County of Simcoe
Simcoe County Archives
1149 Highway 26,
Minesing, Ontario L9X 0Z7

Main Line (705) 726-9331
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simcoe.ca

Guide to Using the Simcoe County Archives' Digital Collections Site

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Getting Started

Welcome to the homepage of the SCA's digital records website. Here you will find a selection of government and non-government records that have been donated and/or transferred to the Simcoe County Archives.

Select either the "Government Records" or "Non-Government Records" folders to get started.

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Changing Views and Sorting

When viewing records, you can select either “Tile View” or “List View” by choosing the icons in the upper right corner of the webpage, below the large search bar. Tile View provides records in a grid format with large thumbnails. List View shows records in a list format with smaller thumbnails.

Select the “Sort by” drop-down menu to sort records alphabetically by title or description, or by date. Please note that sorting by date currently refers to the date that a record was uploaded to the site, and not the date the record was created.

Figure 1: Non-government records folder with Sorting and Viewing tools circled. In this screenshot, Tile View is being displayed.

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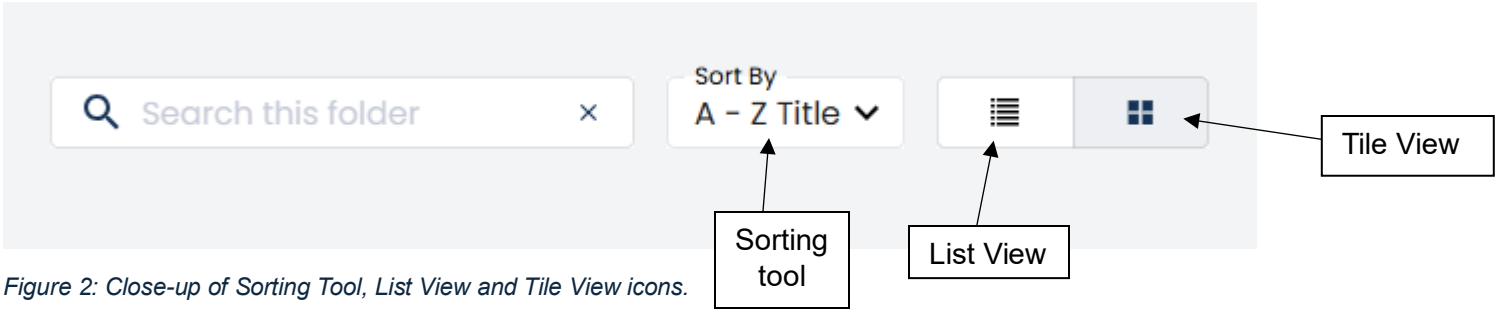

Figure 2: Close-up of Sorting Tool, List View and Tile View icons.

Selecting Records

Items on the site will be tagged as either a folder, image, document, audio, or video. You can see the tags in the lower right corner when viewing records in Tile View.

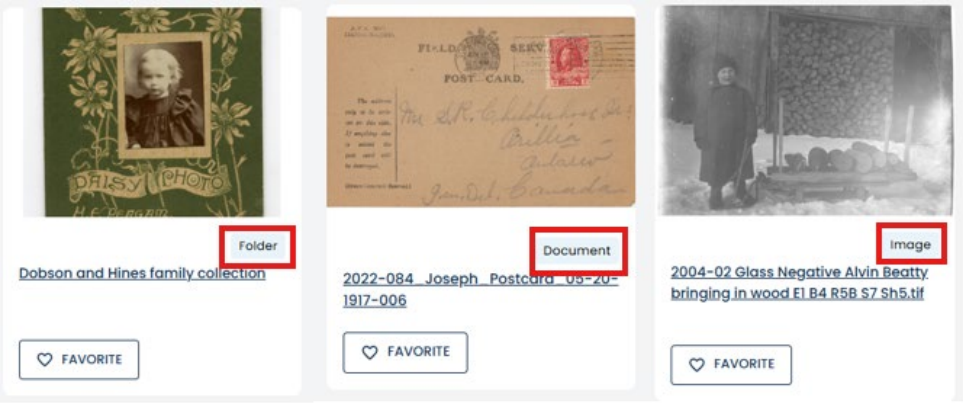

Figure 3: Examples of different item types circled.

Select a folder to navigate to the records placed inside. Select a document, image, audio, or video to navigate to a specific record.

Interacting with Images

Once you select an individual record to view, you can Zoom in and Zoom out, enter full screen, rotate a record clockwise or counterclockwise, or reset your view.

