

## **Rutland Historical Society**

### **How to use our Finding Aids:**

There are two types of Finding Aids. The first is for collection material which could include almost anything – letters, documents, drawings, clippings, photo albums and much more. The second is for individual photographic images. Both types provide for searching by a topic or by a person/family name. **Perhaps the easiest way to search these is by using the Adobe Reader search.**

Topics are hierarchical (up to 3 levels) and can be reached from any of the levels. For example, Green Mountain College can be found under Schools and Education, Colleges, and Green Mountain College. You can get to these by clicking on “S”, “C” or “G”. Or you can browse the index pages and go directly to the indicated page by entering the page number in the box in the toolbar on the top left of the screen and hitting “Enter”. (Index is not available in the Photo Finding Aids). The Person Finding Aids work the same way, except that there is no topic hierarchy.