

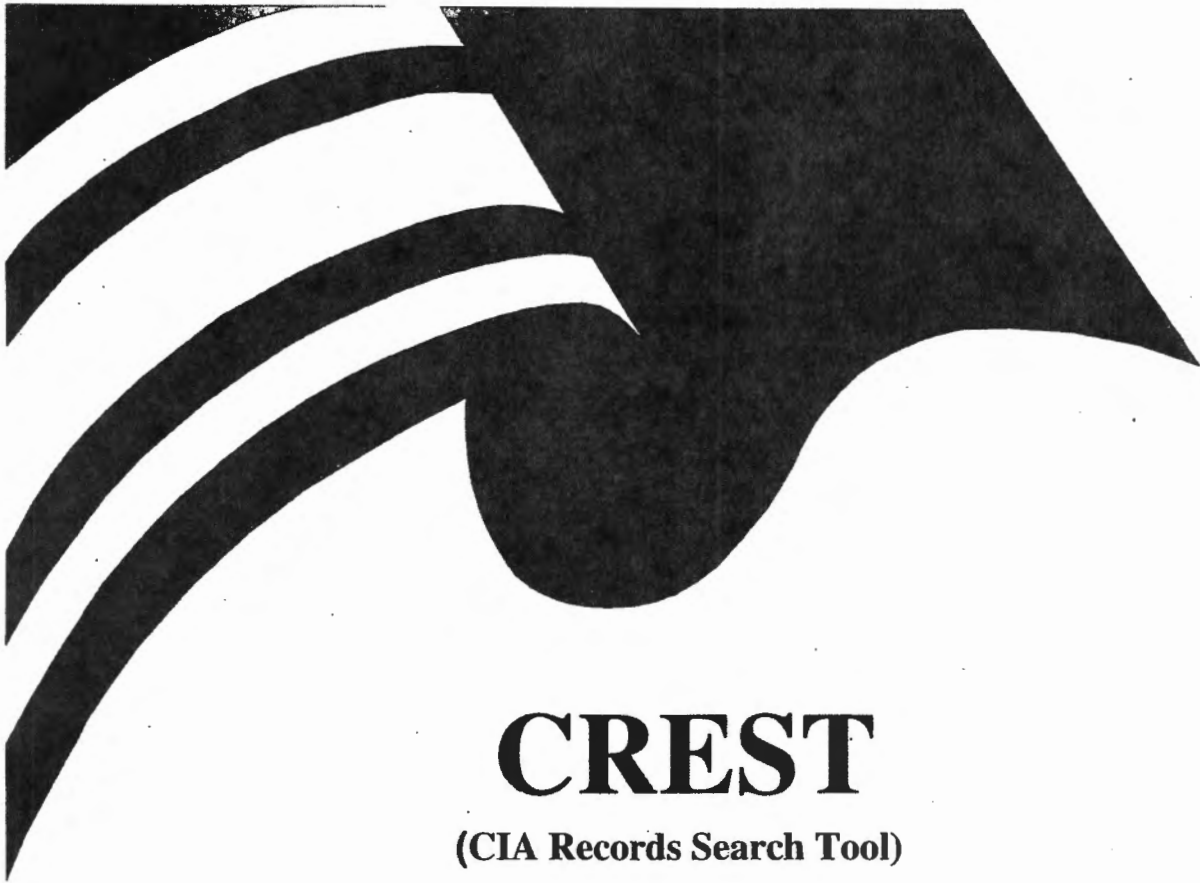
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Quick Reference Guide

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



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August 5, 2008



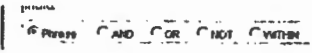

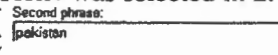

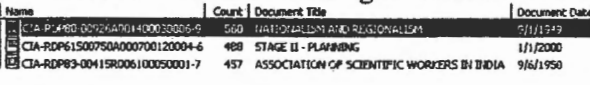

Getting Started

The screenshot shows the 'Declassification Database - Overview' window. On the left is a 'Folders' tree view containing items like 'Declassification Database', 'Consolidated Translations', 'General CIA Records', 'Ground Photo Captions', 'JPRS', 'NSA Records (formerly NSA)', 'NIS', 'Scientific Abstracts', and 'STAR GATE'. The main pane shows a list of folders with columns for 'Name', 'Pages', 'Document Title', 'ESON', 'Document Date', and 'Orig Class'. A callout box with a magnifying glass icon and the text 'Click to open Search Window' points to the search icon in the toolbar.


