

THE VIETNAM CENTER AND ARCHIVE
Texas Tech University

How to Use the Virtual Vietnam Archive

Introduction

The Virtual Vietnam Archive is a multi-year project to digitize the holdings of the Vietnam Archive at Texas Tech and to make all non-copyrighted materials available through the web. To do this, the Virtual Archive utilizes a relational database system called Cuadra Star. This system allows for very fast, complex searches of all data in the database, including full text of many documents. New items are being added to the Virtual Archive every day, at a rate of approximately 30,000 pages per month. The purpose of this tutorial is to help researchers understand how to utilize the capabilities of the Virtual Archive to their full extent.

Table of Contents

[The Search Pages](#)

[Index Terms Pages](#)

[Browse List](#)

[More Information Page](#)

[Error Pages, Messages, Systems Maintenance, & Access Problems](#)

[Examples of Common Searches](#)

[Tutorials' Glossary](#)

[Return to Top](#)

© Copyright 2008 [Institute for Modern Conflict, Diplomacy, & Reconciliation, Texas Tech University](#) - All Rights Reserved

THE VIETNAM CENTER AND ARCHIVE
Texas Tech University

How to Use the Virtual Vietnam Archive

Quick Search Page

The Quick Search Page includes one search field. Enter your keyword(s) and hit Enter on your keyboard or click the Search button, and you will be taken directly to the results page. The most important thing to note about using this search page is that searches will result in a maximum of 250 hits. This limitation is in place to reduce the strain on our system resources. If you feel that what you are looking for is not coming up in those 250 results, or if you need more search options, use the links on the page to go to the Advanced Search page.

Search Controls Search Go To Advanced Search Clear Search Form Help End Search Session Change Font Size <div style="display: flex; justify-content: space-around; align-items: center;"> A A A </div>	<h3 style="color: #c00000;">Virtual Vietnam Archive Quick Search Page</h3> <p>Search Term(s) <input style="width: 100%; border: 1px solid #ccc;" type="text"/> Search</p> <p style="text-align: center;">Go To Advanced Search</p> <h4>Important Notes About This Search Page</h4> <p>Searches conducted using this Simple Search page will display only the top 250 results, due to limitations with our system resources. To be able to view more results, or to be able to narrow down searches using more keywords, dates, media type, etc, go to the Advanced Search Page.</p> <p>For more help on using the Virtual Vietnam Archive, see the Virtual Archive Tutorial Page.</p> <h4>Virtual Archive Time Limits</h4> <p>Due to licensing restrictions, the Virtual Vietnam Archive will impose a time limit once you have become inactive (you do not use your mouse or keyboard). This might affect you when you are reading long documents or listening/viewing an audio/video file. When you are finished with your research, please click the exit link found on the left of every page to allow others use of the Virtual Vietnam Archive. Please report any problems to the Vietnam Center & Archive IT Department.</p>
--	--

The Advanced Search Page

About the Advanced Search Page

The Virtual Archive Advanced Search Page is the primary method for accessing the materials in our collection. The page includes a variety of search options to better help users find the information they are looking for. These **search fields** will be covered more in-depth on this page of the tutorial. For now, let's look at the page itself.

The Center Section - Search Fields

The screenshot shows the Virtual Vietnam Archive Search Page (TTU) with three main sections:

- Search Controls (Left):** A vertical red bar containing buttons for "Start Search", "Clear Search Form", "Help", and "End Search Session".
- Virtual Vietnam Archive Search Page (TTU) (Middle):** The main search area with the following fields:
 - Keyword/Item #:** A text input field followed by radio buttons for "and", "or", and "not".
 - Collection Title:** A text input field.
 - Box:** A text input field.
 - Folder:** A text input field.
 - Date / Date Span:** Two text input fields separated by "to", with a note "(Use numeric dates, i.e. 07/25/1968)".
- Database Indexes (Right):** A vertical grey bar containing a "Collection Names Index" and a "Narrow to Media Type" section with checkboxes for: Documents, All Images, Photographs, Slides, Oral History, Finding Aid, Audio, and Maps.

The middle section of the page contains the buttons and fields needed to search the VVA. The left column contains functions to control the Virtual Archive, to conduct searches and display search results. These buttons will change based on your actions. The buttons that remain static include the "Help" button, and the "End Search Session" button, which ends your VVA session. The other part of the middle section includes the search fields, which will be covered shortly. Please note that it is not necessary to enter information in every search field. Use as few or as many as you need.

The Search Fields

The Search Fields are where users enter terms and phrases they wish to search for in the Virtual Archive. Please remember that you can use as few or as many of these search fields as you would like. It is not necessary to enter data in every field.

This close-up shows the "Keyword/Item #:" label followed by a text input field. Below the field are two sets of radio buttons for "and", "or", and "not".

Keyword / Item Number: The most basic search in the VVA is the keyword search. Entering a term in this field searches all of the fields in our database. Entering more than one word in this field (ex: 101st Airborne) will search for records that have both 101st and Airborne in them, but not necessarily together. Use " " around phrases to search for that exact phrase. If you have a VVA item number from a previous search (ex: 2300503001 or VA000106), you may also enter them into this field.

