

General advice:

- When possible, initiate search at the lowest level or the smallest collection. Use Browse to navigate to the target collection, then use the "Search Within" box for search terms.
- Start search from the first search box when looking for anything and everything.
- All words are searchable, and in full text, all words are equal. Title does not have more value than a footnote or advertisement.

Working with search results:

- Explore the sort options and display choices from the heading of the search results
- Use the filters on the left side to eliminate results

General Search Commands:

Exact phrase, Quotes, ""

"fire fighter" will return fire *fighter* not *firefighter*

Proximity, tilde, ~

Place the words within quotes, outside the last quote add a tilde ~ then a number to represent the number of words apart the search terms can fall within.

"casey grant cocoanut grove"~10 means each of these words can be found within 10 words of each other

"cooking kitchen fire"~6, means each of these words fall within 6 words of each other

Broaden the search, OR, in all capitals

"fire fighters" OR firefighters

Narrow a search, AND, in all capitals

Cooking AND fire

Use truncation for various endings to a word

Question mark, ?

Will provide a single character wildcard

Firefighter? returns *firefighter* or *firefighters*

Asterisk, *

Returns any number of characters

*Fire**, returns *fire, fires, firefighter, firearms, fired, firefly...*

Boolean Logic, parenthesis, ()

Put like terms in a parenthesis

(Cooking OR kitchen) AND fire

NFPA Digital Archive Search Tips

Specific searches:

Searching for named person

"percy bugbee" ~2

Percy Bugbee

Bugbee, Percy

Or use a proximity distance of 3, if they publish with middle name or initial

"casey grant"~3

Casey Grant

Casey C. Grant

Casey Cavanaugh Grant

Grant, Casey

Grant, Casey C.

For nicknames use two sets of quotes combined with OR

"james pauley"~2 OR "jim pauley"

James Pauley

Pauley, James

Jim Pauley

Searching historic incidents, including images and reports:

Any one event may have more than one historic name associated with it.

"Cornell university fire" OR "Cayuga heights" OR "Residential club"

"Triangle shirtwaist" OR "Asch building"

"cocoanut grove" OR "coconut grove"

When searching the historic incidents collection search by date is available:

YYYY/MM/DD

1911/03/25