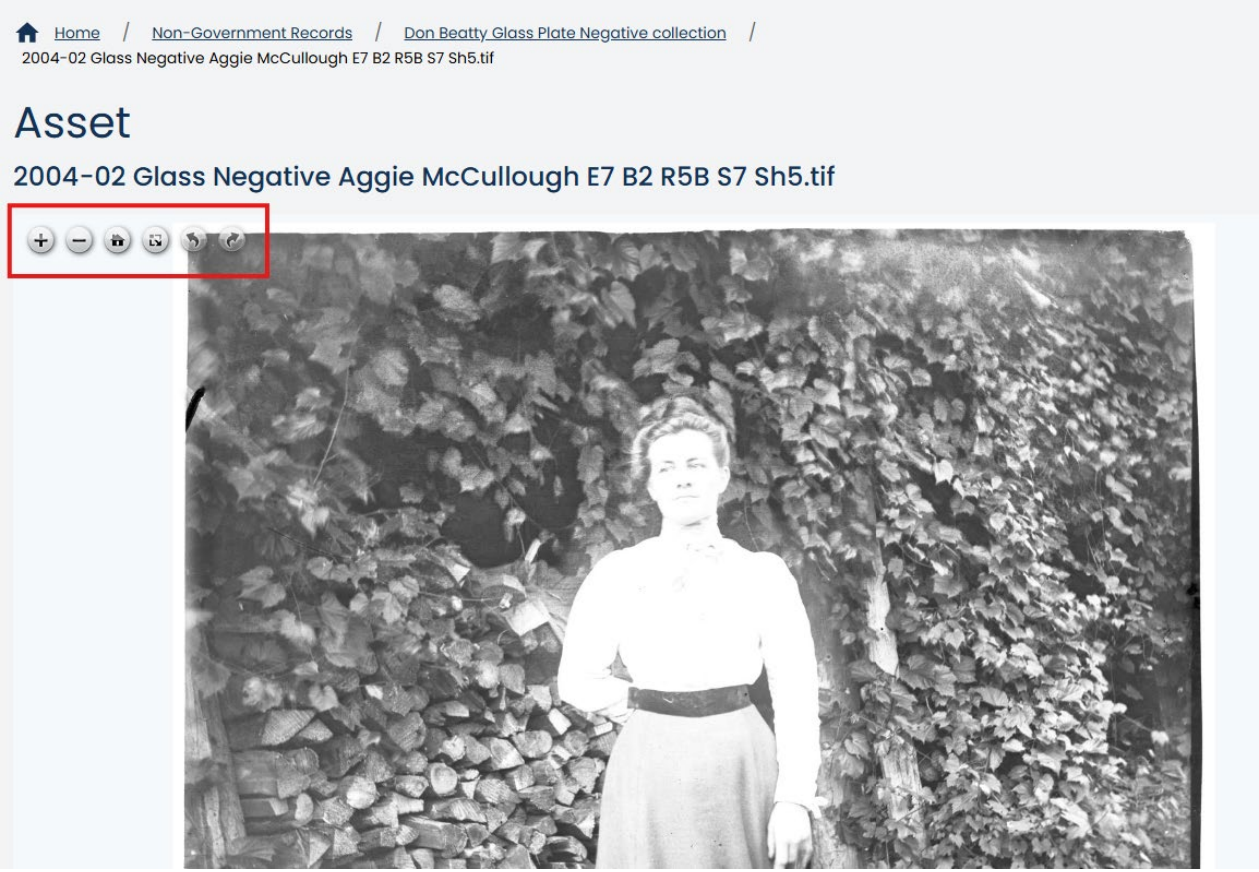

Figure 4: Example of a record to view, with navigation buttons circled.

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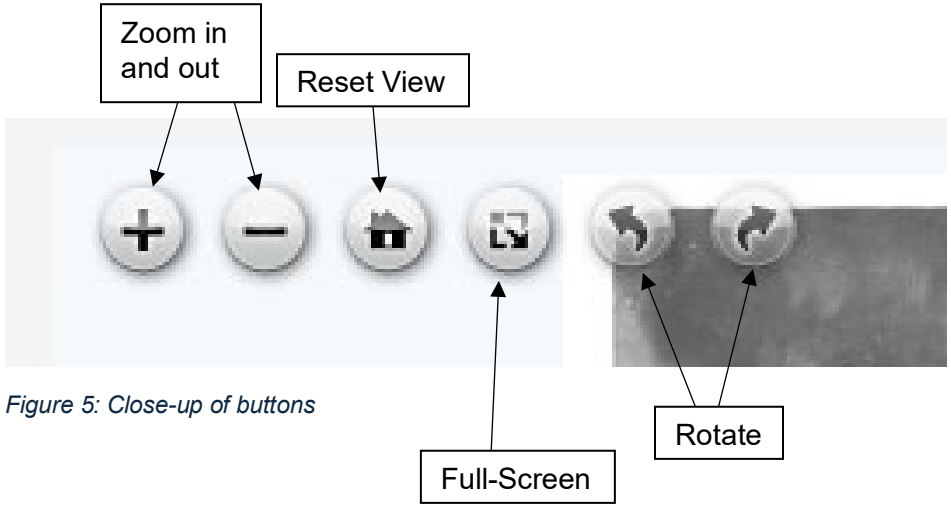

