This document is made available through the declassification efforts and research of John Greenewald, Jr., creator of:



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31 July 2014

Mr. John Greenewald, Jr. The Black Vault

Reference: F-2014-01295

Dear Mr. Greenewald:

This is a final response to your 10 April 2014 Freedom of Information Act request for the current **copy of all employee manuals, guides and/or handbooks for the use and operation of the CIA's CREST system.** We processed your request in accordance with the FOIA, 5 U.S.C. § 552, as amended, and the CIA Information Act, 50 U.S.C. § 431, as amended. Our processing included a search for records as described in our 23 April 2014 acceptance letter.

We completed a thorough search for records responsive to your request and located the enclosed four documents, consisting of 127 pages, which we have determined these documents are releasable to you in their entirety. Because you entitled to the first 100 pages free, and the cost for the remaining pages is minimal, there is no charge for processing your request.

Sincerely,

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Michele Meeks Information and Privacy Coordinator

Enclosures

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CREST

(CIA Records Search Tool)

User's Manual

A tool for searching and viewing records released by CIA and NGA under Executive Order 12958 Section 3.3.



Property of U.S. Government

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NOTICE TO CREST USERS

The Central Intelligence Agency (CIA) owns and maintains the CIA Records Search Tool (CREST). CREST stores and provides access to U.S. government records released by the CIA and the National Geospatial-Intelligence Agency (NGA).

To ensure optimal system performance and data integrity, CREST automatically collects and stores information on system use. CREST does not record personal information or any information that would identify individual users. Your name will not be recorded. However, the actions you perform while using the system may be.

CREST stores and collects such information as:

- Number of users
- Length of session
- Files viewed
- Files printed
- Search terms used
- Attempts to modify or damage system information
- · Attempts to access unauthorized portions of the system

This information is collected to make the system more useful and to identify system performance or problem areas. For example, by monitoring the number of users and session length, the CIA can determine if the number of CREST workstations is adequate to meet user demand.

Other information is collected to determine whether unauthorized activities have been performed or attempted. The CIA monitors CREST use to identify unauthorized attempts to change information or otherwise damage the system. Unauthorized attempts to modify any information stored on the system, to defeat or circumvent security measures, or to use the system for other than its intended purposes *are prohibited and may result in criminal prosecution*. If monitoring reveals evidence of possible criminal activity, such evidence *may be provided to law enforcement personnel*.

USE OF THE CREST SYSTEM CONSTITUTES EXPRESS CONSENT OF THE USER TO THE AUTOMATIC COLLECTION OF INFORMATION ON AND MONITORING OF ALL ACTIONS PERFORMED ON THE SYSTEM.

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Table of Contents

Purpose	1
Background and Amplifying Information	1
Getting Started	1
Basic Text Search	2
Advanced Text Search with Index Field Search	5
Document Index Field Query	8
Document Title and Folder Title Queries	9
Date Field Query	10
Typical Search	11
Viewing Search Results	12
Sorting Search Results by Index Fields	12
Resizing Search Results Columns	13
Printing the Search Results (Hit List)	14
Open Documents for Viewing	14
Viewing Documents	14
Document Window Toolbar	15
Page Navigation	16
Shortcuts for Navigating Within a Document	16
Printing Documents	17
Viewing More Hits	18
Displaying Other Documents in a Folder	19
Begin a New Search	21
Begin a New Search While Keeping the Previous Search	21
Fuzzy Search	24
End (Close) Search	24

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Browsing the CREST Database.	27
Advanced Field Searches	27
Getting Help with CREST	27

Appendices:

Appendix A	CREST Contents
Appendix B	Index Fields
Appendix C	Wild Cards
Appendix D	Search Relationship Operators
Appendix E	Hit List Print Instructions
Appendix F	Document Window Toolbar
Appendix G	Fuzzy Search
Appendix H	Browsing the CREST Database
Appendix I	Advanced Field Searches
Appendix J	CREST On-line Help

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Purpose

The guide provides instructions on how to use CREST to retrieve released documents. It should satisfy the needs of most researchers. It does not provide instructions for every CREST function. The guide uses annotated screen prints with instructions to proceed from one screen to the next.

Researchers will need to tailor their queries to their needs.

Background and Amplifying Information

The following appendices provide CREST background information or amplifying instructions:

Appendix A	CREST Contents
Appendix B	Index Fields
Appendix C	Wild Cards
Appendix D	Search Relationship Operators
Appendix E	Hit List Print Instructions
Appendix F	Document Window Toolbar
Appendix G	Fuzzy Search
Appendix H	Browsing the CREST Database
Appendix I	Advanced Field Searches
Appendix J	CREST On-line Help

Getting Started

The query starting point is the CREST Main Window.



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Basic Text Search

Basic Text Search is the simplest way to perform a search. However, it is limited to no more than two words or phrases. The advanced text search, which is described later, provides more flexibility. The Basic Text Search can be used with document index field search which is also described later.

There are five modes for a basic text search:

- Phrase: Phrase mode allows you to search for a single word or phrase.
- AND: <u>AND</u> mode allows you to search for all documents that contain both specified words or phrases. Use the Second phrase field to specify the second word or phrase that must be found in a search result.
- OR: <u>OR</u> mode allows you to search for all documents that contain one of two specified words or phrases. Use the Second phrase field to specify a second word or phrase.
- NOT: <u>NOT</u> mode allows you to search for all documents that contain the first specified word or phrase, but not the second one. Use the Second phrase field to specify the second word or phrase that cannot be present in a search result.
- WITHIN: <u>WITHIN</u> mode allows you to search for all documents that contain both specified words or phrases. In order for a document to qualify as a search result, both words must be found within a specified number of words of each other. Selecting this mode allows you to configure the maximum distance between the first specified word or phrase and the second one. Additionally, it will display the Second phrase field, where you can specify the second word or phrase that must be found in a search result.

