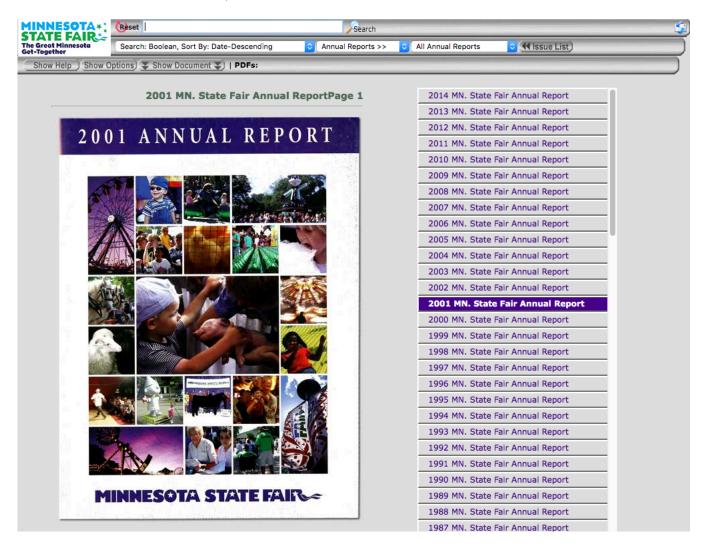
Navigation Tips for the Minnesota State Fair's Digital Archives

The Minnesota State Fair digital archives available at corp.arcasearch.com/usmnmsf/ includes annual reports and competition results. Originally, competition results (winners lists) were a part of the annual report, but beginning in 1956 they were separated into another document. In general, the annual reports give a synopsis of the State Fair, events, annual meeting, and financials. Competition results are for exhibitors in Ag-Hort-Bee, Creative Activities, Education, FFA, Horse, Livestock, and more.

When you click on the link to the digital archives, it will bring you to the welcome page. Click on the *Access All State Fair Archives* button to enter the main website, which will look like this:



There are various ways to search. To view annual reports and competition results by year, click on the *Issue List* button. Scroll down to the year you want and click to open. For closer viewing on a particular page, click on it. To return back to the results, click *Show Previews*.

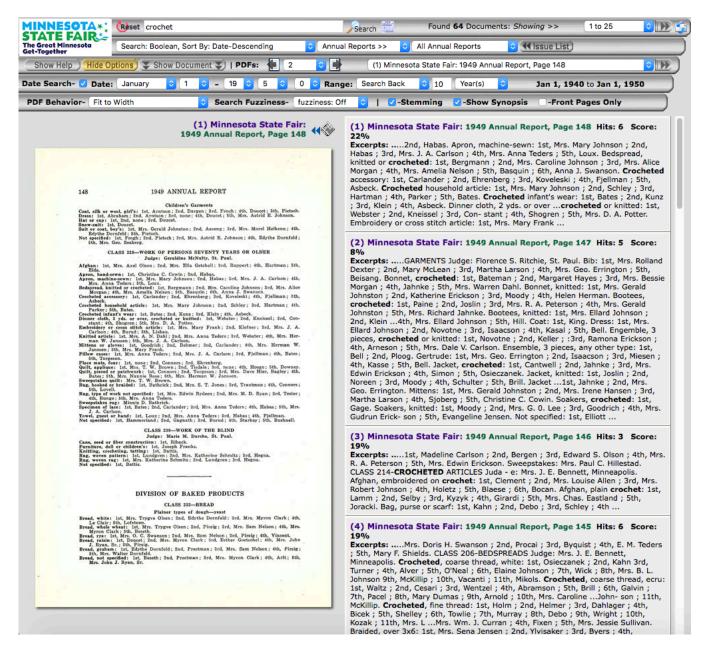




You can change the size of the image for viewing—for a Mac, run your cursor at the bottom center for zooming and saving options to appear. On a PC, put your cursor over the document and a header will appear with icons to rotate the page, download, or print. Files are saved with the year and page number. Example: msf-1902-0_143 stands for the Minnesota State Fair, year 1902, annual report, and pg. 143.



