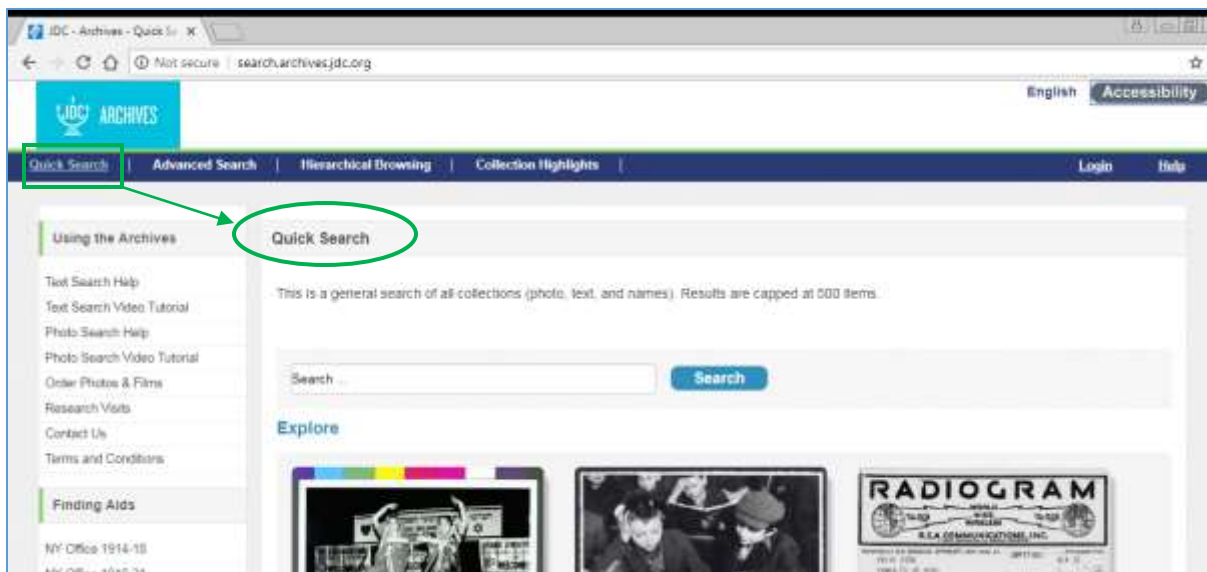


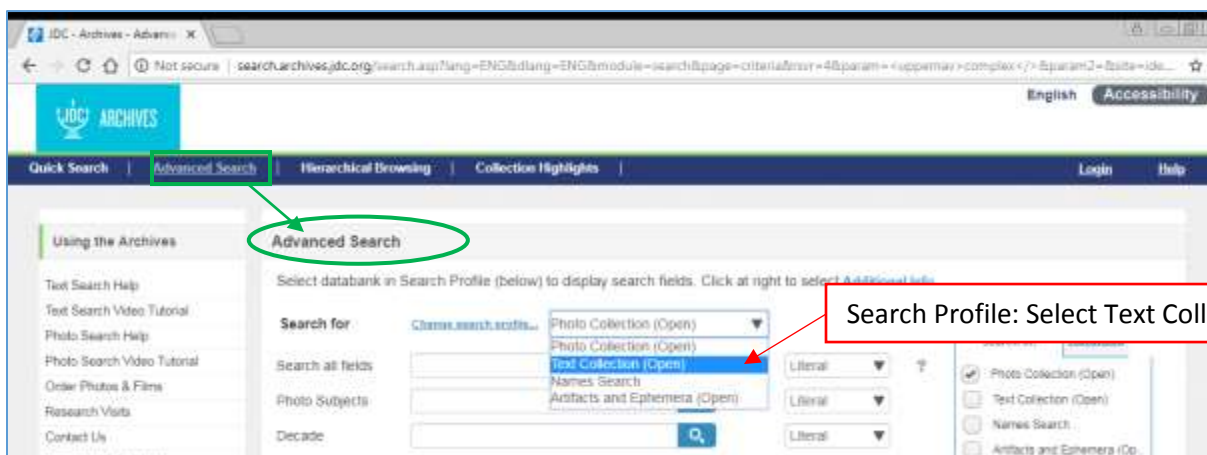
Text Collection Video Tutorial Transcript

This tutorial will walk you through how to use the JDC Archives catalog system for our digitized text collections. A separate tutorial is available for how to search our photograph collection.