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CREST opens to the Basic Text Search mode:





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4

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Advanced Text Search with Index Field Search

The Basic Text Search limits researchers because no more than two words or phrases can be used to search for documents. The advanced text search provides a means of searching for documents using three or more words or phrases. In addition, you can search for documents using document index fields. CREST can be searched using only the Advanced Text Search or only the document index fields. The following screens give instructions to search using both the Advanced Text Search and index fields.

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The following screen allows researchers to satisfy most query requirements. Searches are not case sensitive. A search for "TrAnsportaTion" will produce the same results as a search for "transportation." The two main parts of the screen are:

- Word and/or Phrase Search Box. By entering either words and/or phrases in this box researchers can search for documents containing these words and/or phrases. Words and/or phrases must be separated by the operators described in Appendix D. There is no limit to the number of words and/or phrases that can be used. (Note: CREST searches for OCR text of the words and/or phrases. CREST will not produce a hit if the text from the original document did not OCR correctly.)
- 2. The Field Search Template. Appendix B lists the fields that may be searched. Each document in CREST has a number of associated index fields that identify and provide descriptive information about the document. Researchers can limit their search by entering index information in the associated field in the Field Search Template. Researchers need to scroll down in the Field Search Template to expose all available searchable fields as shown in this Appendix B.

Note on Wildcards. Wildcards can be used in both parts of the Main Search Window. Appendix C contains an explanation of Wildcards.

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			5 wo	ords of the word "	'India"
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Document Index Field Query

In addition to searching on words and/or phrases researchers can query on the document index fields listed in Appendix B. Querying most index fields is straight forward using the field descriptions given at Appendix B. The search criteria must be entered in the field search box using the format shown in Appendix B.

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Document Title and Folder Title Queries

The Document Title and Folder Title queries require special attention and are limited by the CREST software. For best results, use the wildcard "*" when querying on the *Document Title* and Folder Title. For example, if you are looking for all documents with the word "India" in the title, you must use "*India *" in the field *Document Title*. Otherwise, the resulting hit list will not include all documents with the word "India" in it.

<u>Caution:</u> Using more than one word in the Document Title Field is not recommended. Using more than one word will result in hits in which the title contains the words in the sequence searched. For example, *India * Pakistan* will produce different hits than *Pakistan * India*.

The following screen provides instructions for querying the *Document Title* field. The same logic applies to *Folder Title* queries.

9

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DO & Contractions	Use wildcard "*" to the <i>Document Title</i>	maximize the hits whe field.	n querying
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ے ا	India	*India*	1 2
Field (#(G)) Template: Document Docuers Tole ESch ESch Conset Date [// to // Greg Gass 4 Search Persel	Notes: 1. Search results title containing 2. Search results whose titles had listed in the sead will yield diffe	will also include docum Indian, Indiana, Indian will only include those we the search terms in t arch criteria, e.g., *India rent results than * Pakis	nents having apolis documents he order a * Pakistan * stan * India*.

Date Field Query

Also, special instructions are needed to query the Date field.

The following screen provides instructions for querying the Date field.

2 Declassification Database - Laserfiche	
	The date field contains a starting date and an ending date. This allows you to perform all of the following date searches:
Text (()) Selec Taal Search (Advanced Text Search) Enter the physics to sameth for.	• <u>To search on a particular date</u> , enter the desired date as the starting and ending date.
-J	• <u>To search on all dates that occur on or after a</u> <u>particular date</u> , enter starting date and leave the ending date blank.
Fillio Template: Document Document Cla	• <u>To search on all dates that occur on or before a</u> <u>particular date</u> , leave the starting date blank and enter the ending date.
Deconsert Date	• <u>To search on all dates that occur on or between two</u> <u>dates</u> , enter both a starting and an ending date.
Search Reset	Developer Autore Batcherer (LOBR1) [1464 [4

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Typical Search

The following sequence of screens show a typical search sequence.

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Search * To scarch for documents with the following criteria enter as shown below: Text Basic Text Search India * Document Title Document text contains the words "India * Dakistan	Elle Edit Yew Action Iools Window Help	
Seech x Image Court Document Tele To scarch for documents with the following criteria enter as shown below: Court Courter Tele Text Image Basic Text Search Indian of Text Search Enter the phrase to search for. Document text contains the words Indian 4 Pakistan Image: Document Title contains "Chincse" Indian 4 Pakistan Image: Document Title contains "Chincse" Indian 4 Pakistan Image: Document Title contains "Chincse" Image: Document Title contains "Chincse" Image: Document Title contains "Chincse" Image: Document Title Document was created between Image: Document Title Image: Document Title Image: Document Title Then click Search Image: Document Title The click Search Image: Document Title The click Search	UP & Baller IC	0
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Text Image: Const Search [!Advanced Text Search] Enter the phrase to search for: India'' and "Pakistan". India * Pakistan India'' and "Pakistan". F Fuzzy search Document Title contains "Chincse" and "Communist" in that order. Field Image: Control of the phrase con	n Paris Starely	To search for documents with the following criteria enter as shown below:
Basic Text Search [Advanced Text Search] Enter the phrase to search for Document text contains the words India & Pakistan "India" and "Pakistan". F Fuzzy search Fleid @@ Template: Document Title contains "Chincse" and "Communist" in that order. Coamert Title Document was created between January 1, 1950 and December 31, 1965. Orig Class Then click Search	Text	
India Pakistan "India" and "Pakistan". F Fuzzy search Document Title contains "Chinese" and "Communist" in that order. Fleid @@ and "Communist" in that order. Coamert Title Document was created between January 1, 1950 and December 31, 1965. Orig Cless Inter click Search Image: Search Flessing for the strateging for the st	Basic Text Search [Advanced Text Search] Enter the phrase to search for.	Document text contains the words
Fuzzy search Fleid	India 6 Pakistan	"India" and "Pakistan".
Field @@ Template: Document Title contains "Chinese" and "Communist" in that order. Cocument Title Cocument Search Search Reset Cocument Title Cocument Search Cocument S	F Fuzzy search	
Cocument Title Chinese*communist ESON Document Was created between January 1, 1950 and December 31, 1965. Orig Class Chinese Reset Beson 18 bede scholar in India Then click Search	Field	and "Communist" in that order.
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After Search is clicked CREST will indicate that it is searching for documents that meet the search criteria by displaying the following dialog box:

Searching	
ß	Searching
	[Cancel]

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Viewing Search Results

When CREST finishes searching, any documents meeting the search criteria will be presented as a hit list in the Search Results Window.