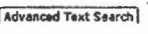
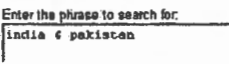

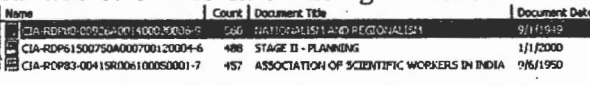

Select Search Option

The screenshot shows the 'Search' dialog box with a 'Customize Search' section. It has two tabs: 'Basic Text Search' and 'Advanced Text Search'. The 'Basic Text Search' tab is active. Below the tabs are search options: 'Phrase' (with a dropdown menu), 'Fuzzy search' (with a checkbox), and 'Index Field Search' (with a dropdown menu). A list of index fields is shown below, including 'Text', 'Document/Folder Name', 'Field', 'Within Folder', 'Within Volume', 'Sticky Note', 'Creation Date', 'Modification Date', 'Electronic Documents', 'Has Pages', 'Relationship', 'Tags', 'Created By', 'Version', and 'Checked Out Documents'. Callout boxes provide instructions: 'For Basic Text Search click', 'For Advanced Text Search click', 'For Fuzzy Search check box at', and 'For Index Field Search click, then click'.




Basic Text Search (Used to search for one or two words or phrases)


- In the CREST main window Click .
- Click basic Search tab .
- Select the type of Basic Text Search you want .
- Enter the search word or phrase in the Phrase box, e.g., India .
- If *AND*, *OR*, *NOT*, or *WITHIN* was selected in 2. above, enter the second word or phrase in the Second Phrase box .
- Click .
- The Search Results screen will appear with search results on the right. Double-click on the  document to open the document.
- Click  to print.

Advanced Text Search (Used to search for more than two words or phrases)

- In the CREST main window Click .
 - Click Advanced Search tab .
 - Using the following search operators, enter search words and/or phrases in *Enter phrase to search for* box  *search for* box
- | Operator | Example | Search Results will include documents with |
|----------|-------------------|--|
| & | India & Pakistan | India and Pakistan |
| | India Pakistan | India or Pakistan |
| - | India - Pakistan | India but not Pakistan |
| ^# | India ^5 Pakistan | India within 5 words of Pakistan |
- Click .
 - The Search Results screen will appear with search results on the right. Double-click on the  document to open the document.
 - Click  to print.

Metadata Field Search (Used to search on document metadata fields.)

1. In the CREST main window Click 
2. Click  on 
3. Click Field in dropdown menu
4. Enter search criteria in dropdown list of fields. Scroll down to expose all searchable fields.

Field 

Template:

Document Title

ESDN

Document Date to

Orig Class

Document Type

Pages

Copyright

Decision

Exempt Code

Parent Doc#

Folder Title

Job Number

Box Number

Folder Number

Document Number

Media ID

Collection

Year Released

0 entries

Document Date Search


The date field contains a starting date and an ending date.

- To search on a specific date, enter that date as the starting and ending date.
- To search on all dates that occur on or after a particular date, enter starting date and leave the ending date blank.
- To search on all dates that occur on or before a particular date, leave the starting date blank and enter the ending date.
- To search on all dates that occur on or between two dates, enter both a starting and an ending date.

Document & Folder Title Searches

CREST software limits the usefulness of Document Title and Folder Title queries. These searches should be limited to one word or phrase and use the wildcard *before and after the word or phrase, e.g., *India*.

See CREST User's Manual for more detailed discussion of these queries.

4. Click .
5. The Search Results screen will appear with search results on the right. Double-click on the document to open the document.
6. Click  to print.

Name	Count	Document Title	Document Date
CIA-RDP80-00020A00140002006-9	560	NATIONALISM AND REGIONALISM	5/1/1948
CIA-RDP61S00750A000700120004-6	488	STAGE II - PLANNING	1/1/2000
CIA-RDP83-0041SR006100050001-7	457	ASSOCIATION OF SCIENTIFIC WORKERS IN INDIA	9/6/1950

Explanation of Search Results Screen

1. Documents meeting search criteria with associated index fields
2. To highlight document click on document once

Index fields

Count	Document Title
107	CHINESE COMMUNIST DEVELOPMENT OF AIRFIELDS AND MILITARY CONTACTS
104	CHINESE COMMUNIST DIPLOMATIC PERSONNEL
165	CHINESE COMMUNIST INTERNATIONAL ACTIVITIES AND CONTACTS
162	CHINESE COMMUNIST INTERNATIONAL ACTIVITIES AND CONTACTS
2	CONSTRUCTION TO BEGUN UNDER CHINESE COMMUNIST CREDIT TO BURMA
2	LITTLE CHANGE IN CHINESE COMMUNIST AGRICULTURAL SITUATION EXPECT
18	AN EXAMINATION OF THE CHARGES OF CHINESE COMMUNIST DEPLOYMENT
2	DECLINE IN CHINESE COMMUNIST EXPORTS OF TON HELPS FORCE WOULD PR
20	USA CONTRIBUTION TO USSR MEMORANDUM ON CHINESE COMMUNIST CAPAB
4	1. CHINESE COMMUNIST PROPOSITION TO BURMA ON PRODUCTION OF OIL
23	CHINESE COMMUNIST CAPABILITIES FOR ATTACKING INDIA THROUGH BURMA
29	CHINESE COMMUNIST CAPABILITIES FOR ATTACKING INDIA THROUGH BURMA
24	CHINESE COMMUNIST CAPABILITIES FOR ATTACKING INDIA THROUGH BURMA