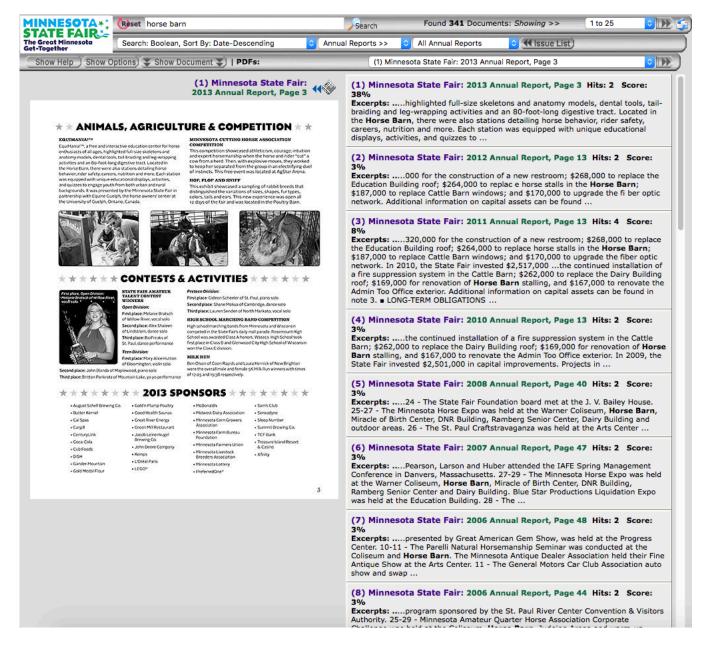
If you are looking for a particular item, such as *crochet*, you can enter it in the search bar at the top. At this time, if you enter *crochet*, there should be 256 results. However, if you click on *Show Options* and choose *Stemming*, it will also find words such as *crocheted* and *crocheting*, which at this time yields 832 results. If you want to limit the years of the search, again under the *Show Options* is a *Date Search*. Click on the button next to it and choose a year, then search within, ahead, or back, and how many years you would like included.



Sometimes you may want to understand the context of a result. When you have the document open, you can click on arrows in the search bar, just to the right of *PDFs*. This enables you to search the pages before and after the result page.

Other tips:

In the search bar, there are various ways to search. For example, if you enter the words *Horse Barn*, you will get 341 results. Entering *Horse and Barn* will get more results, because when searching this way, the two words do not have to be next to each other, only on the same page.



Another example is if you have a common last name, such as Johnson. If you enter *Johnson* in the search bar, there are too many results to run a complete search. However, if you know you are looking for a Holstein exhibitor with the name Johnson, you can search for *Johnson and Holstein* and your results will be more accurate.

Or, if you are looking for a person from a certain city, you can enter *Johnson w/5 Rochester*. The w/5 means that the words *Johnson* and *Rochester* will be within five words of each other, before or after. It is an arbitrary number, but the numbers 5 through 10 tend to be a good range.

A person's name may not always be the entered the same way. For example, if you are looking for *James J. Hill* and enter just that, you will get 19 results. If you enter *J. J. Hill*, there will be 20 results, and *Mr. Hill*, 28. In the search bar, if you enter *James J. Hill or J. J. Hill or Mr. Hill*, all results will show—61 in total (note periods are not necessary).

Another thing to keep in mind with names is that it was common for a married woman to enter her exhibits under her husband's name, such as Mrs. James Johnson or Mrs. J. Johnson. It is not always the case, but something to keep in mind. Additionally, names were sometimes abbreviated; for example, William would be listed as Wm.

The *Search Fuzziness* tab is useful for when you don't know the exact spelling of a word or name, and in certain cases a word or name is misspelled in the reports. As an example, if you enter Rosevelt in the search bar, it will yield one result, which happens to be misspelled. Change the tab to *Fuzziness: Med*, search again, and then Roosevelt will appear. Results will vary depending on the word and the amount of "fuzziness" you chose.

Just under the search bar the method of search is identified. The tips in this document pertain to a Boolean method search format. The system can also be searched by all words, any words, and sorted by date ascending or descending, or by hits. Experiment to find what works best for you. Part of the fun is stumbling upon tidbits that you weren't looking for—there are a lot of interesting pieces of information to be found.

Enjoy learning about the history of the Minnesota State Fair!