The Search Results Window shows the number of documents that meet the search criteria and the number of times the word and/or phrase (text) appears in the hit documents.

There are two panes located on the right of the window. The top pane displays the documents meeting the search criteria. The bottom pane displays the actual "hit" (criterion met) for the highlighted document in the top pane. The bottom pane also shows the page on which the hit is found. (Note: Hits are displayed in the bottom pane only for text searches.)



Sorting Search Results by Index Fields

The Search Results Windows presents a hit list with columnar headings showing the document index fields. The hit list can be sorted by index values to find a desired document more quickly. Click on the columnar heading to sort the list by that index field. For example, if you want to

12

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more easily view documents with an original classification of Top Secret, click on Orig Class. All of documents originally classified Top Secret will be grouped together.

Name	Count	Document Title	
CR-R0978-00915R000800120001-9	165	CHAIESE COMMUNIST INTERNATIONAL ACTIVITIES AND CO	ONTACTS
E CIA CDP78-00915R000800120002-8	162	CHINESE COMMUNIST INTERNATIONAL ACTIVITIES AND CO	ONTACTS
E CIA-R 278-00915R000800090001-3	104	CHINESE COMMUNIST DIPLOMATIC PERSONNEL	
CIA-RDP805014990000000001-		<classified> ESTIMATE OF CHINESE COMMUNIST CAPABILI</classified>	LUES FOR ATTACK
CIA-RDP8050149 Click Colum	nnar hea	ding to change sort sequence e g	THROUGH BURM
CIA-RDP8050149		ang to onunge sort sequence, e.g.	THROUGH BURM
CIA-RDP805014: INamie, COU	nt, Docu	ment litle, etc.	THROUGH BURM
CIA-RDP80501499R000100020020-6	20	DIA CONTRIBUTION TO USIB MEMORANDON ON CHINESE C	OMMUNIST CAPAE

Resizing Search Results Columns

The width of each column can be resized. A column's width can be resized to a custom width or to a width relative to the data contained by it. The first method allows the user to determine how wide a particular column should be. Increasing a column's width reveals more document field information. The second method determines column width by finding the largest value assigned to it in the current folder. The column is then resized until the entire value can be viewed.

Column headers can be manually resized by dragging the column header divider. The divider is the line between two columns. The width of the column to the left of the cursor will be adjusted as you drag the divider. As you adjust a column's width, the columns to the right of the cursor will move to compensate for the amount of space gained or lost by resizing the column.

N	me .		Cour	t Do	ocument Title	e	
	CIA-RDP78-00915	R000800120001-9	16	5 CH	HINESE COM	MUNIST	T INTERNATIONAL ACTIVITIES AND CONTACTS
	CIA-RDP78-00915	R000800120002-8	16	2 CH	HINESE COM	MUNIST	T INTERNATIONAL ACTIVITIES AND CONTACTS
	CIA-RDP78-0091					UNIST	T DIPLOMATIC PERSONNEL
	CIA-RDP8050149	Columnar	header d	livio	der	TIMAT	TE OF CHINESE COMMUNIST CAPABILITIES FOR ATTACK
E	CIA-RDP8050149					JNIST	T CAPABILITIES FOR ATTACKING INDIA THROUGH BURM
-	CIA-RDP8050149	9R000100020008-0	2	9 CH	HINESE COM	MUNIST	T CAPABILITIES FOR ATTACKING INDIA THROUGH BURM
	CIA-RDP80S0149	98000100020019-8	2	4 CH	HINESE COM	MUNIST	T CAPABILITIES FOR ATTACKING INDIA THROUGH BURM
	CIA-RDP8050149	9R000100020020-6	2	0 DL	LA CONTRIB	UTION T	TO USIB MEMORANDUM ON CHINESE COMMUNIST CAPAE

To manually resize a column

- Hover over the column divider in the columnar heading until the cursor's appearance changes to . This indicates that you can resize the column's width.
- 2. Drag the divider to the left or right until the column has reached the desired size.

To automatically resize a column

- 1. Hover over the column divider in the columnar heading until the cursor's appearance changes to +. This indicates that you can resize the column's width.
- 2. Double-click the divider. The column's width will be automatically adjusted to fit its contents.

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Printing the Search (Hit List)

Printing the Hit List is not recommended especially if the hit list contains many documents. Appendix E contains instructions for printing the Hit List.

Open Documents for Viewing



Viewing Documents

The following screen appears with the declassified document image on the left and the OCR text on the right. Text search words and/or phrases are highlighted.

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Document Window Toolbar

The following toolbar buttons are available on the document screen. See Appendix F for a more detailed description.



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Page Navigation

The Toolbar allows you to navigate through a document by viewing each page in the order they appear in the document.

To view the previous page in a document click $\overset{\diamond}{}$ (Previous Page). To view the next page in a document click $\overset{\diamond}{}$ (Next Page). To view the first page in a document click $\overset{\aleph}{}$ (First Page). To view the last page in a document click $\overset{\aleph}{}$ (Last Page).

