

Searching the Arizona Memory Project for Arizona Executive Orders

I. From your internet web browser to go: <http://azmemory.lib.az.us>

II. To view Executive Orders consecutively:

A. Click on **COLLECTION DIRECTORY**

B. Scroll to the **Arizona Executive Orders** collection title and click on it

[Click here to view this collection](#)

C. Click the Click here to view this collection box to see the titles of Executive Orders (earliest first) with short descriptions of the Executive Orders.

D. Click on an Executive Order title to pull up the Executive Order in PDF format with information about the Executive Order underneath it.

E. Scroll down to see the full document.

F. You can also click the “Open PDF in new window” link to view Executive Order without the descriptive information underneath.

G. You can save or print the Executive Order.

III. **SEARCHING** for an Executive Order from the homepage or from the collection page:

A. Click on **SEARCH**

To SEARCH for an Executive Order by *topic*:

1. Choose the collection name from the lower part of the screen showing collection titles.

2. In “Select Specific Collection” box – click *Arizona Executive Orders*

3. The collection name will now be highlighted in gray.

4. Click **ADD**

B. Go to the upper part of the screen saying “**Find results with**”.

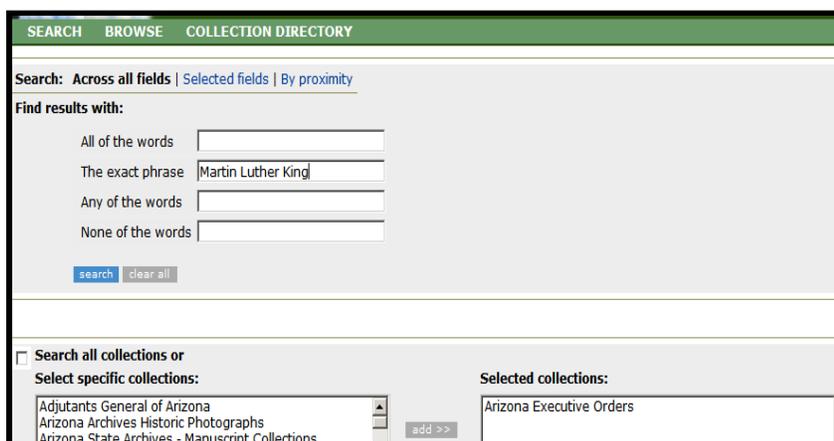
1. Click **ACROSS ALL FIELDS**

2. Type words in the box or boxes that relate to the Executive Order for which you are searching.

3. Click the search box.

4. You can choose to have your words searched as an “exact phrase” or where “all of the words” appear in your document, but they are not together.

Example: a search for an Executive Order about Martin Luther King



- C. A list of Executive Orders with your words or phrase will appear.
- D. Click on an Executive Order title.
- E. To return to the list of Executive Orders from an Executive Order’s summary, click “**back to results**” in small letters in the upper right of the screen

IV. To SEARCH for all Executive Orders by a *governor*:

- A. Click **SEARCH**
 - 1. Choose the collection from the lower part of the screen showing collection titles.
 - 2. In “Select Specific Collection” box – click *Arizona Executive Orders*
 - 3. Click **ADD**
- B. Go to the upper part of the screen saying “**Find results with**”.
 - 1. Click **SELECTED FIELDS**
 - 2. In the field to the right of the “All of the words” box, type in the governor’s name.
 - 3. In the next field to the right of the governor’s name – click on ▼
 - 4. Click on **CREATOR**
 - 5. The governor is the CREATOR of an Executive Order.
 - 6. Click the  box.

V. To SEARCH for all Executive Orders by *Executive Order number*:

- A. Click **SEARCH**
 - 1. Choose the collection from the lower part of the screen showing collection titles:
 - 2. In “Select Specific Collection” box – click *Arizona Executive Orders*
 - 3. Click **ADD**
- B. Go to the part of the screen saying “**Find results with**”.
 - 1. Click **ACROSS ALL FIELDS**
 - 2. In the field to the right of “The exact phrase”, type the Executive Order number.
 - 3. Click the  box

Additional Searching Tips:

VI. To **SEARCH** Executive Orders by *year*:

- A. On the search page, if you have already done a search, click the gray **clear all** box to clear the prior search's words.
- B. Go to the part of the screen saying "**Find results with**".
 1. Click **SELECTED FIELDS**
 2. In the field to the right of the "All of the words" box type in the year of the Executive Order followed by an asterisk. (example: 1991*) or limit to a certain month of a year (example: 1991-02*)
 3. In the next field to the right of the year – click on ▼
 4. Click on **DATE ORIGINAL**
 5. Click the **search** box.

VII. To **SEARCH** for all Executive Orders by *decade*:

- A. If you have already done a search, click the gray **clear all** box on the search page.
- B. Go back to the upper part of the screen saying "**Find results with**".
 1. Click **SELECTED FIELDS**
 2. In the field to the right of the "All of the words" box type in the decade's beginning year followed by an "s" (example: 1960s)
 3. In the next field to the right of the year – click on ▼
 4. Click on **TIME PERIOD**
 5. Click the **search** box.
- C. Titles of Executive Orders (with Executive Order numbers) for that decade should appear.
- D. Click on the Executive Order number to read a summary of the Executive Order, see other related Executive Orders and to see the Executive Order in PDF format.
- E. To return to the list of Executive Orders from an Executive Order in PDF and its summary, click the "back to results" that appears in small letters on the screen's upper right side.

VIII. Contact Information:

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