Two search options are available: Quick Search and Advanced Search. Running a Quick Search will retrieve results from all types of archival media in our system. This includes text documents, photos, artifacts, and our Names Collection.



The Advanced Search option allows for searching within one collection type. You can search within our Text Collection, Photo Collection, Artifacts Collection, or Names Search. Select the Search Profile of the collection type you're interested in searching. In this tutorial we'll focus on the Text Collection.



We recommend beginning your research in our Online Finding Aids. Links are available in the left-hand menu of the search page. Browse through to select a collection you are interested in exploring. Here you'll find the general description page. In the Table of Contents, you can select "Arrangement" to be taken to a list of the subcollections.

JDC ARCHIVES

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JDC Geneva Office Records, 1945 – 1954

The cataloguing of this collection was made possible through grants from the Rothschild Foundation (Hanadiv) Europe, Marshall Weinberg, the Wilf Family Foundation, and the U.S. Holocaust Memorial Museum.

Archives of The American Jewish Joint Distribution Committee, Inc.
Email: archives@jdc.org

Table of Contents

- Descriptive Summary
- Administrative History
- Scope and Content of Records
- Arrangement**
- Custodial History
- Alternative Form of Materials
- Conditions Governing Access
- Copyright Conditions

Arrangement

The Geneva Office records are arranged into the following four subcollections:

- Administration
- Organizations
- Subject Matter
- Countries and Regions

Choose one that you're interested in and you will be able to browse through a general description followed by a complete, hierarchically arranged inventory of this subcollection, from record groups through series to files. File titles are links directly to our database record.



File SM.47: Greenstein, Harry 1949-1950

Extent: 54 pages

Languages:
English

Old Folder Number: 8

[Return to Top](#)

File SM.883: Finaly, Robert and Gerald 1946-1947, 1949-1952

Extent: 75 inch

JDC ARCHIVES

Quick Search | Advanced Search | Hierarchical Browsing | Collection Highlights

Search > Search Results > Greenstein, Harry 1949-1950

Main | **Look Inside** | Content Language | Hebrew

Item ID	670870
Title	Greenstein, Harry 1949-1950
Reference Code	G 45-54 / 3 / 2 / SM 47
Folder Number	SM 47
Old Folder Number	8
Dates	1949-1950
Date	3/4/1949

Here you can choose the “**Look Inside**” tab to see all of the documents within that folder. Click on a title, and you are taken to a document record where you can click on the pdf icon to see the digitized document.

Search > Search Results > Greenstein, Harry 1949-1950

Meta **Look Inside** < Previous Next >

Field Name	Title	Item Type
Link to Item in Folder	Letter from Harry Greenstein to American Jewish Committee American Joint Distribution committee Jewish Agency for Palestine World Jewish Congress	Document
Link to Item in Folder	Letter from Harry Greenstein to Mr. James P. Rice	Document
Link to Item in Folder	Letter from Harry Greenstein to Mr. James P. Rice	Document
Link to Item in Folder	Letter from Harry Greenstein to Mr. James P. Rice	Document

Click on title to view document record


Document record:

Search > Search Results > Greenstein, Harry 1949-1950 > Letter from Harry Greenstein to American Jewish Committee American Joint Distribution committee Jewish Agency for Palestine World Jewish Congress