Shortcuts for Navigating Within a Document

The following shortcut keys are designed to aid users when navigating within a document. In addition to including the ability to go to a specific page, this also includes how to quickly view each occurrence of a search hit in a document found through a full-text search.

Note: Some of the following shortcut keys can only be performed under certain circumstances. The conditions under which a shortcut key can be used are noted below.

Press	То
PAGE UP	View the previous page in the document.
PAGE DOWN	View the next page in the document.
CTRL + G	Display the Go To Page dialog box.
	This allows you to jump to a specific page.
SHIFT + F3	Go to the previous occurrence of a search result in the current document. This behavior is only available when the document was opened as a search result of a full-text search.
F3	Go to the next occurrence of a search result in the current document. This behavior is only available when the document was opened as a search result of a full-text search.
Р	Jump to the previous occurrence of a search result in the current document. This behavior is only available when the document is opened from the search result of a full-text search.
N	Jump to the next occurrence of a search result in the current document. This behavior is only available when the document is opened from the search result of a full-text search.

16

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Printing Documents



Print S A	×	Select Page range of:
Name HP LaserJet 1200 Series PCL Status Ready Type HP LaserJet 1200 Series PCL Where DOT4_001 Comment	Properties	All: To print entire document. Current page: To print only current page. Pages: To print only specific pages.
Page range Current page Pages: 1 Enter page numbers and/or page ranges separated by commas. For example, 1, 3, 5-12 Qotions	Copies Number of gopies: Fink Type Prink what: Images F Auto-detect page orientation CK Cancel	Select number of copies to print: If not already set, select 1. Select Print Type: If not already set, select Images.

17

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Viewing More Hits



This will bring you back to the Search Results window, where you can view another document.

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Displaying Other Documents in a Folder

The following instructions show how to display all the documents in the same folder as one of the documents in the Search Results Window (Hit List). For example, you may want to see all the documents in the same folder as CIA-RDP80S01499R000100020019-8

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Castanizo Search in	CIA-#C#76-61915R00020099001-3 104 OVITESE COMMUNIST DIPLOMATIC PERSONAL
and a second s	Commission of the second
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Email Carp Cos Cura Cura	. IF Control of Contro
	Right click on the document.
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The following Results Screen appears showing all the documents in the folder in the right pane. You can use the right pane to browse CREST as described later.



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August 5, 2008

Begin a New Search

Begin a new search by deleting old search criteria and inserting new search criteria.



Begin a New Search While Keeping the Previous Search

You may also begin a new search by opening a new browser window. This will allow you to keep the old search in the background and available for reference. The following screens give instructions to do this.

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A New Search Results Window appears.

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Fuzzy Search

The Basic Text Search and the Advanced Text Search described above support the Fuzzy Search option. This feature allows you to find all words or phrases that are similar to the word or phrase that you typed. The Fuzzy Search feature allows CREST to find words even if they contain misspellings or OCR errors. However, the Fuzzy Search is not recommended because it takes significantly more time. Appendix G describes the Fuzzy Search feature.

End (Close) Search

End or close your search as follows:

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<u>Caution: Before starting a new searches ensure all search criteria from previous searches</u> are cleared from Basic or Advanced Text search boxes and index field search boxes.

Browsing the CREST Database

The folder browser allows you to find documents according to how they have been organized. The CREST files are organized into collections which contain jobs. Information management officers sequentially assigned job numbers as records were retired. Since job numbers have no relationship to subject matter or originating and receiving offices, browsing has limited potential for researchers. Appendix H provides instructions on how to browse CREST.

Browsing alone as a search strategy is very time consuming. However, researchers may find browsing an effective search strategy when combined with the text searches described above. For example, if a researcher finds a document responsive to certain text search criteria, he or she can then use browsing to find all documents in the same folder or box. This technique is especially useful when text is OCRed incorrectly. Such a search strategy may produce more responsive documents than the text searches alone.

See also Displaying Other Documents in a Folder discussed above.

Field Searches

You can use the Advanced Field Search syntax to perform searches when the Field Search Template does not meet your search needs. The field search is useful when you want to search more than one field value or less than the total number of field values. For example, there are nine field values for Collection, i.e., Consolidated Translations, General CIA Records, Ground Photo Caption Cards, etc. A Field Search Template search allows you to search one collection or all nine collections. Using the Advanced Field Search syntax allows you to search two to eight of the collections or eliminate some of the collections from your search.

Use of the Advanced Field Search syntax is not recommended because it is very complicated. If the syntax is not organized precisely, an error message will occur.

Appendix I describes the use of the Advanced Field Search syntax.

Getting Help With CREST

This manual should answer most questions about CREST. However, if you have questions about how to use CREST or encounter problems while using it, you have two other sources of help:

1. Ask a Library Archivist. Library Archivists have been trained to use CREST and are available to assist you.

27

UNCLASSIFIED

2. Use CREST's on-line help. You can access the Laserfiche Help Center by clicking Help on the Menu Bar.

Appendix J gives instructions on using the CREST on-line help.

28

UNCLASSIFIED

August 5, 2008

Appendix A

CREST Contents

UNCLASSIFIED

Appendix A

CREST Contents

The CREST system contains records released electronically by CIA and National Geospatial-Intelligence Agency (NGA) pursuant to Executive Order 12958. New releases are usually incorporated into CREST once a year at the end of the fiscal year. Data available within the system indicates the year of release.

Records on CREST are sub-divided into the nine collections described below:

- Consolidated Translations
- General CIA Records
- Ground Photo Caption Cards
- JPRS
- NGA (formerly NIMA)
- NIS
- Scientific Abstracts
- STARGATE
- Berlin Tunnel

The *Consolidated Translations* collection contains translated reports of foreign-language technical articles. The collection is organized by author. Each document covers a single subject.

