

How to Use the UPLINK Website

This guide is intended to help users by providing a detailed anatomy of each type of page on the UPLINK site and giving tips on how to browse and search the collections. If you have any questions, comments, or suggestions for improvement, please e-mail us at uplink@nmu.edu!

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What can you find on the UPLINK Website?

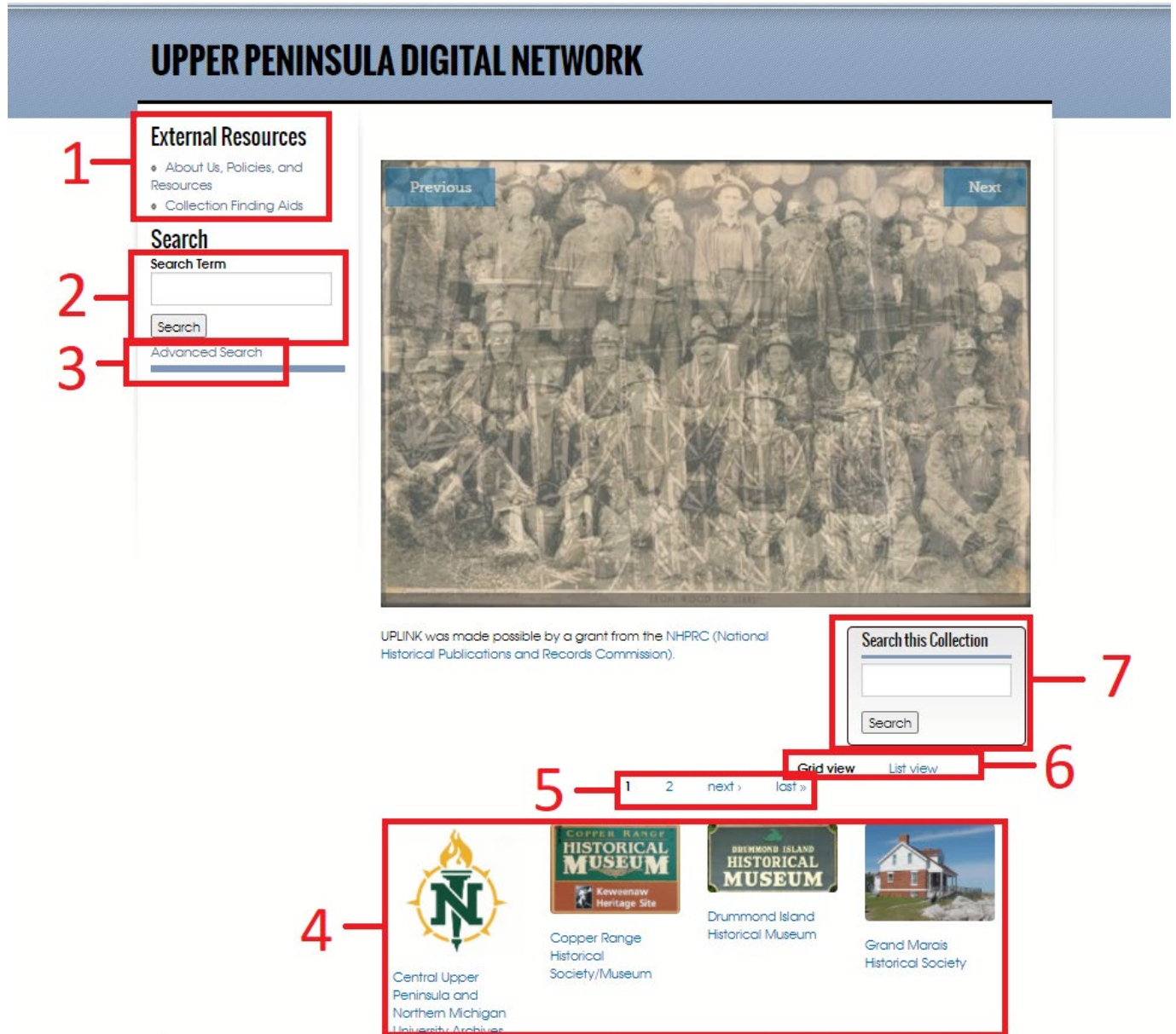
The Upper Peninsula Digital Network (UPLINK) website is a database for digital collections from heritage organizations (historical societies, archives, libraries, and museums) in the Upper Peninsula of Michigan. It contains photographs, newspapers, maps, oral histories, videos, and much more!