For more control over keyword searching, we have included three keyword search fields. The first two are followed by "Boolean" search terms, which are used to connect the terms in the fields. So if you enter 101st in the first keyword field, select "not" in the following list, and enter airborne in the second keyword field, you would be searching for records that contain the term 101st but not the term airborne.

This close-up shows the "Collection Title:" label followed by a text input field. Below it are two text input fields labeled "Box:" and "Folder:".

Collection Title: Every donation to the Vietnam Archive is added to a collection, usually the name of the donor (ex: Ron Frankum Collection). This is how we link materials together. Each collection is also assigned a unique

identification number (ex: Ron Frankum Collection = 1039). In this search field you can search either by this collection number, if known, or any part of the collection name. This field is followed by a Box and a Folder search fields. We include these fields in particular for researchers who have used our collections on-site, and are trying to find a particular item, knowing what box and folder the item was in, or who found something in a Finding Aid. These fields should be used in conjunction with the collection title field, and should be entered in 2 or 3 digits (ex: 02).

Date / Date Span: to
(Use numeric dates, i.e. 07/25/1968)

Date/Date Span: Enter dates in these search fields in numeric format to limit your results to a particular time period. To search for a single day, enter that day in the first field (ex: 07/25/1968), and leave the second field blank. To search for a span of dates (7/25/1968-8/14/1968), enter the earliest date in the first box, and the latest date in the second. To limit to a year, you can enter just that year in the first box alone.

Narrow to Media Type

- Documents
- All Images
- Photographs
- Slides
- Oral History
- Finding Aid
- Audio
- Maps
- Moving Image
- Museum Object
- Microform
- Periodical
- Computer Media

Media Types: The Vietnam Archive is digitizing all materials in its holdings, which covers many media types. To limit your searches to particular media types, use these checkboxes, located in the column on the right. The different checkbox options for media type can be seen in the graphic above. The images checkbox includes photographs, negatives, and slides. Audio includes Oral Histories, but Oral History does not include other audio files.

Narrow to Language
 English
 Vietnamese
 French
 Other

Language: The documents in the VVA come in a variety of languages. To limit your search to one particular language, check the checkbox next to it. Please note that if you select, for example, Vietnamese, your search will be conducted across records in which the primary language is Vietnamese, but may also include English or French.

Other Options
 Limit to Items Available Online

Limit to Items...: The Virtual Archive contains records for all of our digitized items, but due to copyright or other restrictions, some of these items cannot be made available over the internet. Selecting this checkbox limits your search to only items that are available for you to view over the internet.

Limit to Records Created in the:

Limit to Records...: New items are being added to the VVA daily, and the rate of around 30,000 pages per month. Use this dropdown menu to limit your searches to records added within specific date periods. This is particularly useful for researchers conducting long term research. There may be nothing available on a particular term today, but something may be added next week. This option lets you avoid sorting through materials you have already examined.

Index Links

Database Indexes
[Collection Names Index](#)

This link, located in the right column, will take users to the list of terms available for certain search fields. More information on the Index Pages is available in the [next section](#) of this tutorial.

Conducting Searches

Search Controls	Virtual Vietnam Archive Search Page (TTU)	Database Indexes
Start Search	<p>Keyword/Item #: <input type="text"/></p> <p style="text-align: center;"><input checked="" type="radio"/> and <input type="radio"/> or <input type="radio"/> not</p> <input type="text"/> <p style="text-align: center;"><input checked="" type="radio"/> and <input type="radio"/> or <input type="radio"/> not</p> <input type="text"/>	Collection Names Index
Clear Search Form		Narrow to Media Type
Help		<input type="checkbox"/> Documents
End Search Session		<input type="checkbox"/> All Images
		<input type="checkbox"/> Photographs
	<input type="checkbox"/> Slides	
	<input type="checkbox"/> Oral History	
	<input type="checkbox"/> Finding Aid	
	<input type="checkbox"/> Audio	
	<input type="checkbox"/> Maps	

To conduct a search, enter a term(s) in as few or as many search fields as you wish. You may then either hit enter on your keyboard, or click the "Start Search" link in the left column. If your search generated results, this number will appear at the top of the left column and directly above the keyword search field. If there are no results, you will see the message "Your search did not retrieve any hits. Please try again." If your search resulted in a large number of hits (500+), we suggest you enter more terms, such as dates, to narrow down your search.

Hits: 14687 Click "[Display Search Results](#)" to view records.

If your # of hits is over 1000, please narrow down your search before displaying.

Keyword/Item #:	<input type="text" value="Tet"/>
	<input checked="" type="radio"/> and <input type="radio"/> or <input type="radio"/> not
	<input type="text"/>
	<input checked="" type="radio"/> and <input type="radio"/> or <input type="radio"/> not
	<input type="text"/>
Collection Title:	<input type="text"/>
	Box: <input type="text"/> Folder: <input type="text"/>
Date / Date Span:	<input type="text"/> to <input type="text"/>
	<i>(Use numeric dates, i.e. 07/25/1968)</i>

The more results your search has, the longer they will take to load, and the more information you will have to sort through. After you enter another term, hit enter or click on the "Update Hits" link. Once you are happy with the number of results, click on the "Display Search Results" link, which will take you to the [Browse List](#) page.