< Previous Next >

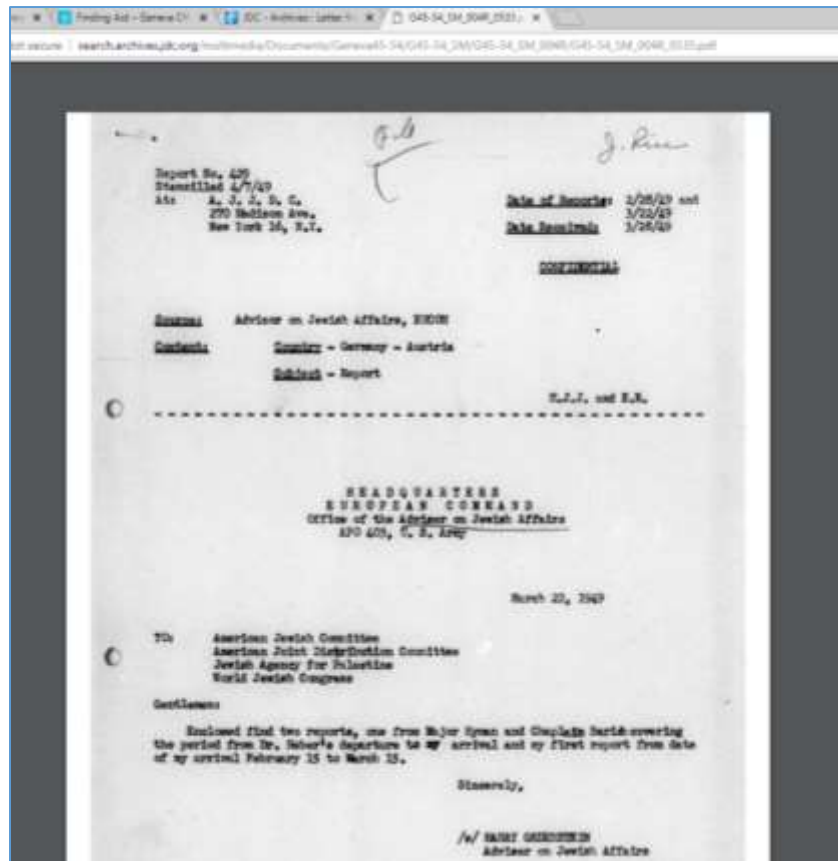
Item ID	1083767
Title	Letter from Harry Greenstein to American Jewish Committee American Joint Distribution committee Jewish Agency for Palestine World Jewish Congress
Author	Greenstein, Harry
Document type	Textual Material
Dates	March 22 1949
Date	3/22/1949
In Folder	Greenstein, Harry 1949-1950
Search in Collection	1949-1954 Geneva Collection
Language	English

Multimedia files Attachments

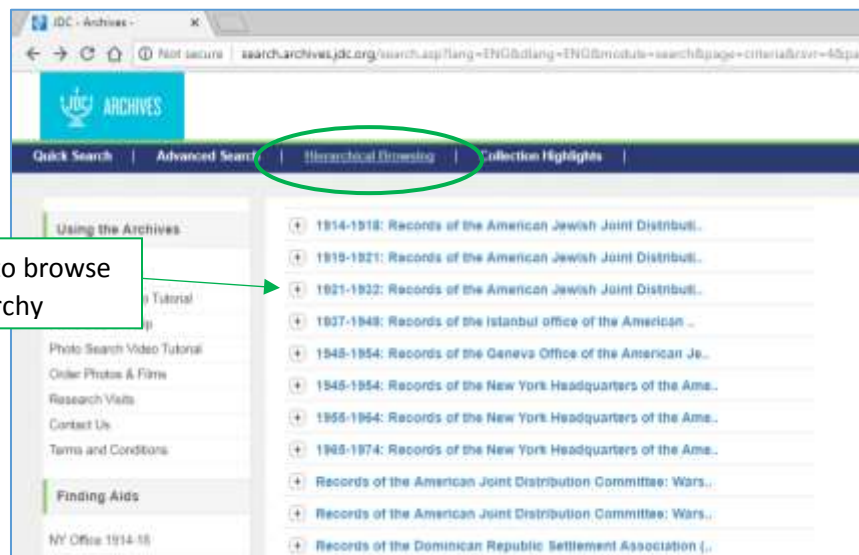
 Documents\Geneva45-54\G45-54_SM\G45-54_SM_004R\G45-54_SM_004R_0530.pdf

Click on pdf icon to view digitized document

Digitized document:

