The Digital Helen Keller Archive
Lesson One: Introduction to Digital and Physical Archives

Name: _____ Period: _____

Date: _____

Activity: Exploring the digital Helen Keller Archive

The Needle in the Haystack

Archives hold thousands, sometimes millions of documents! If you don't know the exact location of the records you need, you could end up looking through pages and pages of keyword search results and still not find what you're looking for.

Here are a few tricks the research pros use to search more effectively. Give them a try!

Be sure to click **Clear Search** between each search.

Phrase Searching

Use quotation marks around your search to get results containing those exact words in that order. This is known as *phrase searching*.

> **Search 1:**
> *letter in Braille*
>
> Number of Results: _____

Search 2:

    "letter in Braille"

    Number of Results: _____

Describe the difference between Search 1 and Search 2.

For example, how many first-page results for each search were actually letters written in braille?

Wildcard Searches

The question mark and the asterisk are *wildcards*, symbols that serve as placeholders for any other letter or number. The question mark represents a single character. For example, searching for **gr?y** would return results for both **grey** and **gray**.

The asterisk can specify any number of characters and is usually attached to a root word. For example, searching for **politic*** would return results for **politics**, **political**, **politicians**, and so on).

This a useful tool for broadening searches.

    Search 1:
    Educator

    Number of Results: _____

    Search 2:
    Educat*

    Number of Results: _____

    Search 3:

AFB American Foundation®
for the Blind

Expanding possibilities for people with vision loss

1930s

Number of Results: _____

Search 4:
193?

Number of Results: _____

Review the results of each search. Which one returned the most results?

Refine Results

Use the left-hand column to refine your search results. Let's find a letter written by Helen Keller to Eleanor Roosevelt during Franklin D. Roosevelt's presidency.

Search One:
1. **Simple Search** > *letter to Eleanor Roosevelt*
2. Refine results by Decade (1930-1939)
3. Refine results by Person From (Helen Keller)
4. Refine results by Series (General Correspondence)

Search Two:
Type the following:
letter Helen Keller Eleanor Roosevelt presidency

Which Search Is More Effective? Why?

To learn more about advanced search techniques at the digital Helen Keller Archive, visit the archive's Help page.

Part 2: Scavenger Hunt

Now it's your turn! Using your new search skills, find an item in the digital Helen Keller Archive to match each of the prompts below.

Find a photograph of Helen studying at college.

Document Title: _____

Document Filename: _____

Find a newspaper article about resources available to disabled veterans after World War II.

Document Title: _____

Document Filename: _____

Find an award Helen was given for a film.

Document Title: _____

Document Filename: _____

Find a brochure on children in Soviet Russia.

Document Title: _____

Document Filename: _____

Find a film clip of Helen traveling abroad.

Document Title: _____

Document Filename: _____

Find a 1913 speech in which Helen criticizes an American president.

Document Title: _____

Document Filename: _____