

Montage Help –

Welcome to Montage, a software program designed for museum and archive collections. It integrates with the Chambers County Library System catalog and allows library patrons to find available resources not only in the three county libraries, but in the museum collections at Anahuac, Barbers Hill, and Wallisville.

The Montage Welcome screen: on the upper right is the **Search** feature.

Enter any term; if the term exists in the database, it will call up all hits and then allow you to choose. Please note that it helps to be specific: if you put in Cove, wanting all files for Cove, Texas, you will also get words such as “disCOVERy.” Any hits you get will then be displayed and you can click on those and follow the leads.

Back to the Welcome Screen: The large blocks in the next rank are the results of previous searches or recently entered items in the database. Clicking on any of these will bring you directly to that file, which carries a short description and possible search terms that you might want to use.

The next row down has small icons: **Collections, Topics, Format, Institutions, Places, and Year**. Clicking on each of these provides you with paths to more search options.

Collections: This icon provides you with options for collections from all the institutions covered in our system. Clicking on “Chambers County Family History Files,” for example, will provide you with access to the files located in the library system archives.

Topics: This icon lists all the subject entries used in the database. Note that the default for this group is by the number of entries using this subject; in the upper right corner, you can **choose an A-Z option** to make it easier to locate subjects.

Format: This icon is not very useful currently; it lists items that are either JPEG images, Wave (sound and video) files or PDF files.

Institutions: This icon lists the main archive groups: Chambers County Library System Archives, Chambers County Museum at Anahuac, Barbers Hill Museum and Chambers County Museum at Wallisville. When one of these groups is

chosen, it then leads you to the collections under those specific institutions. It is different from the Collections icon because that icon gives you **all** the collections, not respective of institution. So, for example, if you only want to see what's available at Wallisville, this is the area where you should begin.

Places: This icon can be a very useful search tool; once again, you might want to choose the A-Z option in the upper right to get the community names in alphabetical order. Clicking on any of these terms brings you to the files where these terms are mentioned.

Year: This icon gives year information for any of our files that cover specific years, and sometimes ranges of years. Currently, most of our collections are from the 1800-1950 range, so this icon is not as useful as some of our others. If files contain items covering many decades, the year option is not included.

Reading the Files: Once you make a selection, for example, Chambers County Family History Files, you see a screen with several large block examples of files, with an option to View All Files. You can then sort by Relevance or Alphabetical in the upper right corner; you are also given the total number of files in that collection.

If you place the mouse cursor on the file name, a brief summary will pop up. If you click on the file, the actual images of the file become visible, along with the description information. You may enlarge and reduce the image; you can go to the different pages listed; and on the far right, the little double arrow sign has a drop-down box to choose whether to Open, Download, Print, Rotate, or go to the first or last pages, something which may be very helpful when files contain more than just 4 or 5 images.

We hope that this short introduction to the Montage database will allow you to easily search our collections for items of personal interest. As always, if you have any questions, or wish more assistance, please check with the library system staff members.