However, the digital collections in the UPLINK database are only the tip of the iceberg of what exists! Each heritage organization has many collections that have not been digitized. If you can't find what you're looking for online, we strongly urge you to get in touch with relevant organizations to ask about collections that have not yet been digitized or described.

Our search engine allows you to search across the descriptions and metadata assigned to each item and collection as well as the full text of any typewritten item. Please note that full-text searching is never completely accurate. If you do not find what you are looking for, consider browsing through the images of collections that are relevant to your research.

Website Structure

Home Page



1. **External Resources:** The links below this heading will take you to information about UPLINK on other sites.
 - a. “About Us, Policies, and Resources” is primarily intended for member organizations or potential member organizations. It includes information about the

structure of UPLINK, our policies and procedures, how to join UPLINK, and information about digitization, copyright, digital preservation, and more.

- b. “Collection Finding Aids” will take you to ArchivesSpace, our finding aid database. This database includes collection-level finding aids for digitized collections as well as physical collections. Please note that there are many collections without finding aids at every member organization! If you don’t find anything in the database, that does not mean that the material you’re looking for does not exist. Contact the organization for more information about collections without finding aids.
 - c. Takedown Policy (not pictured): This link will take you to our takedown policy for private information or material under copyright.
 - d. Tips for Using the UPLINK Website (not pictured): This link will take you to the document that you’re currently looking at.
 - e. Social Media Links (not pictured): These links will take you to UPLINK social media accounts.
2. **Simple Search:** This search bar allows you to search across every collection in the UPLINK database. See the “Simple Search” section for more information.
 3. **Advanced Search:** This link will take you to the Advanced Search page. See the “Advanced Search” section for more information.

NOTE: Items 1, 2, and 3 appear on every page on the UPLINK site. However, they are only mentioned in the home page section for the sake of brevity.

4. **Links to Institution Pages:** The icons on the bottom of the screen allow you to browse through UPLINK’s member institutions. Clicking on an icon will take you to that institution’s page. See “Institution Pages.”
5. **Page Numbers, Next, and Last:** Allows you to access additional pages of member institutions.
6. **Grid View versus List View:** The main page is set by default to Grid View. Clicking on “List View” will change the page so that it displays more information about each institution. An example of list view is below.



Central Upper Peninsula and Northern Michigan University Archives

The Central Upper Peninsula and Northern Michigan University Archives serves as the repository for the historical records of Northern Michigan University and also as an archival repository for historical materials documenting the history of the central Upper Peninsula of Michigan, which includes the counties of Alger, Delta, Dickinson, Marquette, Menominee, and Schoolcraft. While all of the NMU Archives' digitized materials are available via UPLINK, please note that the vast majority of the NMU Archives' collection are not digitized. You can search and browse finding aids for many of our physical collections on our [ArchivesSpace](#) page. If you can't find what you're looking for, please contact us! It's possible that what you're looking for exists but has not yet been processed. Website: <https://nmu.edu/archives> Contact Information: Central Upper Peninsula and Northern Michigan University Archives archives@nmu.edu 1401 Presque Isle Ave. Marquette, MI 49855 (906) 227-1225



Copper Range Historical Society/Museum

The Copper Range Historical Museum documents the lives and occupations of people in the early twentieth century on the copper range in southern Houghton County in the Keweenaw Peninsula. Their digital collections include an oral history interview with a miner named Wilfred Erickson, the personal correspondence of Copper Range Company general manager Lucius Lee Hubbard, a photographic collection, and (with Painesdale Mine and Shaft) an extensive collection of records documenting the Copper Range Company from 1898 to 1966. Displays focus on the Copper Range Company and life in general during that time. Website:

<https://www.pasty.com/crhm/index.html> Contact Information: Copper Range Historical Museum 44 Trimountain Ave. P.O. Box 148 South Range, MI 49963 (906) 482-6125 johnandjeanp@chartermi.net

7. **Search This Collection:** On the home page, this search bar will search across all collections just like the main search bar in the left-hand menu. (On the interior institution and collection pages, it will search only within that institution or collection.)