Hits: 90 Click "*Display Search Results*" to view records.

If your # of hits is over 1000, please narrow down your search before displaying.

Keyword/Item #:
 and or not

 and or not

Collection Title:
Box: **Folder:**

Date / Date Span: to
(Use numeric dates, i.e. 07/25/1968)

[Return to Table of Contents](#)
[Next Section: Index Pages](#)

[Return to Top](#)

© Copyright 2008 [Institute for Modern Conflict, Diplomacy, & Reconciliation](#), Texas Tech University - All Rights Reserved

THE VIETNAM CENTER AND ARCHIVE
Texas Tech University

How to Use the Virtual Vietnam Archive

The Index Terms Pages

About the Page

The screenshot shows the website header for THE VIETNAM CENTER AND ARCHIVE at Texas Tech University. Below the header is a navigation bar with links for HOME, VIRTUAL VIETNAM ARCHIVE, SEARCH PAGE, and INDEX. On the left is a red sidebar with search controls: Paste Term(s), Previous Section, Next Section, Return w/o Pasting, Help, and End Search Session. The main content area is titled "Index of Collection Titles" and includes instructions on how to use the search function. Below the instructions is a "List Terms Near:" search field with a "Show Near" button. A list of collection titles follows, each with a checkbox and a count in parentheses:

- *Admiral Elmo R. Zumwalt, Jr. Collection * (1)
- *Burch Collection* Of The National Vietnam Veterans Coalition Collection (117)
- *Burch Collection* Of The National Vietnam Veterans Coalition Collection: Administrative Files (65)
- *Burch Collection* Of The National Vietnam Veterans Coalition Collection: Campaign Files (3)
- *Burch Collection* Of The National Vietnam Veterans Coalition Collection: Individual Files (1)

The Virtual Vietnam Archive Index Pages are provided to assist researchers in finding terms that may be used while searching. Quite simply, the index pages are a listing of all of the words in the Virtual Archive for a specific category. Currently, access is provided to one index through the Virtual Archive Search Page: Collection Titles.

Every donation to the Vietnam Archive is assigned to a collection, usually the donor's name. This Collection Names index is a listing of all of the collections currently available online.

The basic structure of the Index Terms pages is the same as the rest of the Virtual Archive. Please note, due to the size of these indexes, when you click on the link, the page may take a few moments to load. The terms are listed on the page in sets of 20, with a check box in front and followed by a number. This number is the number of times the term appears in the Virtual Archive.

List Terms / Show Near

List Terms Near:

Due to the size of the indexes, only 20 terms will be displayed on the screen at any given time. To assist with navigation through the index, a search field is provided near the top of the page, under the page title. This search field is labeled "List Terms Near" and is followed by a button labeled "Show Near". To jump ahead in the

index, enter a name, a term, or even a single letter and click the Show Near Button. For example, if you want to jump ahead in the index to see collection titles starting with the letter G, enter G in the List Terms Near box and click the button. This will take you to the first term starting with the letter G.

Previous Section / Next Section

Another way to navigate through the index is to use the "Previous Section" / "Next Section" buttons. These are located in the left column on the page. Clicking "Next Section" takes you to the next set of 20 terms. "Previous Section" takes you back 20. If you are at the beginning of the index, then the "Previous Section" button will not appear. If you are at the end of the index, the "Next Section" button will not appear.

Selecting / Paste Term(s) / Return w/o Pasting

To select a term to use in your search, click the checkbox next to the term. You can select multiple terms by clicking on more than one checkbox. Once your terms are selected, click the "Paste Term(s)" link in the left column. This will return you to the search page and enter your terms automatically into the appropriate search field. Multiple terms will be separated by semicolons, meaning that the search engine will search for records that have either the first term, or the second term, etc... If you do not find a search term that you wish to use, click the "Return w/o Pasting" link in the left column. This will return you to the Search Page without adding any terms to your search.

Search Controls

[Paste Term\(s\)](#)

[Previous Section](#)

[Next Section](#)

[Return w/o Pasting](#)

[Help](#)

[End Search Session](#)

Search Links

<input type="checkbox"/>	"Admiral Elmo R. Zumwalt, Jr. Collection " (1)
<input type="checkbox"/>	"Burch Collection" Of The National Vietnam Veterans Coalition Collection (117)
<input type="checkbox"/>	"Burch Collection" Of The National Vietnam Veterans Coalition Collection: Administrative Files (65)
<input type="checkbox"/>	"Burch Collection" Of The National Vietnam Veterans Coalition Collection: Campaign Files (3)
<input type="checkbox"/>	"Burch Collection" Of The National Vietnam Veterans Coalition Collection: Individual Files (1)
<input type="checkbox"/>	"Burch Collection" Of The National Vietnam Veterans Coalition Collection: Veteran Organization Files (3)
<input type="checkbox"/>	"Veterans Issues And Answers" Collection (61)
<input type="checkbox"/>	1/92nd Field Artillery Association, Vietnam Collection (1)

On the Collection Titles Index Page, all of the index terms are underlined. This means you can click on the term and be taken directly to a Browse Page listing all of the entries for that term, bypassing the search page. Please remember that if the number in parentheses that follows the term is large, then it will take time to load the results. You may want to paste the term into the search page, and enter other terms to narrow the search down to see fewer results.

