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.
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.
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.
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.
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.
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.

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.