Institution Pages

The screenshot shows the institution page for the Copper Range Historical Society/Museum. On the left, there is a sidebar with 'External Resources' (About Us, Policies, and Resources; Collection Finding Aids) and a 'Search' section with a 'Search Term' input field, a 'Search' button, and a link to 'Advanced Search'. The main content area features the institution's title, a descriptive paragraph about its collections, a website link (<https://www.pasty.com/crhm/index.html>), and contact information. A 'Search this Collection' box is located on the right side of the main content area. Below the main content area, there are two view options: 'Grid view' (selected) and 'List view'. The bottom section displays a grid of collection thumbnails, including 'Adams Township Water Utility records', 'Copper Range Company records', 'Copper Range Historical Society Photograph collection', 'Lucius Lee Hubbard papers', and 'Wilfred Erickson Oral History Interview collection'. Red callout numbers 1 through 4 point to specific elements: 1 points to the main content area, 2 points to the 'Search this Collection' box, 3 points to the collection thumbnails, and 4 points to the view toggle buttons.

1

2

3

4

1. **Institution Description:** A brief paragraph about the institution and its collections. It includes a link to the institution's website and contact information for the institution.
2. **Search this Collection:** This search bar allows you to search within just the institution's collections. See the "Simple Search" section for more information.
3. **Links to Collection Pages:** The icons on the bottom of the screen allow you to browse through the collections that the organization has added to the UPLINK database. Clicking on an icon will take you to that collection's page. See "Collection Pages."
4. **Grid View versus List View:** Institution pages are set by default to Grid View. Clicking on "List View" will change the page so that it displays more information about each collection.

Collection Pages

UPPER PENINSULA DIGITAL NETWORK

Home > Copper Range Historical Society/Museum >

External Resources

- About Us, Policies, and Resources
- Collection Finding Aids

Search

Search Term

Search

Advanced Search

Copper Range Historical Society Photograph collection

This collection is an artificial collection of photographs gathered by the Copper Range Historical Society. The creator of the photographs is unknown. All of the photographs depict mines, mills, and railroads owned by the Copper Range Company, and they appear to date from approximately 1900 to 1940. The Copper Range Company, which was established in 1899, operated copper mines, mills, and railroads in Houghton and Ontonagon Counties. It merged with Louisiana Land and Exploration Company in 1977. For more information on the Copper Range Company's history, see this incredibly detailed history from the Michigan Tech Archives.

See the full finding aid here.

Search this Collection

Search

Grid view List view

Baltic Mine Surface Plants Photos, 1911; 1934

Atlantic Surface Plant and Underground Photos, 1898-1906; undated

Baltic Mine Underground Ore Shoots Under Slope Photo, undated

Copper Range Company Glass Plate Negatives

Copper Range Railroad Photos, 1910-1942

Stamp Mills Photos, undated

1. **Collection Description:** A brief summary of the contents of the collection and pertinent information about who created the collection and the circumstances of its creation. Clicking “See the full finding aid here” will take you to a more detailed description of the collection that is hosted in the Central Upper Peninsula and Northern Michigan University Archives’ ArchivesSpace database.
2. **Search this Collection:** This search bar allows you to search within just this collection. See the “Simple Search” section for more information.
3. **Links to Folders or Items:** Below the collection description, you will either see a set of folders that contain groups of items (for larger/more complex collections) or thumbnails of individual items (for smaller/less complex collections). Clicking on these icons will take you to the page for that folder or item.
4. **Grid View versus List View:** Collection pages are set by default to Grid View. Clicking on “List View” will change the page so that it displays more information about each folder or item.