Scroll to expose all index fields of hit

Number of document hits and number of text hits in document hits

- # 1 pg.1
- # 2 pg.1

For the highlighted document, shows "hit" along with the page number on which the hit is found.
Double-click on this line to view the image of this page

Found: 13 document(s), 563 hit(s)

Document Screen

To view a document double click on the Document Name in the Search Results Window

Declassified document image

OCR text

Highlighted search terms

Highlighted search terms

At the conference held in Peking on 30-31 1950 - Sinkiang Province was selected as the area of greatest security and primary strategic importance for military purposes; in consequence, Party organization and Party machinery were strengthened in Sinkiang, and an extensive propaganda campaign was carried out to convince the local population of their duty to the nation; the Province was also cleared of undesirables, including such "imperialist agents" as the consulates of India and Pakistan.

After the undesirable elements had been driven from Sinkiang, construction of airfields, military establishments, and ordinance depots was begun. All air force equipment was supplied by the USSR and Czechoslovakia, and the USSR also furnished military and air advisers. Young Chinese were sent to the USSR and the "People's Democracy" for aviation training.

Airfields have been constructed at Ya-gung (sic) - Shiyu (sic) and -ucha (sic), which is air headquarters. The area from Ya-en (sic) to

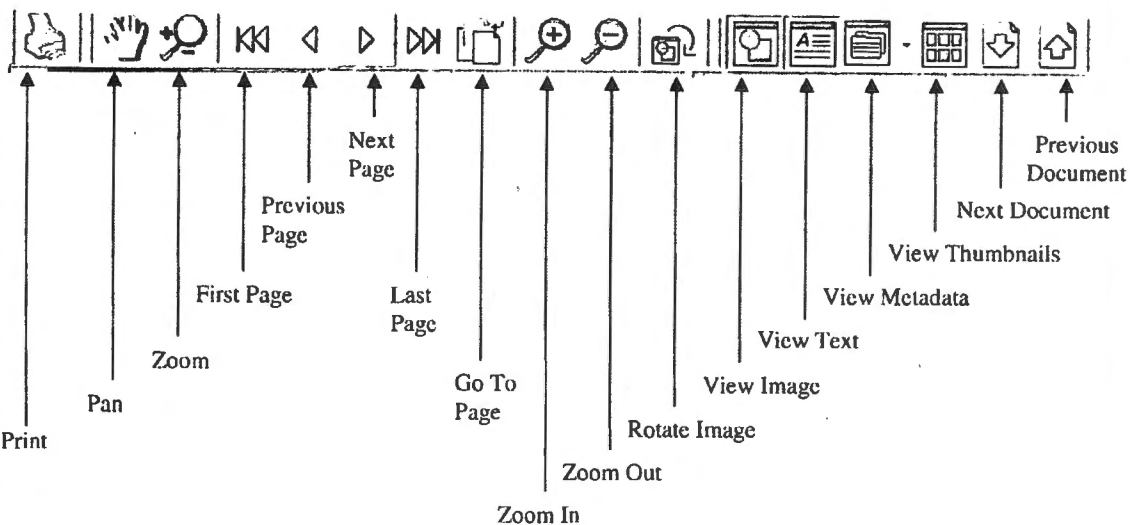
CONFIDENTIAL

Ready

Declassification Database (US911) Images: 244 x 4132, 300 x 300 DPI Page 1 of 2

Page Navigation

Use the following toolbar buttons to navigate between pages and to change screen views:



Wild Cards

Wildcard	Description
*	(Asterisk) Represents zero or more missing characters. For example, searching on <code>assass*</code> will find documents containing "assassin", "assassins", or "assassination".
?	(Question mark) Represents any single character. For example, <code>gr?y</code> 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, <code>gr[ac]y</code> would find "gray" and "grey," but no others.
-	(Dash) This operator indicates a range of characters. For example, <code>b[a-i]t</code> would find the words "bat," "bet" and "bit," but not "but."

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

Displaying Other Documents in a Folder

To display all the documents in the same folder as a document in the Search Results Window.

This screenshot shows a search results window with a list of documents. A right-click context menu is open over the document 'CIA-RDP80S01499R000100020019-8'. The menu options include 'Open', 'Print', 'Copy', 'Copy & Paste', 'Check for updates', 'Check for updates (all)', 'Print', and 'Print...'. A text box with an arrow points to the 'Open' option, containing the text: 'Right click on the document, e.g. CIA-RDP80S01499R000100020019-8'.

This screenshot shows the same search results window. The context menu is still open, but the 'Open Containing Folder' option is now highlighted. A text box with an arrow points to this option, containing the text: 'Click Open Containing Folder'.

A new Search Results Window appears showing all the documents in the folder.