The *General CIA Records* collection contains records from the CIA's archives that are 25 years old or older. These records include a wide variety of finished intelligence reports, field information reports, high-level Agency policy papers and memoranda, and other documents produced by the CIA.

The *Ground Photo Caption Cards* collection contains cards used to identify photographs in the NGA ground photograph collection. Each caption card contains a serial number that corresponds to the identical serial number on a ground photograph. The master negatives of the ground photography collection have been accessioned separately to NARA. The caption cards provide descriptive information to help identify master negatives that can be requested separately. This set of records can be used in conjunction with the MS Access database called "CIA Electronic Ground Photography Search Tool" available at NARA.

JPRS collection consists of translations of regional and topical issues compiled by the Joint Publication Research Service in the late 1970s and early 1980s. These translations were produced in series which were published daily, weekly, or monthly depending on the topic. These include sets such as "LATIN AMERICA REPORT", "EAST EUROPE REPORT ECONOMIC AND INDUSTRIAL AFFAIRS", and "TRANSLATIONS ON USSR SCIENCES AND TECHNOLOGY PHYSICAL SCIENCES AND TECHNOLOGY".

A - 1

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The NGA (formerly NIMA) collection contains records from the NGA's archives that are 25 years old or older. These records are primarily photographic intelligence reports.

NIS collection consists of gazetteers produced as part of the National Intelligence Survey program. The gazetteers provide lists of place names and geographic coordinates for cities and natural features such as rivers or mountains. This collection covers most countries of the world and dates from the late 1940s through the early 1970s.

The *Scientific Abstracts* collection contains abstracts of foreign scientific and technical journal articles from around the world. This collection represents a significant effort by the Agency to document scientific research in the Soviet Union and Eastern Bloc countries.

The *STARGATE* collection contains records from a 25-year long Intelligence Community effort that used remote viewers who claimed to use clairvoyance, precognition, or telepathy to acquire and describe information about targets that were blocked from ordinary perception. The records include documentation of remote viewing sessions, training, internal memoranda, foreign assessments, and program reviews.

The Berlin Tunnel collection contains the 101-page document, Clandestine Services History of the Berlin Tunnel: 1952 – 1956. The Berlin tunnel operation tapped into Soviet communications in East Berlin and provided wealth of intelligence on Soviet Bloc military and political activities.

A - 2

UNCLASSIFIED

Appendix B

Index Fields

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Appendix B

Index Fields

In addition to a document image and OCR text, each document in CREST has a number of associated index fields that identify and provide descriptive information about the document. Researchers can search on these fields using Customize Search in the Search Parameter Window. The following table describes the index information stored on CREST documents.

Table: Index Information

Parameter	Description					
DOCUMENT TITLE	The unclassified titlc/subject of the document with classified data removed. If an obvious titlc does not exist on the original document, this field will state 'UNTITLED.'					
ESDN (also NAME)	The Executive Standard Document Number or Name is a unique 30 position alphanumeric string, e.g., CIA-RDP81B00878R001200080047-5. The ESDN is like a document serial number. The format is:					
	Position	Description	Example			
	1 - 7	Agency ID	CIA-RDP			
	8 - 16	Job Number ¹	81B00878R			
	17 - 20	Box Number ¹	0012 ²			
	21 - 24	Folder Number ¹	0008 ²			
	25 - 28	Document Number ¹	0047 ²			
	29	Dash	-			
	30	Check Digit	5			
	Notes: 1 D 2 R	escribed below. ight Justified.				

B - 1

UNCLASSIFIED

DOCUMENT DATE	The date the original document was created as indicated on the physical document. For undated documents this date will appear as 1/1/1900 or 1/1/1753.
ORIG CLASS	The classification of a document as indicated on the original document. T = Top Secret S = Secret C = Confidential U = Unclassified K = Unmarked
DOCUMENT TYPE	The type of document (e.g., Memo).
PAGES	The total number of pages in the original document image. (If the original document was double sided, each side will be counted as a page.) This field does not refer to the actual page numbers on the document, but to the total number of pages in the electronic document image.
COPYRIGHT	 A flag used as a guide to indicate that a document may contain copyright material. Y = Document may contain copyrighted material. N = Document appears to not contain copyrighted material. The researcher is responsible for the proper handling of any copyrighted material, should it, in fact, be present.
DECISION	The final review decision applied to a document by the reviewer. RIFPUB = Document was released in full. RIPPUB = Document was released in part. The original document still contains some National Security Information (NSI). The NSI was redacted (sanitized).

B - 2

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EXEMPTION CODE	The exemption code indicates the reason NSI was exempted from declassification. Executive Order 12958 stipulates certain exceptions to automatic declassification. The E.O. gives agency heads the authority to exempt information in the following categories if the release of this information will harm national security. The 25X codes correspond to E.O. exemptions. The other codes pertain to other regulatory exceptions that permit continued classification. CREST uses the following exemption codes:				
	Code	Reason Information Not Declassified			
	25X1	Intelligence Sources and Methods			
	25X2	Cryptologic systems or activities			
	25X3	Weapons of Mass Destruction			
	25X4	U.S. Weapons Systems			
	25X5	U.S. Military War Plans			
	25X6	Foreign Relations and Diplomatic Affairs			
	25X7	Protection of the President			
	25X8	National Security Emergency Plans			
	25X9	Statutes and International Agreements			
	STAT	Intelligence and other Statutes			
	CPYRGHT	Copyrighted Material			
	ILLEGIB	Unreadable Material			
PARENT DOC#	The ESDN of this attached.	ne parent document to which this document			