Item Pages

External Resources

- About Us, Policies, and Resources
- Collection Finding Aids

Search

Search Term

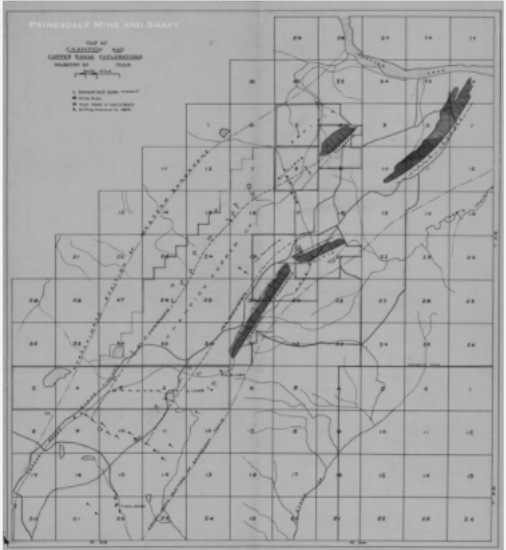
Search

Advanced Search

Home > Painesdale Mine and Shaft > Copper Range Company records > Maps and Plans >

Section Map of Adams Township Mines

Summary **Full Description** — 3



A historical section map of Adams Township Mines, showing a grid of land parcels with various mine locations marked. The map is titled 'PAINESDALE MINE AND SHAFT' and includes a legend for 'Map of Adams Township Mines'.

Abstract/Description: This map is a section map of the surface locations of the Atlantic, Baltic, Isle Royale and Trimountain Lodes. It also shows the approximate position of the western sandstone and the Keweenaw Fault.

Subject(s): Copper mines and mining
Copper miners
Houghton County (Mich.)
Champion Mine (Painesdale, Mich.)