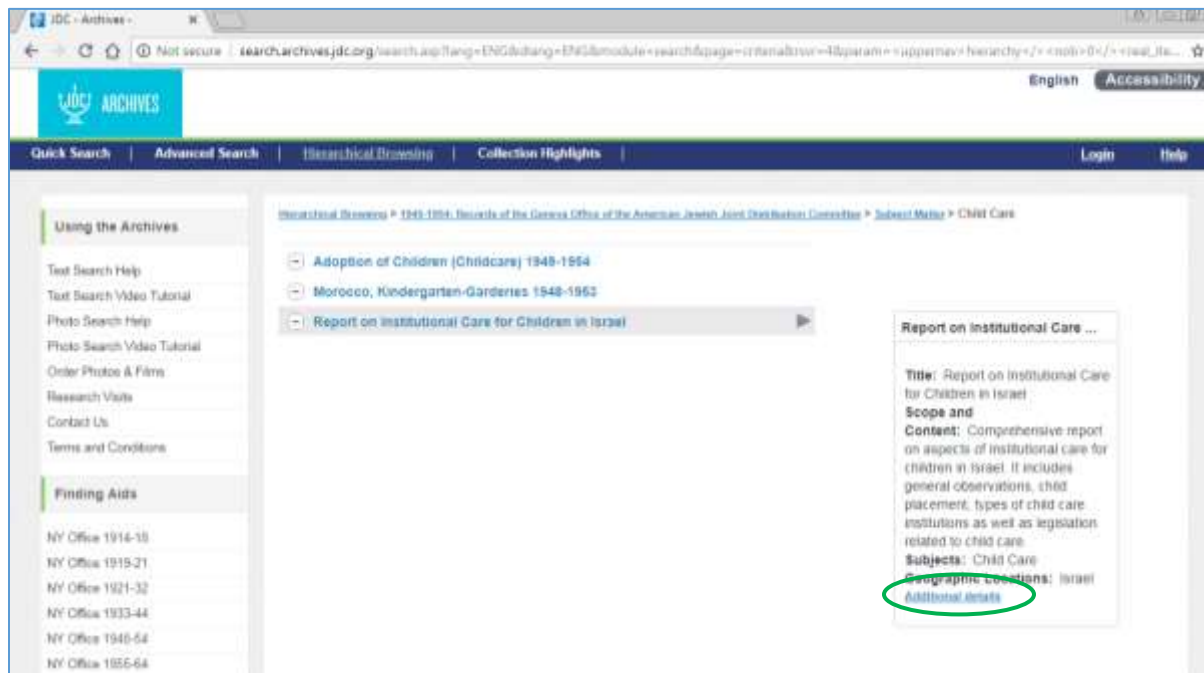


Another good option for starting your research is the Hierarchical Browsing feature. This allows you to drill down and view the collection according to how it was physically arranged, from the collection level through subcollections, record groups, series, and files.



Click on plus sign to browse through the hierarchy

Click on the plus sign to see the level below and you can continue drilling down in this way. This is a good place to start in order to get a sense of what topical areas are covered in our text collections before you begin to search. Clicking on the title brings up the description of that record. You can click on “Additional Details,” which will take you to the record itself. Here again, you can “Look Inside” to see the documents within that file.