B - 3

UNCLASSIFIED

August 5, 2008

FOLDER TITLE	The unclassified title of the folder with classified information removed.
JOB NUMBER	A reference identifier defined by the Agency for a set of records retired by an Information Management Officer. The first two characters of the job number indicate the year the records were retired and characters four through nine are sequentially assigned within the year. The job number has no relationship to the type of document, the originating office, or the retiring office.
BOX NUMBER	The number assigned by the Agency to a specific box within a job.
FOLDER NUMBER	A sequential number assigned to folders within a box. It represents the physical order in which the folders are arranged within the box.
DOCUMENT NUMBER	A sequential number assigned to documents within a folder. It represents the physical order in which the documents appear in the folder.
MEDIA ID	The serial number of the CD that contained the documents loaded onto CREST.
COLLECTION	Identifies the collection from which a document comes. Available to allow users to search for records in the collection by browsing. See Appendix A for a description of collections currently on CREST. These collections are: • Consolidated Translations • General CIA Records • Ground Photo Caption Cards • JPRS • NGA (formerly NIMA) • NIS • Scientific Abstracts • STARGATE • Berlin Tunnel
YEAR RELEASED	Identifier for the fiscal year the document was released. Available to allow users to search records by year.

B - 4

UNCLASSIFIED

Appendix C

Wild Cards

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Appendix C

Wild Cards

Wildcards are special characters used in place of other characters that may be in the text you are trying to find. Wildcards can be used in text and/or field searches.

Because the accuracy of OCR text and index data varies, you may want to use wildcards in your search. Using Wildcards maximizes the number of search hits. It is wise to use the shortest possible character set that uniquely identifies your topic of interest.

CREST uses four wildcards:

Wildcard	Description
*	(Asterisk) Represents zero or more missing characters. For example, searching on assass* will find documents containing "assassin", "assassins", or "assassination".
?	(Question mark) Represents any single character. For example, gr?y would find "gray" and "grey," but not "gravy."
	(Brackets) Brackets are used as a wildcard for any single character. A limited set of replacement characters can be specified within the brackets. For example, gr[ae]y would find "gray" and "grey," but no others.
	(Dash) This operator indicates a range of characters. For example, b[a-i]t would find the words "bat," "bet" and "bit," but not "but."

Wildcards may be combined. For example, **br[a-0]kc*** would find all of the following words: **brake**, **braked**, **broke**, **broker**, and **broken**.

C - 1

UNCLASSIFIED

August 5, 2008

Appendix D

Search Relationship Operators

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APPENDIX D

Search Relationship Operators

The advanced search syntax allows you to specify multiple search criteria. However, you must specify the relationship between each search criteria. Search results will be limited according to the specified relationship. The operators that can separate one search criteria from another are:

OPERATO	DR DESCRIPTION	SAMPLE
&	(AND) Valid search results must match the search criteria that appear before and after the ampersand.	Criterial & Criteria2
	(OR) Valid scarch results must match either the search criteria that appear before or after the pipe (vertical bar).	Criteria1 Criteria2
-	(NOT) Valid search results match the search criteria that appear before the dash, but must not satisfy the search criteria that appear after the dash.	Criteria1 - Criteria2
^#	(WITHIN) Use the carat symbol to determine the maximum distance by which two phrases may be separated in a document and still be considered a valid search result. This operator can only be used between two phrases.	Phrase1 ^5 Phrase2
0	(Parentheses) Parentheses are used to group search criteria together. Grouping search criteria allows you to determine the logic that will be used when CREST interprets the relationships between search criteria. Parentheses are used to determine the order in which search criteria will be processed. CREST processes the innermost parentheses first and works outward. Parentheses can be used as much as desired. If there are no parentheses, CREST operates from left to right. For example: CREST will interpret the sample syntax at the right as follows: valid search results must either satisfy criteria A and B or they must satisfy criteria C and D.	(A &B) (C & D)

D - 1

UNCLASSIFIED

Full-Text Search Syntax

Using the advanced search syntax to search for a particular word or phrase does not require any special formatting. However, you can take advantage of the advanced search syntax to perform more complex full-text searches. One of the uses of this syntax is to search for more than a single word or phrase. For example, suppose that you wanted to find all documents that pertain to "India" and contain the word "Pakistan" or "Kashmir". Using parentheses to compose the above-mentioned search, you would specify one of the following:

- India & (Pakistan | Kashmir)
- (Pakistan | Kashmir) & India

In the search criteria specified above, the pipe "|" represents "OR" and the ampersand "&" represents "AND." In the above example, the order in which search criteria are listed does not matter. In other cases, however, the order in which you list search criteria can make a huge difference. For example, if you remove the parentheses from the above example, you would end up with the following:

- India & Pakistan | Kashmir
- Pakistan | Kashmir & India

The first search syntax would find all documents that contain the words "India" and "Pakistan". It would also find all documents that contain the word "Kashmir." The second search syntax would find all documents that contain the word "Pakistan." It would also find all documents that contain the words "Kashmir" and "India." As you can see, parentheses and the order in which you list search criteria can have a huge impact on your search results.

Proximity search, which can only be specified for full-text searches, can also be performed using the advanced search syntax. Specify a proximity search by separating two phrases with a caret (^) followed by the maximum number of words that can come between the two phrases. Thus, if you are only interested in documents where the word "India" occurs within 15 words of either the word "Pakistan" or "Kashmir", you would specify one of the following:

- (Pakistan | Kashmir) ^15 India
- India ^15 (Pakistan | Kashmir)

D - 2

UNCLASSIFIED

Appendix E

Hit List Print Instructions

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Appendix E

Hit List Print Instructions

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The following table shows the two different styles of Hit Lists. Because of space limitations, the Table Style does not show data from all index fields.

