

Welcome to the how-to guide for using the Brown Digital Repository!

Thank you for choosing to explore our website. We're thrilled to have you here and we're eager to help you make the most of our materials. To ensure you have the best possible experience, we've put together some essential tips for navigating our site.

The screenshot shows the Brown Digital Repository interface. At the top, there is a navigation bar with the Brown University Library logo, the text 'Brown Digital Repository', and links for 'OFF-CAMPUS ACCESS', 'MY LIBRARY ACCOUNT', and a search icon. Below this is a red navigation bar with 'FEEDBACK', 'DISCOVER', 'I WANT TO', and 'LOGIN'. A search bar contains the text 'Search the BDR' and a dropdown menu for 'This Collection'. The main content area features a breadcrumb trail: 'Top / ... / History / Opening the Archives: Documenting U.S.-Brazil Relations, 1960s-80s'. The title 'Opening the Archives: Documenting U.S.-Brazil Relations, 1960s-80s' is displayed above a small image of two men. To the right of the image is a short description: 'Opening the Archives is a joint effort by Brown University and the Universidade Estadual de Maringá, Paraná, Brazil to digitize and index 100,000 U.S. State Department documents on Brazil from 1963-73 and make them available to the public on an open-access website.' Below the image is a 'Refine your results' section with a dropdown menu for 'Institution' showing 'Biden documents' (678), 'Central Intelligence Agency' (62), and 'George Meany Memorial AFL-CIO Archive' (731). To the right of this is an 'Items' section with a pagination bar showing '1 2 3 4 5' and 'Items (1-20) out of 44101 results'. Below the pagination bar is a 'View' button and a message: '*14th Month Salary Delayed*'. The bottom of the page is a light gray bar.

The documents on Opening the Archives are digitized and then made searchable via metadata, or information about the documents that our team has inputted. This information, which can include keywords and concepts, location, author, etc., is what you'll be searching.

Opening the Archives has a wide array of resources, so make sure to approach your research using refined keywords to achieve the best results. To begin your search, you can look up keywords in the "Search the BDR" tab at the top of the page.

Keywords can be temporal or geographic in scope. They also can represent broad themes. Some examples include:

- ❖ Name: Jimmy Carter
- ❖ Location: São Paulo
- ❖ Theme: communism, torture, environmental protection
- ❖ Year: 1968

You can even combine the keywords to further refine your search! Eg. São Paulo, 1968

*Note that some documents have OCR capability, while others do not. In addition to the metadata, your keywords will also search the body of the text for documents with OCR capability.



Pro Tip:

When searching, you should try different variations of the same keyword in order to catch all documents that include that concept. For example, if you're searching for "Castelo Branco," you should also try "Castello Branco," "Branco, Castello," "President Castelo Branco," "Humberto de Alencar Castelo Branco," and "Castelo Branco, Humberto de Alencar, 1900-1967."

Once you search, you can refine your search results on the left-hand side of the website by institution/archive, year, keywords, type of document, addressee, distribution place, or contributors. By simply selecting a specific archive or filter, you can also search without keywords.

Refine your results

Institution
Biden documents 678
Central Intelligence Agency 67
George Meany Memorial AFL-CIO Archive 731
Jimmy Carter Presidential Library and Museum 1145
John F. Kennedy Presidential Library and Museum 851
Show More...

Year
1900 1
1906 1
1918 1
1919 1
1921 1
Show More...

Keywords
Washington (D.C.) 5225
Broad Theme: Diplomatic Relations 5057
Broad Theme: Geopolitics 3974
Brazil--Rio de Janeiro 3539
Amembassy Rio de Janeiro 3280
Show More...





Type of Document
telegrams 16131
airgrams 7529
memorandums 4392
letters (correspondence) 3134
MIU-Intelligence Information Report 1801
Show More...

Addressee
State 7559
Amembassy Rio de Janeiro 2282
United States. Department of State 1672
Department of State 1567
Amembassy Brasilia 1512
Show More...

Distribution Place
Rio de Janeiro (Brazil) 2943
Brasilia (Brazil) 1160
São Paulo (Brazil) 643
Recife (Brazil) 568
State 522
Show More...

Contributors
State 7559
Amembassy Rio de Janeiro 3427
United States. Department of State 2542
Amembassy Brasilia 2147
Department of State 1815
Show More...

Once you click on a document, you will be given the option to download it as a PDF or MODS file. This “Files” feature is on the left side of the page, under the above portion. There are also different viewing options below the “Files” portion.

Files	
MODS	 
PDF	 

Citation
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We’ve made it easy for you to cite the documents you find on Opening the Archives. Simply scroll down to the document and you’ll see the correct citation listed below it. You can copy and paste this citation into your research paper, essay, or any other project that requires proper citation.



Our website has been designed with user-friendliness in mind, and we strive to make it as easy to navigate as possible. While it may take some time to get used to the layout and functionality, we believe that with a little practice, users will find it intuitive and straightforward to use. We recommend taking some time to explore the different sections of the website and getting familiar with the navigation tools available.