Figure 5: Close-up of buttons

Interacting with Documents

If you are viewing a document with multiple pages, select the arrow keys or scroll to view the next page. You may also select the "Toggle Sidebar" tool to navigate to a specific page in the document.

If a record has typed text, select the magnifying glass to search within the document for keywords.

You can also zoom in and out of a document or use the drop-down menu for further zoom options.

Selecting the >> symbol will provide additional options for scrolling, viewing, and rotating the document.

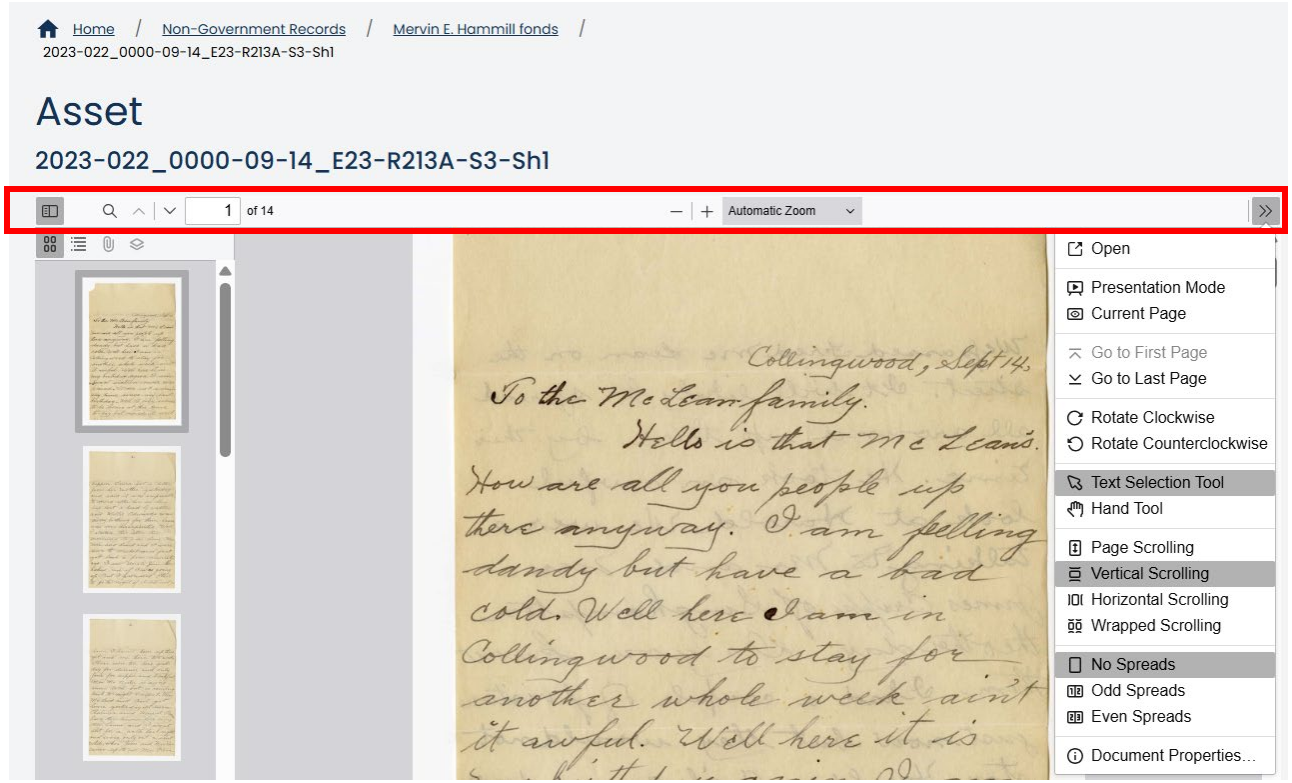

Figure 6: Example of document to view, with navigation buttons outlined.