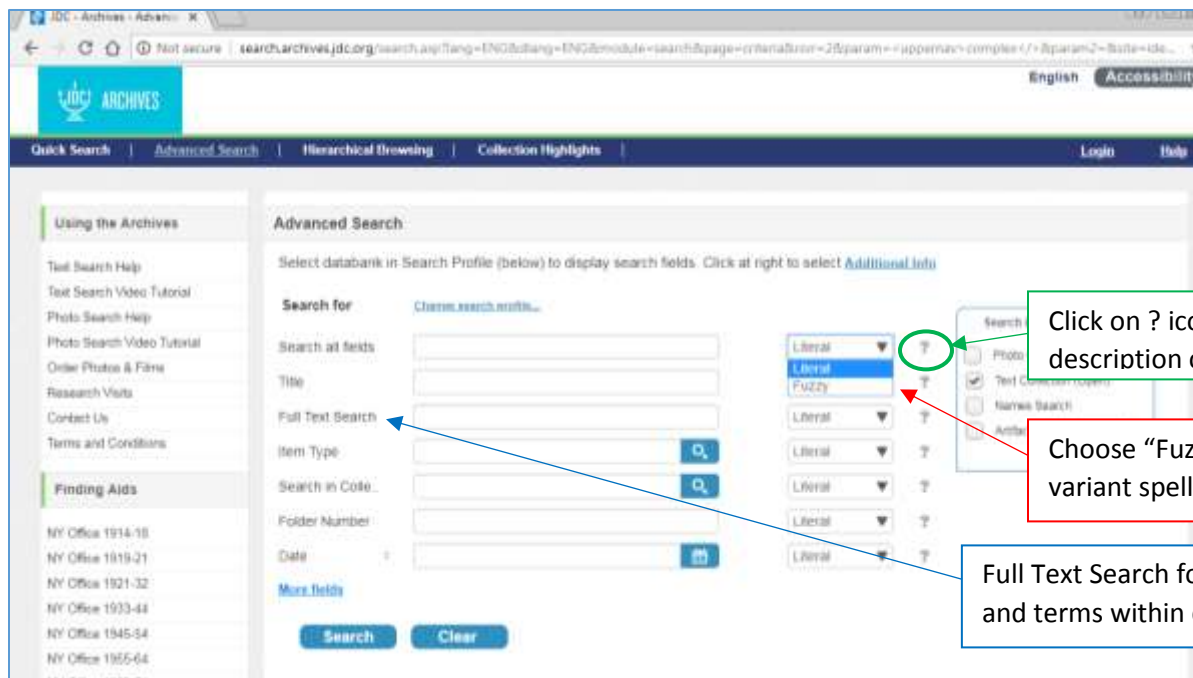
Now let's talk about the search fields.

Put your cursor over the question mark icon for help text that describes each available field.

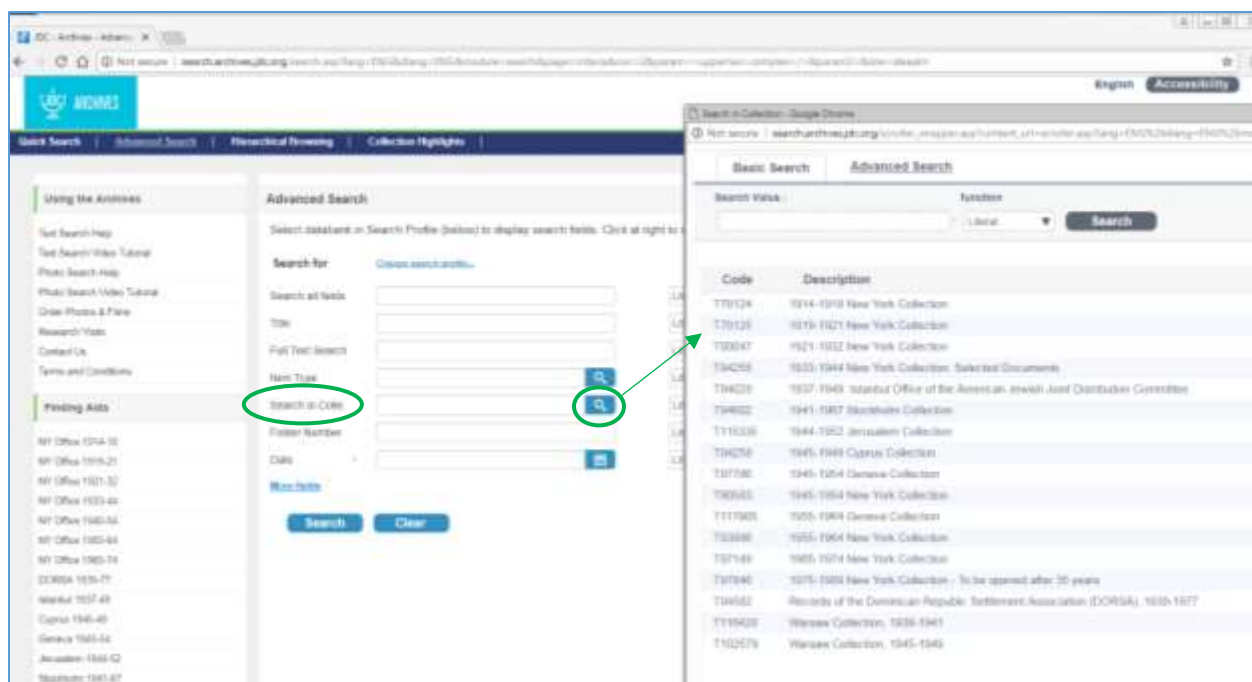
If you are unsure of the spelling of the search term, select the Accuracy “Fuzzy.” This search returns all words that differ from the search value by one letter only in any position.