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E - 2

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August 5, 2008

Appendix F

Document Window Toolbar

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Appendix F

Document Window Toolbar

The Document toolbar allows you to perform basic operations, such as zooming in and out of the image, and determining what type of information is displayed. This table shows the primary toolbar buttons that allow researchers to print and review documents.





F - 1

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<u>•</u> 2	The Zoom tool changes how the cursor behaves when using the image view. Sclecting this tool will change the appearance of the cursor when hovering over an image to a magnifying glass. By default, a plus symbol will appear on the magnifying glass. This indicates that the image can be magnified by clicking the image with the left mouse button. If you would like to zoom out of the image, hold down the SHIFT key to change the plus symbol to a minus symbol while clicking the image with the left mouse button.
KK	The First Page toolbar button allows you to jump to the first page of the current document.
4	The Previous Page toolbar button displays the previous page in the document. If the first page in the document is being displayed, then this option will be disabled.
D I	The Next Page toolbar button displays the next page in the document. If the last page in the document is being displayed, then this option will be disabled.
KU	The Last Page toolbar button allows you to jump to the last page of the current document.
	The Go To Page toolbar button allows you to jump to a specific page. This button loads the Go To Page dialog box.
	Go To Page IX Go to page: I OK Cancel
	Type in the page you want to go to on the Go to Page box and click OK.
Ð,	The Zoom In toolbar button magnifies the display of the image by one zoom factor.
Θ	The Zoom Out toolbar button reduces the display of the image by one zoom factor.
<u>න</u>	The Rotate Image Clockwise toolbar button rotates the image clockwise (to the right) by 90 degrees. This orientation setting remains in effect until the image is rotated again. You can use it to correct images that have been improperly scanned. This setting will not affect the orientation of an image when it is printed.

In most cases researchers will find the above toolbar buttons sufficient to do their research and print documents. Additional buttons allow researchers to change the appearance of the screen and see metadata associated with the document. These additional toolbar buttons and corresponding screens are shown on the following pages.

F - 2

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F - 3

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F - 4

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The View Metadata toolbar button toggles the visibility of the metadata view. Clicking this button will toggle between a screen showing the document image beside the OCR text and a screen showing the document image, metadata and the OCR text. The field metadata of the currently opened document will be shown when the metadata view is visible

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F - 5

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The View Thumbnails toolbar button toggles the visibility of the thumbnails view. Clicking this button will toggle between a screen showing the document image beside the OCR text and index fields and a screen showing the document image, thumbnails, index fields, and the OCR text. The thumbnails for each page in the currently open document will be shown when the thumbnail view is visible. Double clicking a thumbnail for a page will bring that page into view in the left side of the screen.



F - 6

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The Next Document toolbar button allows you to jump to the next document in the Search Results Window (Hit List).

The **Previous Document** toolbar button allows you to jump to the previous document in the Search Results Window (Hit List).

F - 7

UNCLASSIFIED

Appendix G

Fuzzy Search

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Appendix G

Fuzzy Search

The fuzzy search feature allows you to find all words or phrases that are similar to the word or phrase that you typed. When using the fuzzy search feature, the degree of accuracy is determined by the number of letters or by the percentage of the word. If you select the **Number of letters** option, you should also specify the maximum number of letters that a word can differ from the specified criteria and still be considered a search result. If you selected the **Percentage of word** option, you should also specify the percentage of the word that can differ from the search criteria and still be considered a search result.

Fuzzy searches take significantly more time. If you would like to perform faster searches, you should only use the fuzzy search option when you cannot find the desired document(s). If you are not sure of the exact content in the desired document(s) or the image quality of your scanned documents is poor, use fuzzy search from the beginning, so that your list of search results is as complete as possible.





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G - 2

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G - 3

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Appendix H

Browsing the CREST Database

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Appendix H

Browsing the CREST Database

Browser Background

CREST allows you to find records by navigating through the hierarchical organization of folders in the CREST database. (Note: The CREST browsing technique parallels Windows Explorer browsing technique.) Browsing can be a time-consuming process.

The hierarchy of the documents was established when the documents were retired. The hierarchy below the CREST Collection level has no relationship to the type of document, the originating office, or the retiring office. The CREST hierarchical organization, as defined in Appendices A and B, is:

CREST Collection Job Number Box Number Folder Number Document

Browser Starting Point

The starting point for browsing the CREST database is the CREST Main Window below.

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August 5, 2008

The left pane is called the folders pane. The folders pane displays folders according to how they have been organized. The selected folder in the folders pane is the currently opened folder. It is highlighted. In the above screen the currently opened folder is the entire database, i.e., *Declassification Databasé – Laserfiche*.

The right pane is called the contents pane. The contents pane displays all of the items that reside in the currently opened folder. The right pane in the above screen shows all of the collections that reside in *Declassification Database – Laserfiche* (CREST). The contents pane can display folders (jobs, boxes, folders) or documents (ESDNs/Names).

You can use either the folders or the contents pane to navigate through CREST folders. The following instructions use the left pane.

Using the Browser

The CREST Main Window opens with a list of the CREST collections in the both panes. In each collection, you can expand the hierarchy downward by double-clicking a folder in the left pane.

To expand branches in the hierarchy structure in the left pane:

- 1. Double-click the collection identifier to view jobs available within the collection.
- 2. Double-click the job identifier to view boxes available within the job.
- 3. Double-click the box identifier to view folders available within the box.
- 4. Double-click a folder identifier to view the documents available within the folder. The documents will appear in the right pane of the window.

To view a document in the folder, double-click the document in the right pane.

To collapse branches in the hierarchy structure and return to the main window or go further up the hierarchy and view folders within that branch, use the left pane:

- 1. Double-click the box identifier.
- 2. Double-click the job identifier.
- 3. Double-click the collection identifier.
- 4. Single-click Declassification Database.