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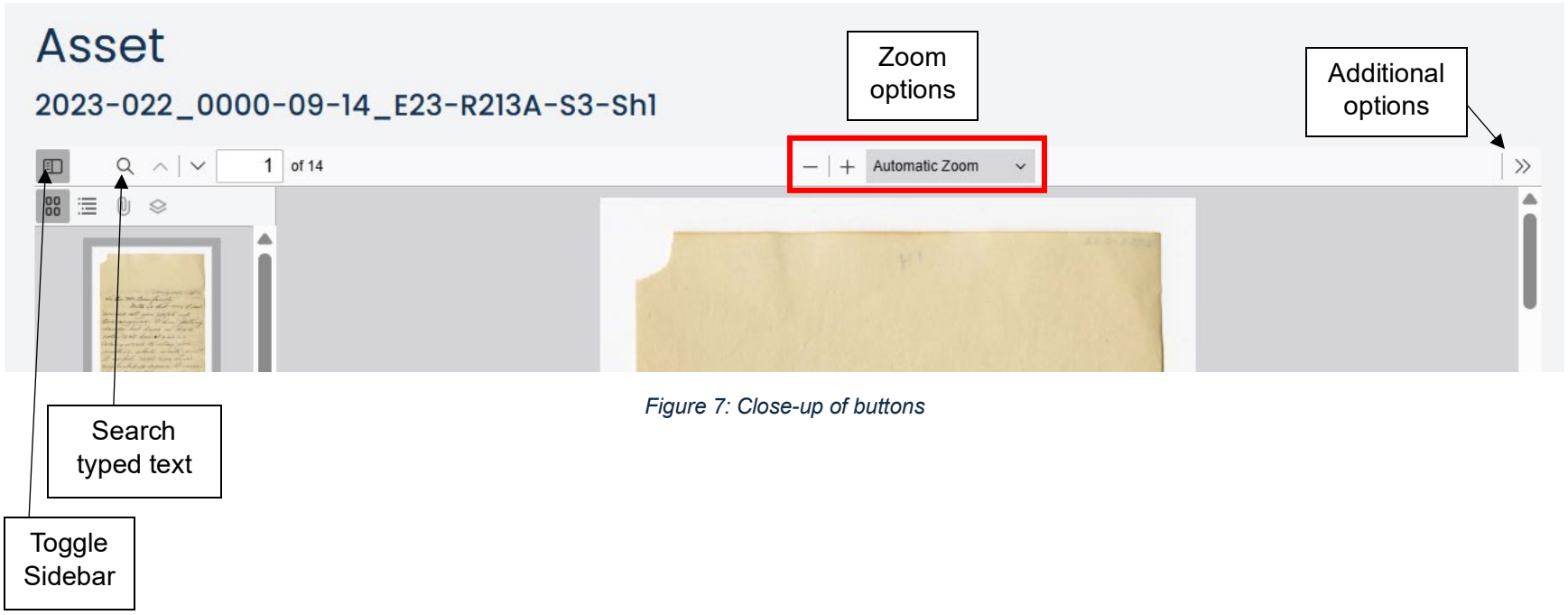

Figure 7: Close-up of buttons

Viewing Metadata

Metadata is descriptive information that provides useful context about a collection or specific record. Metadata can tell you who created a record, when a record was created, and any other relevant information.

When viewing a folder, select “View metadata” under the title of the folder to learn more about the collection you are currently browsing.

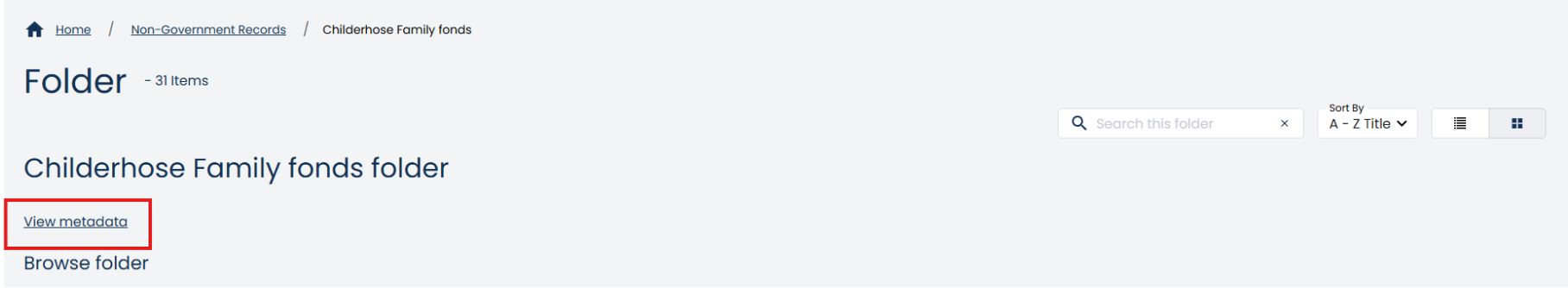

Figure 8: Location of "View metadata" button.