Use the full-text search field to search on the text within the document itself. Search on names, phrases, locations, or the like. Please note that searching on this field is the only way to search within the text of the digitized documents.

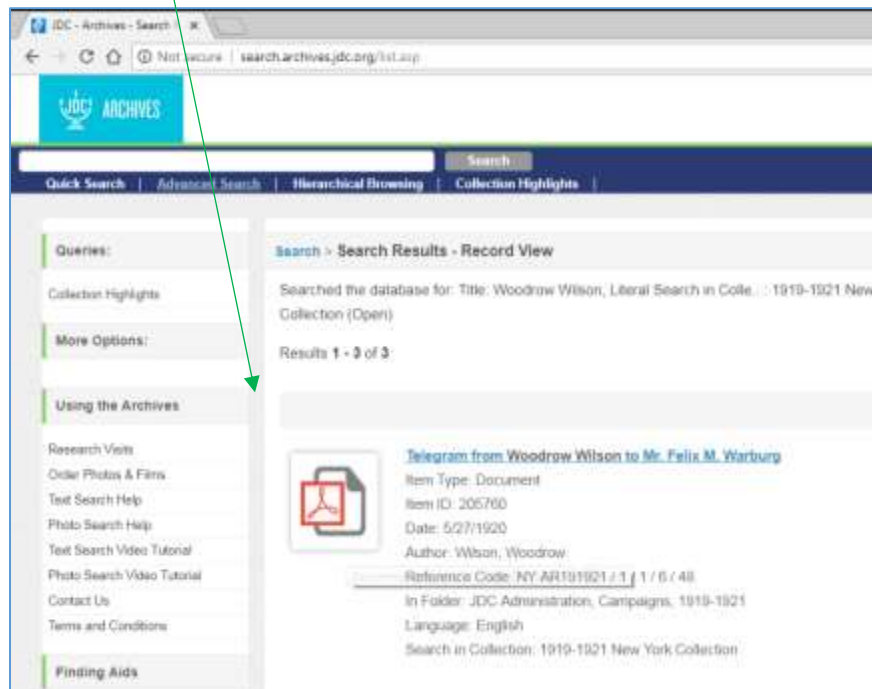
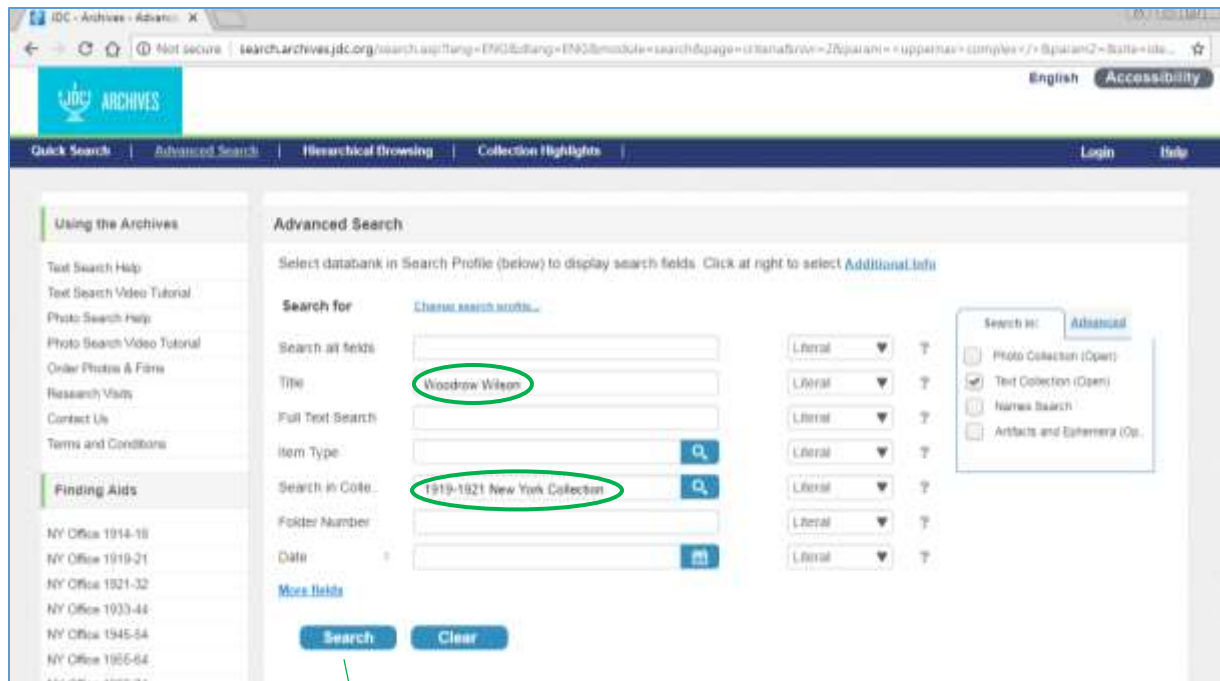
Click on pdf icon to view digitized document



