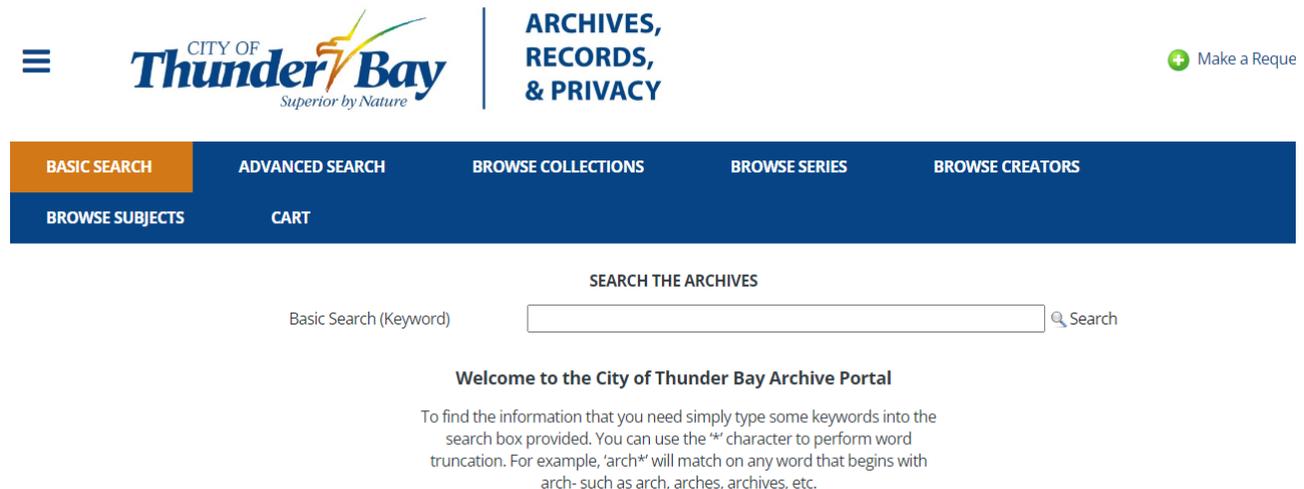


How to do a Basic Search Using the City Archives Online Search Portal

Step 1: Access the [Online Search Portal](#).

To find the information that you need, simply type some keywords into the search box provided. You can use the ‘*’ character to perform word truncation. For example, ‘arch*’ will match on any word that begins with arch- such as arch, arches, archives, etc.



The screenshot shows the website header with the City of Thunder Bay logo and a navigation menu. The menu includes options for Basic Search, Advanced Search, Browse Collections, Browse Series, Browse Creators, Browse Subjects, and Cart. A search box is prominently displayed with the text 'SEARCH THE ARCHIVES' and a search button. Below the search box, there is a welcome message and a brief explanation of how to use the search function, including the use of wildcards for word truncation.

Step 2: Other Searches

You may also browse all our collections on the “Browse Collection” or the “Browse Series”. You can find collections by creator or subject by using the “Browse Creators” or “Browse Subjects” tabs. The “Advanced Search” tab will allow you to do complex searches.

*Note: File titles and descriptions are listed as they appear in the original records and have not been edited. These file listings may contain different spellings, inaccuracies, or terms which are now considered offensive. They have been left in this original format for historical authenticity.