When viewing a record, metadata will automatically appear on the right-hand side, if available.

There may not be information available at the item-level (e.g. for a particular photograph or document). Review the folder-level description, particularly the scope and content notes, subjects, and dates, to better understand the records within a collection.

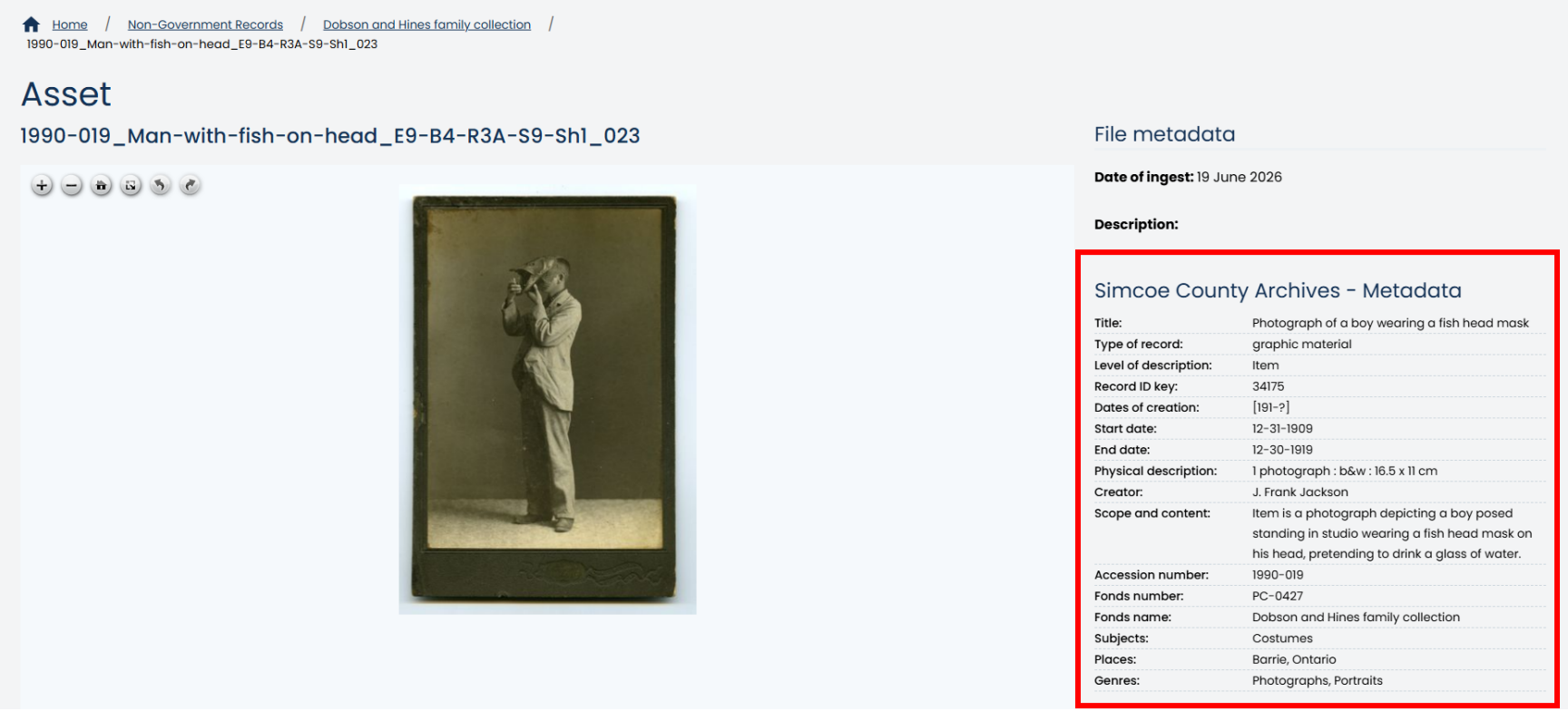

Figure 9: Example of a record with metadata on the right-hand side.

Searching

Basic Search – All metadata fields

In the large search bar at the top of the webpage, enter a keyword and select the “Search” button to retrieve any results. Results will appear if the keyword is featured in the title of the record, its metadata, or within the record itself (for typed text only).

To search for a specific phrase, place the words in quotations (e.g. “Canadian General Electric”). To search for variations of names or words, use an asterisk (e.g. “Sara*” will bring up results for “Sara” and “Sarah”)

If no results appear, try simplifying your keyword.