[Return to Table of Contents](#)
[Next Section: The Browse Results Page](#)

[Return to Top](#)

THE VIETNAM CENTER AND ARCHIVE
Texas Tech University

How to Use the Virtual Vietnam Archive

The Browse Results Page

About the Page

THE VIETNAM CENTER AND ARCHIVE
Texas Tech University | PO Box 41045 | Lubbock, Texas | 79409-1045 | P. 806-742-3742 | F. 806-742-8664

HOME > VIRTUAL VIETNAM ARCHIVE > SEARCH PAGE > SEARCH RESULTS

Records Retrieved:
483

Display Selections
Clear Selections
Return to Search
Help
End Search Session

Browse Search Results

Sort By:

Page 1 — 2 3 4 5 6 7 8 9 10 — NEXT ►

Displaying Page 1: Records 1-50 of 483 records in the report. Records to Display Per Page: [Change](#)

Item Number: 2391021001 [See More Information](#)

Title: Hearings Before the Subcommittee on Asian and Pacific Affairs of the Committee on Foreign Affairs, House of Representatives, Ninety-Sixth Congress, First Session on 1979: Tragedy in Indochina: War, Refugees, and Famine (237 pages) [1980]

View Item: Document (.pdf)

Collection: Douglas Pike Collection: Unit 11 - Monographs

Web Status: Available to Public

[View all documents in this Folder or Box](#)


Item Number: OH0129 [See More Information](#)





Title: Interview with John A. Parker [20 July 2000]


The Browse Results lists the results of your search in an order of your choosing. This listing consists of basic information about the item, a link to the digital version of the item (if available), and a link to more detailed information about the item. The basic structure of the page is the same as the rest of the Virtual Vietnam Archive.


This page also includes a Quick Search box (not pictured) at the top of the page. This Quick Search is exactly the same as the [Quick Search Page](#) upon entering, and has the same 250 hit limit.

Information Displayed

<input type="checkbox"/> Item Number: 12500101001	See More Information
Title: Description For Videos - 1250VI1455 To 1250VI1458 (7 pages) [No Date]	
View Item: Document (.pdf)	
Collection: Lawrence Schiff Collection	
Web Status: Available to Public	
View all documents in this Folder or Box	

<input type="checkbox"/> Item Number: OH0200	See More Information
Title: Interview with Bill Lair	
View Item: Oral History (.wma/.pdf)	   
Collection: Bill Lair Collection (Air America Association)	
Web Status: Available to Public	

<input type="checkbox"/> Item Number: VA025206	See More Information
Title: Photograph	
View Item: Photograph (.jpg)	
Collection: Johnnie Peoples Collection	
Web Status: Available to Public	

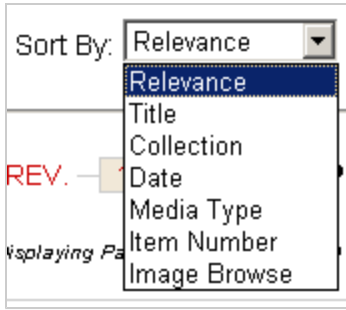
The information displayed on the Browse Results Page is the most basic information available about the item, including its title, collection, creation date, item number, media type, and a link (either an icon or thumbnail) to the digital version of the item, if available (if the item is not available, in most cases the icon will be replaced with a not available icon: ). In the top right corner of each record is a link to more information about that record (see later section on the [More Information Page](#)).

Moving Between Results Pages



If your search resulted in more than 25 hits, then at the top and the bottom of each page a set of links will appear. The size of this set varies depending on the number of search results. In this set you will see the number of the page you are on, and links on the left and right to the previous and next sets of 25 hits, as well as links to other pages in the results, allowing you, as an example, to quickly jump to results 125-150. To leave the Browse Results page, click the "Return to Search" link in the left column to return to the Search Page, or "Exit the Virtual Archive" to end your session.

Sort By...



It is possible to change the order in which your results are displayed on the Browse Results page by using the drop-down menu near the top of the page. The default sort order is by relevance. With this selected, the records are displayed in an attempt to give you the results that best fit your search first. This is not an exact science, though. By using the drop-down menu, you can re-sort your results by Title, Collection, Creation Date, Media Type, or Item Number.

Display Selections

When looking at a large number of results, you may want to skim through quickly and select some records to look at more in-depth. To organize these onto a Browse Results page with fewer results, select the checkbox for each record you want to move to the smaller results page. Then, once all of the records you are interested in are selected, click the "Display Selections" link in the left column. This takes you to the Selected Items List, which is arranged in much the same way as the Browse Results page. Items are sorted by Title, and this sorting cannot be changed. To return to the page with all of your search results, click the "Return to Full List" link in the left column.