To search within a specific collection, use the Search in Collection field. Select the magnifying glass icon to see the available options, and select the collection you are interested in searching.



It is possible to search on fields in combination with one another. By including additional fields, you are able to narrow your search, thus reducing the number of extraneous results.



Select the pdf icon to view a digitized copy of the original document or, to view the item record, click on the title. From here, once again, you can view the digitized document, or, to view all documents within the folder, click on the title in the “In Folder” field. Here, once again, you can use the “Look Inside” tab to see all documents within that folder.

The screenshot shows the JDC Archives search results page. The browser address bar displays the URL: `search.archives.jdc.org/notebook.asp?lang=ENG&idlang=ENG&module=search&page=list&rsrv=2¶m=<uppemav>complex`. The page features a search bar at the top with a "Search" button and navigation links for "Quick Search", "Advanced Search", "Hierarchical Browsing", and "Collection Highlights".

The search results are displayed for the item "Telegram from Woodrow Wilson to Mr. Felix M. Warburg". The metadata includes:

- Item ID: 205760
- Title: Telegram from Woodrow Wilson to Mr. Felix M. Warburg
- Author: Wilson, Woodrow
- Document type: Textual Material
- Dates: 1920 May 27
- Date: 5/27/1920
- In Folder: JDC Administration, Campaigns, 1918-1921 (circled in green)
- Search in Collection: 1918-1921 New York Collection
- Language: English

The "Multimedia files Attachments" section shows a PDF file named "Documents\NY_AR1921\00008\NY_AR1921_04018.pdf".

It is also possible to use Boolean Operators within a field. For example, the subject terms “medical” OR “war conditions” will retrieve results for either term. These subject terms are assigned to file records, not document records.

The screenshot displays the JDC Archives website's Advanced Search interface. The browser's address bar shows the URL: <http://searcharchives.jdc.org/search.asp?lang=ENG&dblang=ENG2&module=search&page=criteria&row=2¶m=&uppernav=complex/¶m2=&button=ide...>. The page features a top navigation bar with links for Quick Search, Advanced Search, Hierarchical Browsing, Collection Highlights, Login, and Help. A sidebar on the left provides navigation options under 'Using the Archives' and 'Finding Aids'. The main search area is titled 'Advanced Search' and includes a 'Search for' field with a 'Clear search profile...' link. Below this are several search criteria fields: 'Search all fields', 'Title', 'Full Text Search', 'Item Type' (set to 'File'), 'Search in Cole...', 'Folder Number', 'Date', 'In Folder', and 'Subject Terms'. The 'Subject Terms' field contains the text 'medical OR war conditions', which is highlighted with a green circle. To the right of the search fields are several 'Literal' dropdown menus. At the bottom of the search area are 'Search' and 'Clear' buttons. A 'Search in:' dropdown is set to 'Advanced', and a list of search options is visible, including 'Photo Collection (Open)', 'Text Collection (Open)', 'Names Search', and 'Artifacts and ephemera (Op...)'.