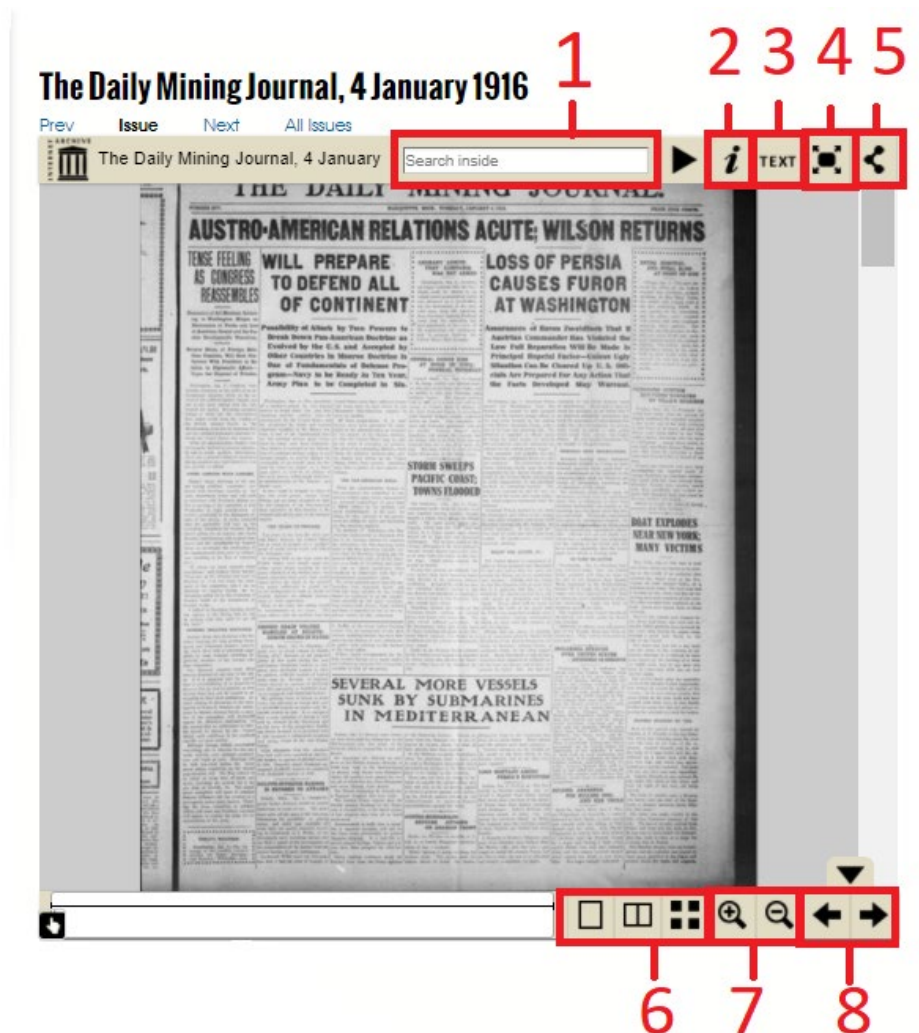
Date Created: Circa 1928

1. **Digital Content:** The center of the item page will display the item itself. Below are a few comments about individual file types:
 - a. Images: Click on the image to enlarge it and click on it again to zoom in further.
 - b. Audio: There will be a play button in the center of the screen. Click on the play button to play the audio file.
 - c. Video: There will be a play button in the center of the screen. Click on the play button to play the video file.
 - d. Text: You may see a blank screen as the PDF loads. Do not panic—it sometimes takes several minutes for large PDFs.
 - e. Books: Books display differently than other types of content. See the “Internet Archive Book Reader” section for more information.

2. **Summary Description:** This section of the screen will display a brief description of the item, subject headings assigned to the item, and the date that the item was created (or an approximate date range).
3. **Full Description:** Click the “Full Description” tab to see all of the metadata assigned to the item.

Internet Archive Book Reader

Books display in the Internet Archive Book Reader. Below is an explanation of the buttons on the book reader.



1. **Search Inside:** This search bar allows you to search for a word or phrase within the book or newspaper issue.
2. **Information:** Clicking the “I” icon will bring up the metadata for the item.
3. **Text:** Clicking the “Text” button will display the full text associated with the item. (Looking at the full text can also be a good way to ascertain how accurate your searches are likely to be for the item or collection.)
4. **Full Screen Icon:** Click this button to view the item in full screen mode.
5. **Share Icon:** Click this button to get a direct URL for the item or the page.
6. **Multi-page Display Icons:** (from left to right)
 - a. **Single Page View:** One page displays in the viewer at a time. Scroll up and down to get to other pages.

- b. Two-page View: Two pages appear in a spread as they would in the original book. Click the pages to turn them.
 - c. Thumbnail View: All of the pages will appear as small thumbnails. Clicking on one will take you to that page.
- 7. **Zoom In/Out:** Use these buttons to zoom in and out. When you are zoomed in, you can click and drag in the center area to move around the page.
- 8. **Previous/Next Page:** Use the left button to go to the previous page and the right button to go to the next page.

Browsing and Searching

Browsing

As you can see in the “Website Structure” section above, UPLINK’s content is hierarchically grouped by institution, then by collection, and then by groups of related material within that collection, allowing for easy browsing by institution. Unfortunately, at this time you cannot browse by format, subject heading, or other categories.

Simple Search

The search bar in the left-hand menu allows you to do a simple search across all collections in the database, while the “Search This Collection” search bar on the right-hand side of the screen will search only items nested within that institution, collection, or folder page.

Here are some general guidelines to consider when searching in Islandora:

- The simple search bar allows the use of quotation marks and wildcards.
- If you do not use quotation marks, Islandora will return results that contain any or all of the words that you searched (AKA “implicit OR” searching).
- The simple search bar does not understand Boolean operators (AND, OR, NOT). Use the Advanced Search page if you wish to use Boolean operators.
- When you are using simple search, Islandora will search across all metadata fields and the full text of any typewritten documents. If you only want to search in one metadata field, use Advanced Search.
- Keep in mind that using the search engine is only the beginning of the research process! Full-text searching is often not very accurate and full-text search is only for typewritten documents. If you do not find what you are looking for using the search engine, try browsing each item in the collection(s) that you are interested in.

Advanced Search

You can access the Advanced Search page by clicking the “Advanced Search” link in the left-hand menu. As with simple searches, keep in mind that using the search engine is only the beginning of the research process! Full-text searching is often not very accurate and full-text search is only for typewritten documents. If you do not find what you are looking for using the search engine, try browsing each item in the collection(s) that you are interested in. Below is an explanation of the buttons on the Advanced Search page.

The screenshot shows the 'UPPER PENINSULA DIGITAL NETWORK' header. On the left is a sidebar with 'External Resources' (About Us, Policies, and Resources; Collection Finding Aids) and a 'Search' section with a 'Search Term' input, a 'Search' button, and a link to 'Advanced Search'. The main content area is titled 'Advanced Search' and includes a 'Home >' link. It features two search sections. The first section has a 'Field' dropdown menu (labeled 1) with 'Title' selected, a 'Search terms' input, and plus/minus buttons (labeled 2). Below this is a Boolean operator dropdown menu (labeled 3) with 'AND' selected. The second section is identical but currently empty. At the bottom, there is an 'All collections' dropdown and a 'Search' button.