More Information Link



In the upper right corner of each record is a link labeled "See More Information". Clicking this link takes you to a page listing only that record that provides more in-depth information about the item. This page will be covered in the [next section](#) of the tutorial.

[View all documents in this Folder or Box links](#)

View all documents in this [Folder](#) or [Box](#)

For document records, at the bottom of each record are two links that will pull up all items from the folder or box that the item is in, allowing users to see the documents that are located around, and therefore may be related to, the document in question.

[Return to Table of Contents](#)
[Next Section: The More Information Page](#)

[Return to Top](#)

© Copyright 2008 [Institute for Modern Conflict, Diplomacy, & Reconciliation](#), Texas Tech University - All Rights Reserved

THE VIETNAM CENTER AND ARCHIVE
Texas Tech University

How to Use the Virtual Vietnam Archive

Full Record Report or More Information

About the Page

The screenshot shows the 'More Information' page for item 2202109033. The page header includes the site name and contact information. A navigation bar shows the current path: HOME > VIRTUAL VIETNAM ARCHIVE > SEARCH PAGE > SEARCH RESULTS > MORE INFORMATION. On the left, a red sidebar contains links: Return to Browse, Return to Search, Help, and End Search Session. The main content area is titled 'More Information' and features a 'Display:' dropdown menu set to 'Full Report'. Below this, the item details are listed: Item Number: 2202109033 (Record #: 168499), Document Title: Liberation Radio Airs POW's 'Special' Holiday Programs - December 30, 1971, Language/Translation: English, Document Pages: 4, Date: 30 December 1971, Collection: Douglas Pike Collection: Unit 03 - POW/MIA Issues, Media Type: Document (.pdf), Physical Location: Box #: 21, Folder #: 09, Full Text: OCR text of this document is available. Note that this text is not edited. See the Help section for more information. A 'View Item:' section contains a PDF icon and a red-bordered box. The citation is: Liberation Radio Airs POW's 'Special' Holiday Programs, 30 December 1971, Folder 09, Box 21, Douglas Pike Collection: Unit 03 - POW/MIA Issues, The Vietnam Archive, Texas Tech University. A 'Return to Top' link is at the bottom left.

The More Information or Full Record Report Page is a listing of in-depth information about a single item. It lists more detailed information than the Browse Results page. The basic structure of the page is the same as the rest of the Virtual Vietnam Archive.

Information Displayed

The information displayed on this page varies depending on a number of factors, including media type. Some of the basic information that is included for all media types is the title, date, language, collection, media type, location, link to the digital version of the item (if available), and a preferred citation for the item. Other information that may be included is number of pages, length for an audio or video file, a brief description, copyright or publisher information, or links to related documents. In some cases, information has been removed from the digital copy to protect the privacy of an individual. If information has been removed, a notice will appear on this page.

Full Text

Full Text: OCR text of this document is available. Note that this text is not edited. See the Help section for more information.

two divisions 2d Infantry Divisions Support units including air defense Southeast Asia 1st Cavalry Division airmobile 1st Infantry Division 173d Airborne Brigade 1st Brigade **101st Airborne** Division 3d Brigade 25th Infantry Division 1st Logistical Command Supporting units including air defense Hawaii 25th Infantry Division less 1 brigade Okinawa Miscellaneous supporting units U S Army Alaska headquarters Fort Richardson Two infantry brigades Support air defense units US Army Southern Command headquarters Quarry Height CZ One infantry brigade Support air defense units Dominican Republic Task force from 82d Airborne Division U S Strike Command headquarters MacDill AFB Fla XVIII Corps 82d **101st Airborne** Divisions less units deployed miscellaneous support units III Corps 1st 2d Armored Divisions 4h 5th Infantry Divisions miscellaneous support units 5th

For many documents in the Virtual Archive, unedited full text may be available. This text is retrieved from the document through a process called Optical Character Recognition, or OCR. If text is available, a line stating this fact will appear with a link to another page with the full-text on it. This full-text page can also be accessed through the drop-down menu at the top of the page. In many cases, if the keyword you searched for appears in the full text, it will be highlighted.

Collection Location

Physical Location: Box #: 01, Folder #: 01; [Collection Location\(s\)](#)

For many items in the Virtual Archive, information is provided about the location of the physical item within our building. This usually takes the form of the box and folder numbers, followed by a "Collection Location(s)" link. Clicking this link opens a new window with the location(s) of the item's collection within our building. This location will be needed if you are conducting research in our Reading Room with the physical materials.

Return To

To return to the Browse List page of results, click the "Return to Browse" link in the left column. Click the "Return to Search" link to go directly back to the search page, and the "Exit the Virtual Archive" link to end your session.