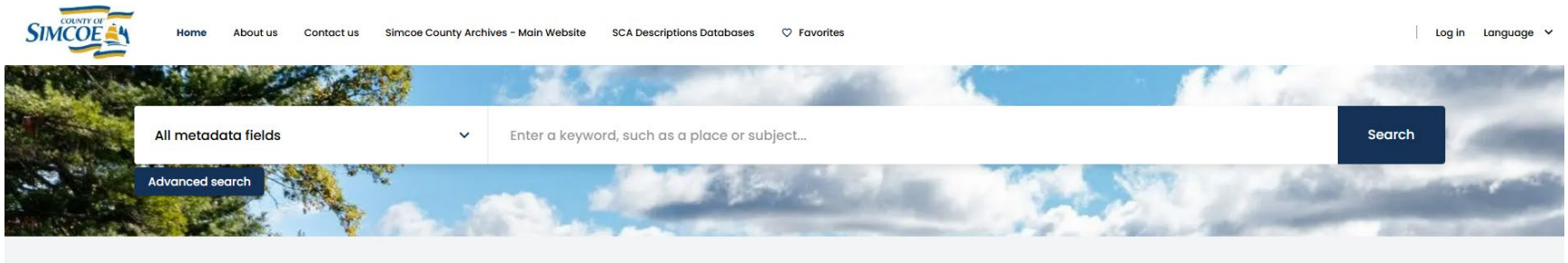

Figure 10: Location of main search bar at the top of the webpage

Basic Search – Specific metadata fields

To the left of the large search bar, select the “All metadata fields” drop down menu to select specific metadata fields.

Please note that this feature is in development and subject to change.

Select one of the “Simcoe County Archives Metadata Schema” fields by ticking the box next to the field you want to search. Enter your keyword into the large search bar and select the “Search” button to retrieve any results.

If no results appear, try simplifying your keyword or conducting a basic search of all metadata fields instead.

Advanced Search

Select “Advanced search” directly under the “All metadata fields” drop down menu.

Please note that this feature is in development and subject to change.

Select one of the categories identified as “Simcoe_County_Archives_Metadata_Schema” by ticking the box next to the field you want to search. Only these fields contain relevant information to search.

Determine whether your search “must contain” or “must not contain” your chosen keyword. Enter your keyword into the search bar that reads “Enter a value.” Select the “Show results” button to retrieve any results

Select the “Add” button to add additional fields to your search and narrow down results. You can save a filter to reuse during your browsing session.

If no results appear, try simplifying your keyword or conducting a basic search of all metadata fields instead.

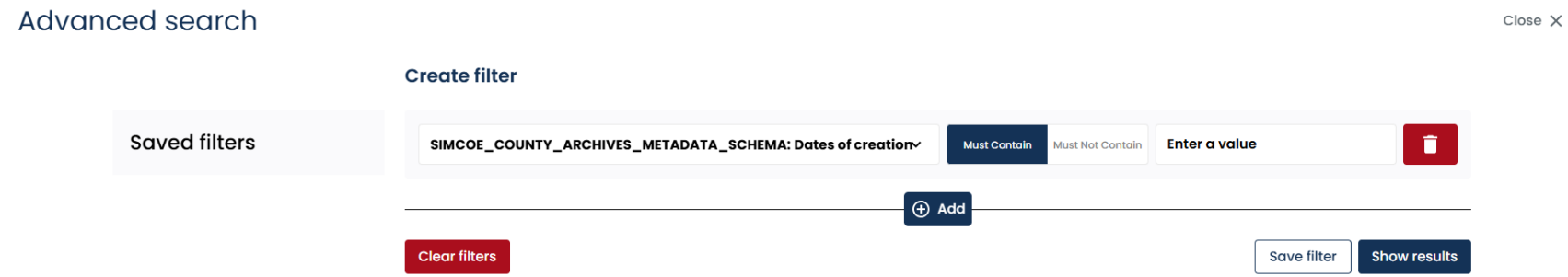

Figure 11: Advanced search screen

"Favourite" a Record

When browsing for records, you can select the "Favorite" button to curate a selection of records for further review. Records that are favourited will appear in the "Favorites" section located at the top of the webpage. You may remove a "favorite" by deselecting the button.

Please note that cookies must be accepted on the site for the favourite feature to work.

Also note that your favourites are only saved for the duration of your session on the website. If you exit the page and begin a new session, your favourites will be reset. Document the URLs or other descriptive information of your favourites in a separate document if you wish to easily locate these records again.

