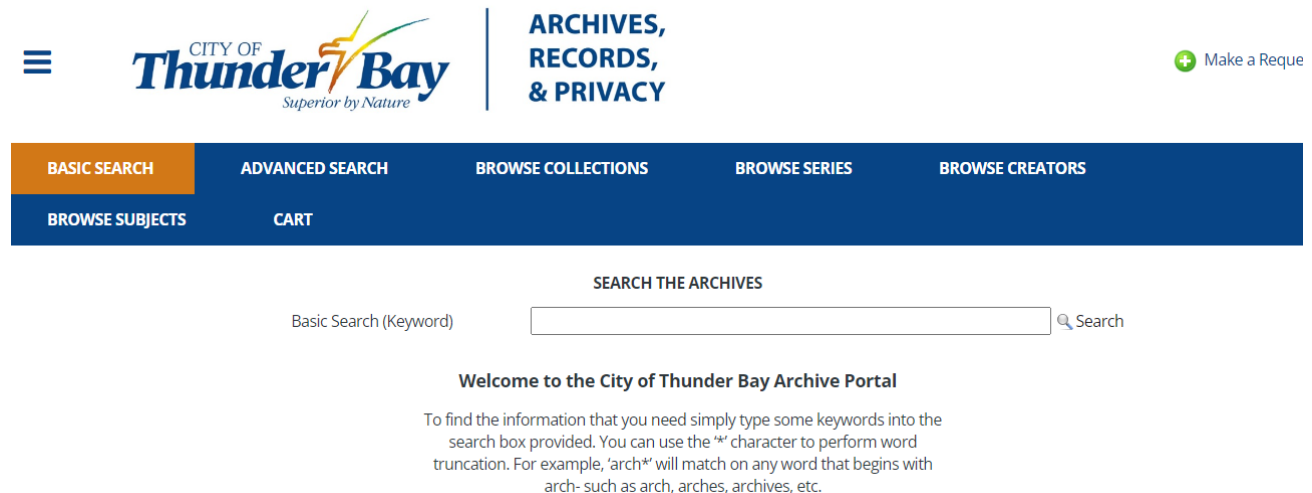


How to do a Basic Search Using the City Archives Online Search Portal

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 top navigation bar of the City of Thunder Bay Archives, Records, & Privacy website. It includes the City of Thunder Bay logo, a menu icon, and a 'Make a Request' button. Below the navigation bar is a dark blue menu with tabs for 'BASIC SEARCH', 'ADVANCED SEARCH', 'BROWSE COLLECTIONS', 'BROWSE SERIES', 'BROWSE CREATORS', 'BROWSE SUBJECTS', and 'CART'. The 'BASIC SEARCH' tab is highlighted. Below the menu is a search box labeled 'SEARCH THE ARCHIVES' with a search button. The search box contains the text 'Basic Search (Keyword)'. Below the search box is a welcome message: 'Welcome to the City of Thunder Bay Archive Portal'. The message reads: '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.'

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.