching items in: All Collections".
- 2.** Points to the "Sort by:" dropdown menu, which is currently set to "Title Ascending".
- 3.** Points to the view toggle buttons (grid and list icons).
- 4.** Points to the "Results per page:" dropdown menu, which is currently set to "50".
- 5.** Points to the "Search Terms:" input field, which contains the text "County".
- 6.** Points to the text "Records 1-50 of 33,496".
- 7.** Points to the page navigation bar, which includes buttons for previous/next page and a list of page numbers (1, 2, 3, ..., 200).
- 8.** Points to the "Go to page" input field.

Below the navigation bar, a search result is displayed:

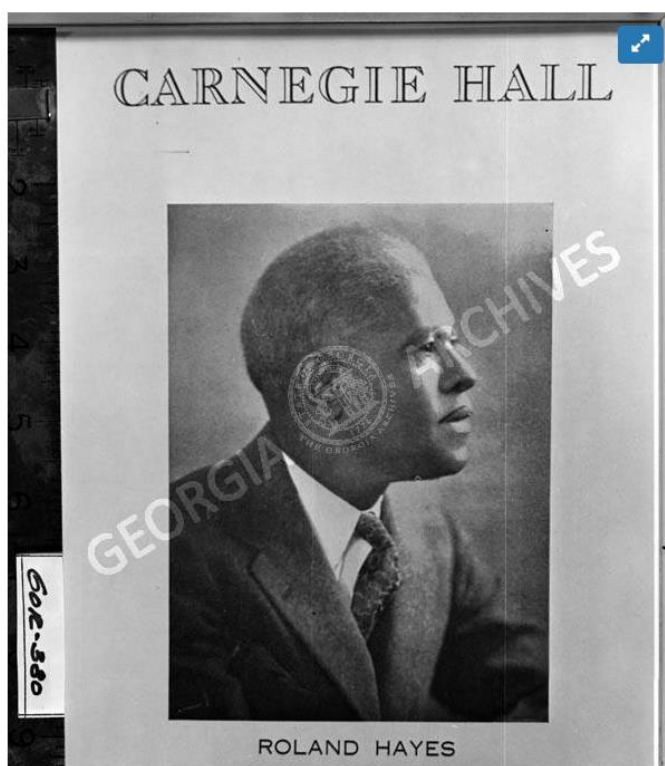
- #2 Offerman well. George Crowl, driller, at brake on hoisting machinery of rig. Pierce County, Georgia.**
- 1939-05-00**
- Mines, Mining and Geology**
- mmg25-3048**

iv. Viewing Items

1. Once you find an item you want to view, click on the item.
2. Scroll down to read more information about the item.
3. To expand the image, click on the Blue box with the white arrows in the upper right corner of the image.

[Home](#) > [Vanishing Georgia](#) > 1950. Roland Hayes (1887-1977).

1950. Roland Hayes (1887-1977).

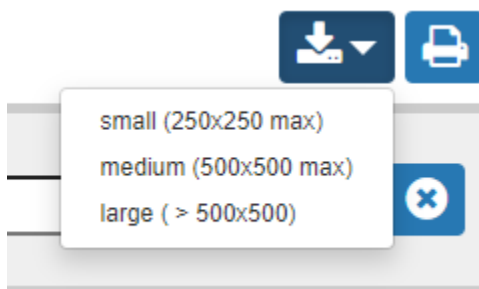


- i. If the item has more than one page, you can scroll through the digital documents or you can navigate the pages using different navigation tools illustrated below.

The screenshot displays a digital document viewer interface. The main document is a handwritten muster roll for the 10th Battalion Volunteer Infantry Co. A 03-04-1862. The document is organized into columns for name, rank, company, and other details. Navigation tools are visible: a vertical scroll bar on the left, a right-pointing arrow from the document to a sidebar, and a bottom-right arrow pointing to a page indicator showing '1 of 2'. The sidebar on the right contains a search bar and a list of results, including 'Page 1' and 'Page 2'.

v. Downloading or Printing

1. You have the option of downloading a copy of the image in 3 sizes or printing it. The download copy will only have the image. The printed version will include the information about the image.



b. Advanced Search



- i. **Collections** – You can select a group of collections to search, i.e. all of the Confederate related collections or the collections with images.
- ii. **Enter Search Term** – Allows you to choose the fields you want to search. These options change depending on the collections selected.
- iii. **+Add Row** – Adds another row for more search terms. Also gives options to combine separate search terms with AND or OR.
- iv. **Enter Date** – You can also search by date or date range.

Advanced Search

i.

Collections

☒ Select All Collections

☒ Ad Hoc Collection

☒ Bible Records Microfilm Index (No Images)

☒ Campaign Materials Collection (Capitol Museum Collection)

☒ Capitol Art Collection (Capitol Museum Collection)

☒ Carnegie Family Collection

ii.

Enter Search Term:

iii.

iv.

Enter Date:

e.g. yyyy, yyyy-mm, yyyy-mm-dd

2. Collection Search

- a. The collections are listed alphabetically. Navigate to the desired collection by using the Page Number Bar or Go To Page box.



- b. **About this Collection** – Each collection has descriptive information that lets you know what's included, how it's organized, etc. Make sure to review it.

Marriage Records from Microfilm

About this collection

Marriage Records from Microfilm are records scanned from microfilm in the Georgia Archives. Most of the records are in the possession of the county court which produced the records. Some are in the possession of the Georgia Archives.

Usage Note: Students and teachers may use images in classroom reports and presentations if the following credit line is included with the image: Courtesy of the Georgia Archives. Each record has a "Cite as" field in the Object Description. Users can form a complete citation by combining the "Title" (including the date range) and "Cite as" fields for the record.

If you wish to use images in any other presentation, or to exhibit, broadcast, or to publish in any form (including print, website, social media and blogs), you must request permission from the Georgia Archives. We charge not-for-profit and commercial use fees to support maintenance of the collection.

Reference Services
archives-photos@usg.edu
 Georgia Archives

This collection was launched in October 2006.

Major funding to digitize this collection was provided by the [R.J. Taylor, Jr. Foundation](#).

Thank you!

- c. Depending on the collection you select, you may be given an option to Browse or search the collection by county, volume, etc.

Chatham County Deed Books

Ad Hoc Collection

Browse

County Tax Digests

Burke
Chatham
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Search

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Search this collection

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Search

Clear

- d. For the collections where you can search by county, volume, etc., you also have an option to browse the collection, giving you an opportunity to view the sub collections contained within.