Select the file you are interested in. From here, you can once again use the “Look Inside” tab to view documents within the folder. If you see a subject of interest, you can click on that to view all folders with this subject.

The screenshot displays the JDC Archives website interface. The main content area shows the following metadata for item ID 1104172:

- Title:** Israel, Maibem: General Correspondence 1957-1958
- Scope and Content:** Correspondence, cables, minutes of meetings, articles, notes, description of organizational setup, organizational charts, outline of potential future of Maibem, and tables. Subjects include Maibem's administration, aspects of the Maibem program in various fields, Maibem institutions, negotiations with the government and with the Jewish Agency, budgets, immigration trends, articles by Maibem staff, and other matters.
- Reference Code:** G 55-64 / 4 / 36 / 30 / IL 297
- Folder Number:** IL 297
- Old Folder Number:** 6
- Dates:** 1957-1958
- Date:** 1/3/1957
- To Date:** 10/3/1958
- Found in:** Maibem: General
- Container:** Document Case Box IL 23, Repository: American Jewish Joint Distribution Committee Archives, Jerusalem, Israel, Site: Great Ram
- Old Container Code:** 426B

The **Subjects** section is circled in green and lists the following subjects:

- Medical
- Administration
- Flaskin, Boris, Dr.
- Schmidt, Willem M., Dr.
- Jordan, Charles H.
- Khisseloff, Nathan, Dr.

The right-hand side of the screen features a **Hierarchical Browsing** panel with the following structure:

- Countries and Regions
 - Israel
 - Maibem: General
 - Israel, Maibem: General Correspondence 1...

A **Browse** button is located at the bottom of this panel.

Note that there are also more helpful ways to browse related records on the right-hand side of the screen under Additional Subjects and Results Related To.

The screenshot displays the JDC Archives search results page. The browser address bar shows the URL searcharchives.jdc.org/list.asp. The page features a search bar at the top with the text "Search". Below the search bar, there are navigation links: "Quick Search", "Advanced Search", "Hierarchical Browsing", and "Collection Highlights". The main content area is titled "Search > Search Results - Record View". It shows the search criteria: "Searched the database for: Item Type: File, Literal Subject Terms: medical OR war conditions, Literal Databanks: Text Collection (Open)". The results are displayed as "Results 1 - 10 Out of over 600", sorted by "No Sort". The first result is "Israel: Malben: General Correspondence 1957-1958", with details: Item Type: File, Item ID: 1104172, Date: 1/3/1957, To Date: 10/3/1958, Found In: Malben: General, Folder Number: 8_297. The second result is "Israel: Malben: Miscellaneous 1960-1962", with details: Item Type: File, Item ID: 1104385, Date: 5/25/1960, To Date: 12/10/1962, Found In: Malben: General, Folder Number: 8_307. The third result is "Israel: Malben: Miscellaneous 1963-1964", with details: Item Type: File, Item ID: 1104519, Date: 2/11/1963. On the left-hand menu, "Text Search Help" is highlighted with a red box and a red arrow points to it. On the right-hand side, "Additional Subjects" and "Results Related to:" are circled in green. The "Additional Subjects" list includes: Medical (1130), Medical Supplies (102), Medical Reports (51), Medical Programs (32), and AJDC Medical Department (11). The "Results Related to:" list includes: Administration, Alexandria, Egypt, American Institute of Anti-Tuberculosis Lea, and Asaf Harofe Hospital.

For more text-collection search tips, go to **“Text Search Help”** in the left-hand menu for an FAQ-style set of questions and answers.