[Return to Table of Contents](#)
[Next Section: Error Pages](#)

[Return to Top](#)

© Copyright 2008 [Institute for Modern Conflict, Diplomacy, & Reconciliation](#), Texas Tech University - All Rights Reserved

THE VIETNAM CENTER AND ARCHIVE
Texas Tech University

How to Use the Virtual Vietnam Archive

Error Pages, Messages, System Maintenance, and Access Problems

Error Pages Overview

The Virtual Vietnam Archive and the systems that allow it to function are complex, and at times errors may occur. There is a huge number of possibilities that could cause these errors. The error pages we generate provide as much information as possible, but still probably won't tell you why something went wrong. We realize this can be very frustrating, and we do our best to keep problems to a minimum. There are generally three types of error pages you may see.

Virtual Vietnam Archive Error Pages

Virtual Vietnam Archive error pages have the same color scheme as this tutorial page. They have a blue title at the top of the center section describing the error category. This is followed by information about contacting us. Finally, there is a table with a lot of information in it. Reading through this information, particularly the top cell, may tell you what happened. There are a number of possible error messages, and occasionally the message you receive may not match what has happened. Please feel free to contact us with any errors you receive. The only way for us to fix problems is to know they happened.

When contacting us, please provide all of the information on the error page to help us to trace the problem. You can highlight all of the text and paste it into an email message, or (in Windows) hit Ctrl+Alt+Prt Scr on your keyboard. This takes a screen shot, or a screen capture, of what is on your monitor. You can then open a image editor like Microsoft Paint or Adobe Photoshop and paste the image into a file. This file can be saved and emailed to us as an attachment. In addition to the error text, please provide us with as much information as possible, including what page you were trying to access, the steps you took to get to it, the time and date of the error, and the operating system and internet browser you were using.

File Retrieval Errors (StarFetch)

STARfetch request failed.

File 213/2131501189.pdf not found.

Please report this error to your administrator and identify it as STARfetch request number 3980.

The Virtual Vietnam Archive uses a file retrieval system called StarFetch. If this system is unable to find the digital file you were trying to access, you will receive an error message. This error message will include a title describing what happened, the name of the file it was trying to retrieve, and a request number. When reporting a StarFetch error, please include all of this information.

Internet Error Pages

Some errors are caused by internet or other network problems that are out of our control. These may be caused by anything from your ISP to our University network. If you receive one of these errors, please try us again later. If you continue to have problems, please feel free to call us at 806-742-9010.

Messages

When the Virtual Vietnam Archive will be unavailable for a planned reason, such as system maintenance or a backup, a notice will appear at various locations on our website. They will appear below the links in the left column on most of our pages, and will also appear near the top of the entry page to the Virtual Archive, as well as the Vietnam Center & Archive homepage. These messages should tell you what is happening, and when. All times listed will be for the Central Time Zone, where we are physically located.

System Maintenance

Periodically, the Virtual Archive may be unavailable due to either system errors or system maintenance or updates. When possible, we will notify users ahead of time. Between the hours of 10PM (-06:00) and 2AM, users may experience limited availability due to system backups. Most pages should be available, though.

Access Problems

Problems accessing the Virtual Archive, or files within it, sometimes happen. If you are taken to a page titled Browser Incompatibility (http://www.vietnam.ttu.edu/vietnamproject/browser_redirect.htm), this means that your current internet browser does not work with the current version of the Virtual Vietnam Archive. Most newer browsers will work, but the site is designed specifically with Internet Explorer, the most widely used browser. For many of our Virtual Archive pages, including the search page, an older version is available. The links to these pages are listed under the Choose Your Page heading on the Browser Incompatibility page. These old versions can access all of the information the current Virtual Archive version can, except for maps. These old pages are no longer supported, and do not include many of the newer features.

As we learn of other error problems, we try to provide information on a problems page. This can be found at: <http://www.vietnam.ttu.edu/virtualarchive/general/problems.htm>. Also, please check our [Frequently Asked Questions/Knowledge Base](#) section for other solutions.

[Return to Table of Contents](#)
[Next Section: Search Examples](#)

[Return to Top](#)

© Copyright 2008 [Institute for Modern Conflict, Diplomacy, & Reconciliation](#), Texas Tech University - All Rights Reserved

THE VIETNAM CENTER AND ARCHIVE
Texas Tech University

How to Use the Virtual Vietnam Archive

How to Use The Virtual Vietnam Archive - Search Examples

Step-by-Step Searching - Basic Search

- 1) From the Virtual Vietnam Archive entry page, click "Search the Virtual Vietnam Archive" in the bottom of the left column.
 - 2) On the search form, enter information in as few or as many of the search fields as you would like. For example, enter Tet in the first keyword field.
 - 3) Hit enter on your keyboard, or click "Start Search" in the left column. Using the Tet example, you will receive over 10000 hits.
 - 4) Enter more terms in the search fields to narrow the searches down more. Try 1968 in the first Date field, and check the check box for Oral History.
 - 5) Click "Update Hits" in the left column. You will now have less than 15 hits.
 - 6) To view the results of your search, click "Display Search Results" in the left column.
 - 7) On the Browse Results page, you can view the actual items by clicking on the icons. In the case of our example, you can listen to the actual oral history interviews and/or read a transcript of the interview.
 - 8) To see more information about the items, click the "More Information" link in the top right of each record.
 - 9) When you are finished with your research, click the "Exit the Virtual Archive" link in the left column.
-