1. **Field Drop-down Menu:** Limits your results to those that contains your search term(s) in the Title, Name, Subject, Description, Metadata Keyword, or Full Text fields. “Metadata keyword” will search across any metadata field.
2. **Plus/Minus Buttons:** Clicking the plus will add a Boolean operator drop-down menu and another field and search term section.
3. **Boolean Drop-down Menu:** Allows you to put a Boolean operator (AND, OR, or NOT) between your search terms.

Search Results Page

The search results page allows you to apply further sorting and filtering to your results. Below is an explanation of the buttons on the search results page.

The screenshot shows the Search Results Page with the following elements and annotations:

- External Resources**: Links to "About Us, Policies, and Resources" and "Collection Finding Aids".
- Search**: A search bar with the text "michigan" and a "Search" button. The search term "michigan" is annotated with a red box and the number 4.
- Sort by:** A dropdown menu with options: Relevancy (annotated with a red box and the number 1), Title, Date, and Creator.
- Limit by:** A dropdown menu with options: Subject, Congresses and conventions. (12) (annotated with a red box and the number 2), Education. (12), Mathematics. (12), Basketball. (8), College students. (6), Administration. (4), Business education. (3), Marching bands. (3), Banks and banking. (2), and Biology. (2).
- Search results**: A section showing the results for "michigan" (1 - 20 of 85). It includes a pagination bar with links 1, 2, 3, 4, 5, next, and last (annotated with a red box and the number 6). Above the pagination bar are links for "List (default)" (annotated with a red box and the number 5), "Grid", "Table", and "Bookmark".
- Results list**: A list of search results, each with a thumbnail image and a title. The titles are: "Copper Dock in Houghton, Michigan", "Atlantic Mill in Redridge, Michigan", "Champion Mill in Freda, Michigan", "Michigan Pipe Company Product Guide", and "Post-Event Environmental Assessment: Dead River, Michigan".
- Show more**: A link to view more results.
- Name**: A link to view the name of the results.
- Northern Michigan College**: The footer text.

1. **Sort By:** The arrow next to the field that you are currently sorting by allows you to toggle between ascending and descending order.
 - a. Relevancy: Sorting by relevancy means that the search engine will rank your results by how many times your search terms appeared in the item and how many of the words in your search terms appeared in the item.
 - b. Title: Sorting by title means that the search engine will display the results in alphabetical order by title.

- c. Date: Sorting by date means that the search engine will display the results in chronological order.
 - d. Creator: Sorting by creator means that the search engine will display the results in alphabetical order by creator.
- 2. **Limit By:** You can also filter your results by a variety of fields. Clicking on an item beneath “Limit By” will display only results that include that subject heading or other element.
 - a. Subject: A list of subject headings found in the items in the search results. We use LCSH (Library of Congress Subject Headings).
 - b. Name: A list of individual or organizational names that appear in the items in the search results. This is the section that allows you to filter by institution if desired.
 - c. Media Type: A list of the file formats in the search results.
 - d. Collection: A list of the collections that the items in the search results belong to.
- 3. **Single Entries in the “Limit By” List:** Next to each entry in the “Limit By” list, you will see a number and plus/minus signs. The number tells you how many items in the search results have that particular subject, name, etc. Clicking the plus sign, like clicking on the name itself, will filter your search results so that you only see results that include that element. Clicking the minus sign will exclude anything with that term from your search results but will leave all other results intact.
- 4. **Active Search Terms and Filters:** At the top of the screen is a list of your active search terms and filters. Clicking the X next to it will remove it from your active search terms or filters.
- 5. **List, Grid, and Table Views:** The search results page is set by default to List View, which will give you a thumbnail of each result as well as the title, date, and creator of each result. Grid View will show you just a name and thumbnail for each result, while Table View will show the title, date, creator, and the number of times that your search term appeared in the item.
- 6. **Links to Additional Pages of Results:** Use the page numbers, next, and last to navigate to additional pages of results.