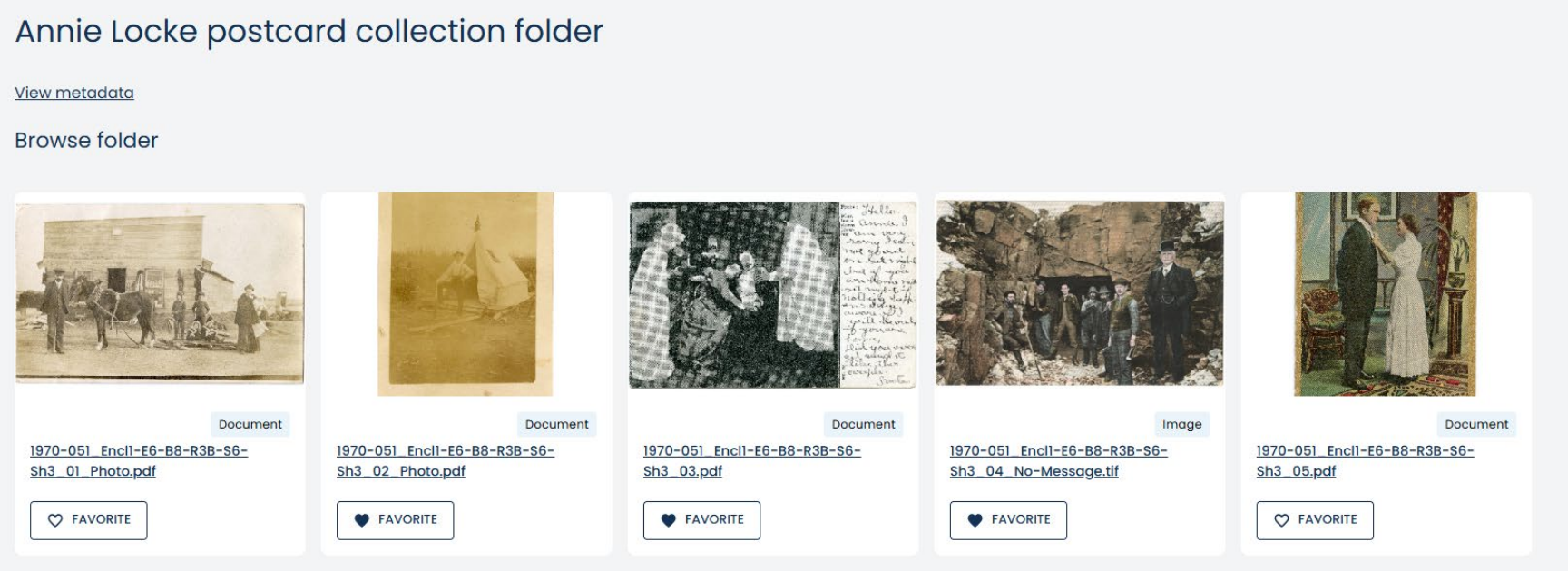

Figure 12: Example of using the "Favorite" button on records.

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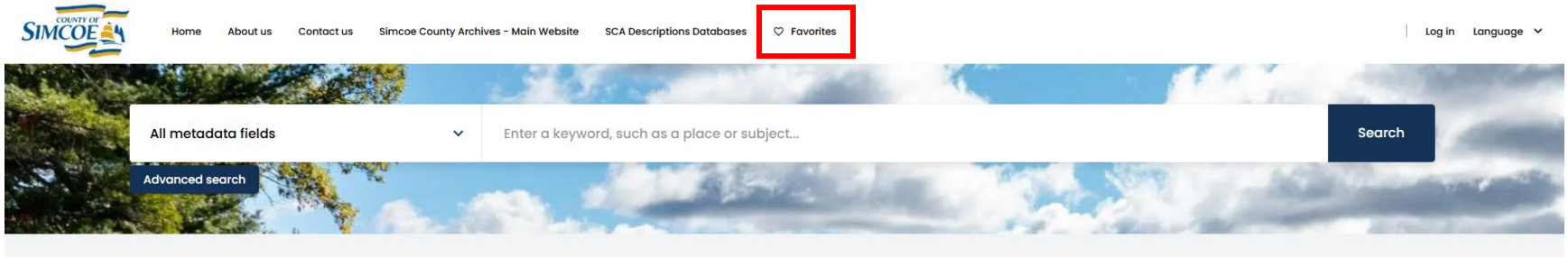

Figure 13: Location of "Favorites" section.