The following screens demonstrate browsing to get documents in the following hierarchical organization:

CREST Collection: Consolidated Translations Job Number: 84-00581R Box Number: 0002 Folder Number: 0049

H - 2

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August 5, 2008



H - 4

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H - 5

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August 5, 2008

The following screens demonstrate collapsing branches in the hierarchy structure to return to the main window or go further up the hierarchy.

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Appendix I

Advanced Field Searches

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Advanced Field Searches

The advanced field search syntax can be used to look for all documents that are associated with a specific document index field. Appendix B lists CREST document index fields and descriptions. These fields are displayed when Customize Search is used. CREST uses the document template to organize document index fields. The basic syntax for each type of search is:

Field value: {[document]:[Index Field Name]="Value"}

In the above syntax, the term *Index Field Name* represents the name of the index field that you would like to search or not search for. The term *Value* represents the index field description that will be searched or not searched for. You should note that the entire syntax has been enclosed with braces {}. This is required. Also, *document* and *index field name* must be enclosed in brackets []. Finally, you must enclose the value that will be searched or not searched for in quotation marks. The advanced search syntax is not case sensitive.

Advanced Search Syntax Operators

All of the different types of advanced search syntaxes, except for full-text searches, use the following advanced search syntax operators to format the advanced search syntax.

Operator	Description	Sample
{}	Braces are used by all search syntaxes except for full-text search. Braces should enclose each search criteria, except for full-text searches.	{[document]:[collection]="ge*"}
=	The equal symbol indicates that valid search results must match the specified value. This symbol is not used for full-text searches.	{[document]:[collection]="ge*"}
>	The greater than symbol indicates that valid search results must be greater than the specified value.	{[document]:[document date]>"5/27/1980"}
>=	The greater than or equal to symbol indicates that valid search results must be greater than or equal to the specified value.	{[document]:[document date]>="5/27/1980"}
<	The less than symbol indicates that valid search results must be less than the specified value.	{[document]:[document] date]<"5/27/1980"}
<=	The less than or equal to symbol indicates that valid search results must be less than or equal to the specified value.	{[document]:[document date]<="5/27/1980"}
\diamond	The not equal to symbol indicates that valid search results must not be equal to the specified value.	{[document]:[document date]<>"5/27/1980"}

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UNCLASSIFIED

August 5, 2008

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Wild cards can be used with the document index field search syntax.

Sample Searches

For example, if you would like to find all documents that have been assigned the General CIA Records index field, then you would specify:

{[document]:[collection]="General CIA Records"}.

If you would like to find all documents except those that have been assigned the General CIA Records index field, then you would specify:

{[document]:[collection] <> "General CIA Records" }.

If you would like to find all documents dated after May 27, 2004, then you would specify:

{[document]:[document date]>"5/27/2004"}

Parentheses

Parentheses () is used to group search criteria together. Grouping search criteria allows you to determine the logic that will be used when CREST interprets the relationships between search criteria.

Parentheses are used to determine the order in which search criteria will be processed. CREST processes the innermost parentheses first and works outward. Parentheses can be nested as deeply as desired. If there are no parentheses, CREST operates from left to right.

As with any other advanced search syntax, you can use operators to combine multiple types of searches. The following sample syntax will find all documents that contain the word "India" and have been assigned the General CIA Records collection:

(India & {[document]:[collection]="General CIA Records"})

The following sample syntax will find all documents that contain the word "India" and were originally classified as Top Secret and have a document date before January 1, 1950:

India & ({[document]:[orig class]="t"} & {[document]:[document date]<"01/01/1950"})

In addition to the standard set of operators, you may also use a comma to search for documents that satisfy multiple field criteria using the following format:

{[document]:[FieldName1]="Value1", [FieldName2]="Value2"}

For example:

I - 2

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{[document]:[orig class]="t",[document date]<"01/01/1950"}

Date

When using the advanced search syntax for dates, you should use the following notation:

{[document]:[document date]="mm/dd/yyyy"}

Advanced Field Search Syntax Samples

To use the Advanced Field Search type the syntax using the format shown above and click Search .

The following screens show examples of Advance Field Searches:



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Appendix J

CREST On-line Help

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Approved for Release: 2014/07/24 C06221562

Appendix J

CREST On-line Help

The following screens give instructions for using the CREST on-line help.

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The following drop down menu appears:

1	Contenits Index	
1	Administration Guide Laserfiche on the web	
L	About Laserfiche	

Click on **Contents, Index,** or **Search for Help On...** to search for help on topics, as described below.

Contents produces a Help screen that displays help topics organized as chapters in a book.

Index produces a Help screen that displays help topics organized alphabetically.

Search for Help On... produces a Help screen that allows you search for help using a search term.

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J - 1

Contents



Index

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Laserfiche Help	
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Contents Index Search Favorites	······································
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	The Index screen shows topics in alphabetical order.
Cocces Byze: Cocces Byze: Additional Decement Information Additional Decement Information Additional Decement Operator: Performing Syntax Annotation Detexion Annotation Detexion Annotat	Double clicking on a topic will display information on that topic or open a box with more subtopics. Keep double clicking to get information that you want. For example, double clicking Advanced Searches opens up:
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wildcards	The Search for Help On screen allows you to get help by typing the topic you want help on. You type	
Select topic: Found: 0 Title Location R	the topic in the <i>Type in the word(s) to search for:</i> box. This example uses "wildcards" as the search term.	
	After typing the search term click list Tonics to get:	
	Select topic: Found: 6 Title Location Rank Wildcards Laserfiche 1 Searching for Your Laserfiche 2 Sticky Note Content Laserfiche 3 Performing Advance Laserfiche 4 Template/Field Sear Laserfiche 5 Creation\Modificatio Laserfiche 6	
 ✓ Search previous results ✓ Match similar words ✓ Search titles only 	Double click the appropriate topic.	•

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