Examples of Common Searches

Finding documents from the CDEC (Captured Document Exploitation Center) Collection:

The Combined Documentation Exploitation Center (CDEC) was created in October 1966 under the MACV Assistant Chief of Staff for Intelligence (J-2), with the mission of receiving and exploiting captured enemy documents as a source of military intelligence for assessments and planning. The Center's responsibilities included the initial screening, translation, storage, and retrieval of captured documents. The records of the Combined Document Exploitation Center, 1965-73, consist of CDEC Intelligence Bulletins (43 ft.), CDEC translation reports (37 ft.), weekly synopsis reports (1 ft.), and miscellaneous and general records (2 ft.). For the most part, these records are the product of the analysis of documents captured from the North Vietnamese/Viet Cong, which are available on 954 rolls of microfilm.

Documents captured during unit operations were forwarded directly to CDEC in Saigon for processing. They were assigned log numbers, classified by type, date, and circumstances of capture. They were then roughly translated to provide an English language summary and analyzed for general subject classification. Documents were further classified and analyzed and passed on to appropriate units depending upon the cryptological value or the existence of information about Central Intelligence Agency personnel or operations. A variety of documentation was kept at CDEC, including situation reports, circulars, directives, tactical plans, policy statements, after action reports, unit rosters, medical records, propaganda, passes, ID cards, pamphlets, personal diaries, photographs, and letters. Cover sheets were created for each document and summary or full translations prepared depending upon the informational content.

Index cards were prepared for every name and unit identification, and the information entered into an automated system known as File Search. The summarized or translated original and its related documents were then forwarded to be filmed on 35mm motion picture film. The documents were photographically recorded on the picture portion of the tape, and the file index information was recorded on the soundtrack portion. When Saigon fell in 1975 the File Search equipment and ancillary material

was left behind.

The National Archives accessioned 106 File-Search-dependant motion picture reels, each 1,000 ft. in length and divided into ten segments. The individual segments were copied by the National Archives onto 954 rolls of standard 35mm microfilm. Rolls 2-914 contain copies of captured Vietcong and North Vietnamese documents, and rolls 915-955 comprise the CDEC Intelligence Bulletins. The microfilm, assigned the identifier A3354, includes approximately 3,000,000 images of captured documents and materials used by CDEC to process these documents. Although the National Archives has been unable to access the File Search subject codes, researchers can use the CDEC Intelligence Bulletins to facilitate research in this collection. A more detailed discussion of the records and search procedures is available in National Archives Special List 60, Captured North Vietnamese Documents of the Combined Document Exploitation Center.

Search Controls

Records Retrieved: 21063

Update Hits

Display **Records Retrieved:** 21063

Clear Search Form

Help

End Search Session

Virtual Vietnam Archive Search Page (TTU)

Hits: 21063 Click "Display Search Results" to view records.

If your # of hits is over 1000, please narrow down your search before displaying.

Keyword/Item #: CDEC

and or not

Keyword/Item #: CDEC

Collection Title:

Box: **Folder:**

Date / Date Span: to
(Use numeric dates, i.e. 07/25/1968)

To search for documents from the CDEC collection, enter CDEC in the Document Title search field. This will result in a very large number of hits. You will want to narrow down your search using other search fields before attempting to view the results of your search.

Finding documents from the US Marine Corps Historical Division Collection:

In 2004, the United States Marine Corps History & Museums Division donated over 100 CDs of documents they had digitized to the Vietnam Archive, giving us permission to add make them available through the Virtual Vietnam Archive. The materials include many of the official records of the Marine Corps during the Vietnam Archive, including such materials as After Action Reports. More materials are added online as they become available to us.

The screenshot shows the Virtual Vietnam Archive Search Page (TTU) interface. On the left, a red sidebar contains 'Search Controls' with 'Records Retrieved: 12401' and 'End Search Session'. The main search area has a 'Keyword/Item #' field, a 'Collection Title' field containing 'US Marine Corps', and a 'Date / Date Span' field. A message indicates '12401 hits' and suggests narrowing down results if over 1000. On the right, 'Database Indexes' includes 'Collection Names Index' and 'Narrow to Media Type' with checkboxes for Documents, All Images, Photographs, Slides, Oral History, Audio, Maps, Moving Image, Museum Object, Microform, Periodical, and Computer Media. A 'Using This Search Page' link is at the bottom.

To search for documents from the USMC collection, enter US Marine Corps in the Collection Title search field. This will result in a very large number of hits. You will want to narrow down your search using other search fields before attempting to view the results of your search.