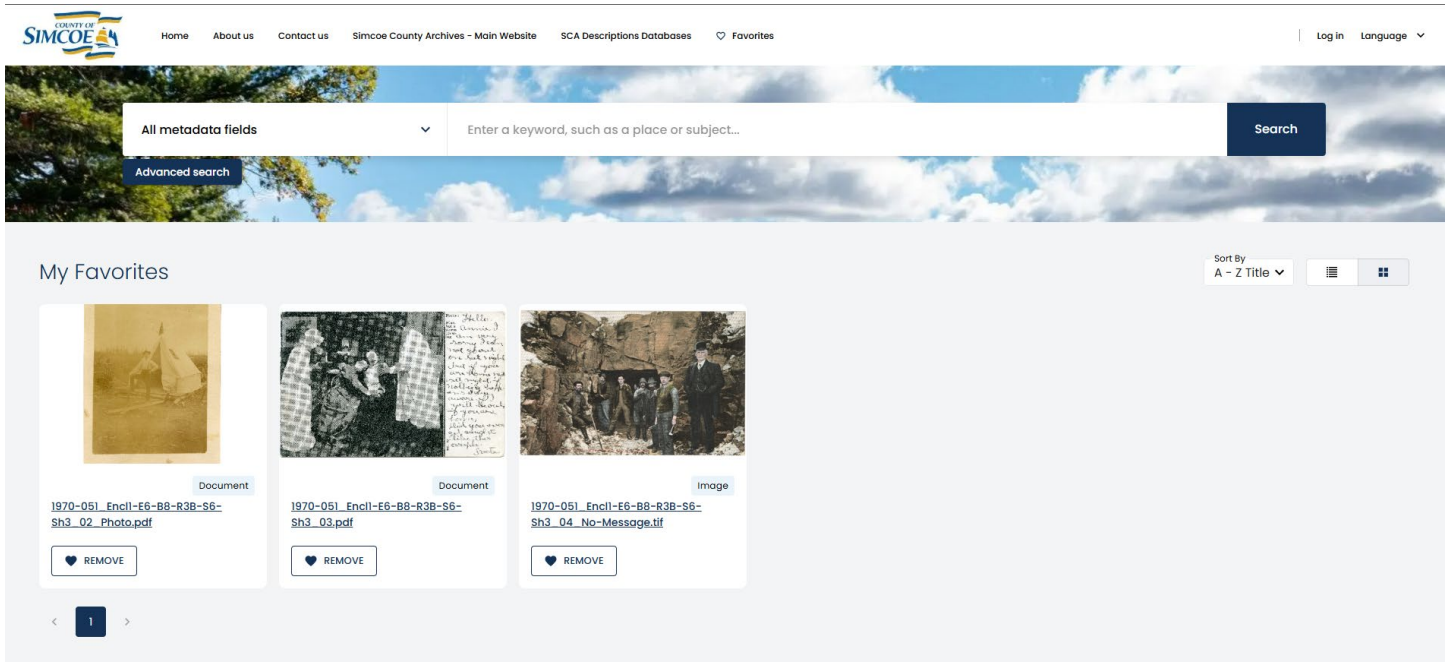

Figure 14: Example of "Favorited" records.

Other Sources for Information

The site contains direct links at the top of the webpage to the Simcoe County Archives' main website and our Descriptions Databases.

Our website contains links to our booking services page if you are interested in scheduling an in-person reading room appointment to view records onsite.

Our databases contain descriptions of records in our collections beyond what is available on the digital records site.

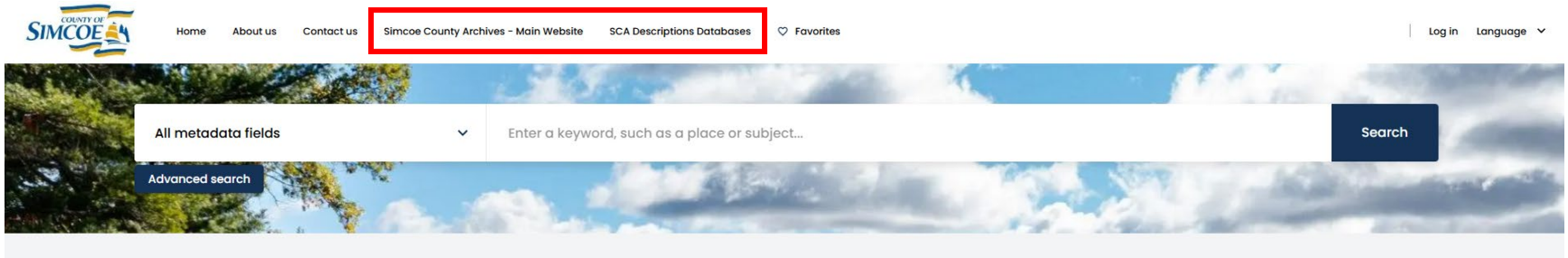

Figure 15: Location of other webpages