Finding documents from the My Lai Collection:

The My Lai Collection contains the records and papers that describe the My Lai incident as well as the legal battles of several United States Army officers and enlisted men indicted for the murder of unarmed Vietnamese citizens. On March 16, 1968, Company C/1st Battalion/20th Infantry under Captain Ernest L. Medina's command executed what was supposed to be another routine search and destroy mission against the village My Lai 4, believed to be a Viet Cong stronghold. Upon entering the hamlet with no resistance, 1st platoon's commander, Lieutenant William L. Calley, Jr., ordered his men to round all of the civilians living there and to bring them to the center of the village. Lt. Calley then opened fire on the unarmed Vietnamese, summarily executing them. The rest of his platoon subsequently looted the hamlet, burned the huts, and shot all Vietnamese that were still alive. The massacre remained covered up until Ronald Ridenhour wrote a letter describing what he knew of the incident to President Richard Nixon and several congressmen and defense department officials in 1969. The letter prompted an investigation and the indictment of several officers and enlisted men on charges of murder and assault with the intent to commit murder. Lt. Calley was the only soldier to be found guilty while the others were either acquitted or had their charges dismissed. Calley was later pardoned by President Nixon. Scope And Content The collection contains four boxes approximately four linear feet in length. For convenience, the collection is divided into the following categories; legal documents, correspondence, handwritten notes, printed materials, military records, and photographs. All of the categories are subdivided by subject. However, the collection does not contain the complete records of the incident or the subsequent trials and investigations. Central to the My Lai Collection are witness statements of many of the participants at My Lai. These formed the basis of evidence the U. S. Army used to indict Lt. Calley and others. The statements are followed by several other legal documents, mostly court cases between the United States Government and members of Company C. Other incidents are represented as well. These are followed by the correspondence and notes pertaining to the legal cases. The material is dated between 1956 and 1973 with the majority of documents from 1968 to 1972. Material prior to the My Lai incident is found, with some exceptions, within the Printed Materials series. There are several published court cases where decisions were made that had bearing on his representation of the My Lai cases.

There are also several published materials by the Department of the Army, ie. manuals, which explain the procedures of the trial process in a military court of law during the Vietnam War era. Finally, some U. S. Army publications are still part of the collection but not housed within the collection itself. They have been cataloged and housed separately to make them more generally available. The My Lai Collection has eighteen photographs taken by United States Army photographer Ronald Haeberle, some of which were subsequently published in Life magazine. Haeberle won a Pulitzer prize for these photographs which document the horrific results of the incident. Most of the pictures are quite graphic in their depiction of violence and should only be viewed by a mature audience. The remaining photographs were taken by Defense Department officials to document the My Lai investigation and other biographical information.

Collection Title:

To search for materials in the My Lai collection, enter My Lai in the Collection Title search field. Please note, if you enter My Lai as a search term in the keyword search field, you will get more hits than just with My Lai in the collection title field. The keyword search will include items that mention My Lai from other collections, as well as from the My Lai Collection.

Finding materials I (a donor to the archive) donated:

To search for materials you donated to the Vietnam Archive, the first step to try is to enter your last name in the Collection Title field. If you have a common last name, you may want to enter your first and last name. Sometimes, we also include a middle initial. The Deed of Gift you received will have the name of your collection on it. You can also use the Collection Titles index to find your collection name. Please remember that it may take a while before your donation appears online.

Collection Title:

Differentiating between different Douglas Pike Collection Units:

The Douglas Pike Collection is the Vietnam Archive's largest collection. There are well over 100,000 items for his collection available online. Professor Pike organized his collection based on topic into a number of series. Most of these series are called units.

Collection Title:

The Pike Collection is the only Vietnam Archive collection organized into "Units". To search for materials in a particular unit, the quickest option is to enter the word unit followed by the unit number as a two digit numeric number.

Virtual Vietnam Archive Search Page (TTU)

Hits: 55 Click "Display Search Results" to view records.

If your # of hits is over 1000, please narrow down your search before displaying.

Keyword/Item #: and or not

and or not

Collection Title:

Collection Title:

Date / Date span: to
(Use numeric dates, i.e. 07/25/1968)

Database Indexes

Collection Names Index

Narrow to Media Type

Documents

All Images

Photographs

Slides

Oral History

Finding Aid

Audio

Maps

Moving Image

Film Object

Microform

Periodical

Computer Media

Using This Search Page

There are two ways to see a listing of all of the units and other series in the Pike collection. You can click on the Collection Titles Index, then go to the "D" section, and read through all of the Douglas Pike entries (see the [Index Terms Pages](#) section of this tutorial for more information). The second way is to enter Pike in the Collection Title field, and check the Finding Aids check box This will allow you to browse through the individual Finding Aids for each Pike Collection series.

Finding Oral Histories:

There are a number of ways to access the Oral Histories in the Vietnam Archive collection. The first is to select the Oral History check box in the Media Format section of the Virtual Archive.

Narrow to Media Type

Documents

All Images

Photographs

Slides

Oral History

Finding Aid

Below are links to other Oral History collection access methods. The following links will take you out of this tutorial:

[Oral Histories added online recently](#)
[Browse All Interviews](#)

[Return to Table of Contents](#)

[Return to Top](#)

© Copyright 2008 [Institute for Modern Conflict, Diplomacy, & Reconciliation, Texas Tech University](#) - All Rights Reserved