Nixon Presidential Returned Materials Collection: White House Special Files (WHSF): Contested Materials User Guide

Welcome to the Nixon Presidential Returned Materials Collection: White House Special Files (WHSF): Contested Materials Digitization Project. You will need a PDF reader to view the materials. Click here to download Adobe Reader.
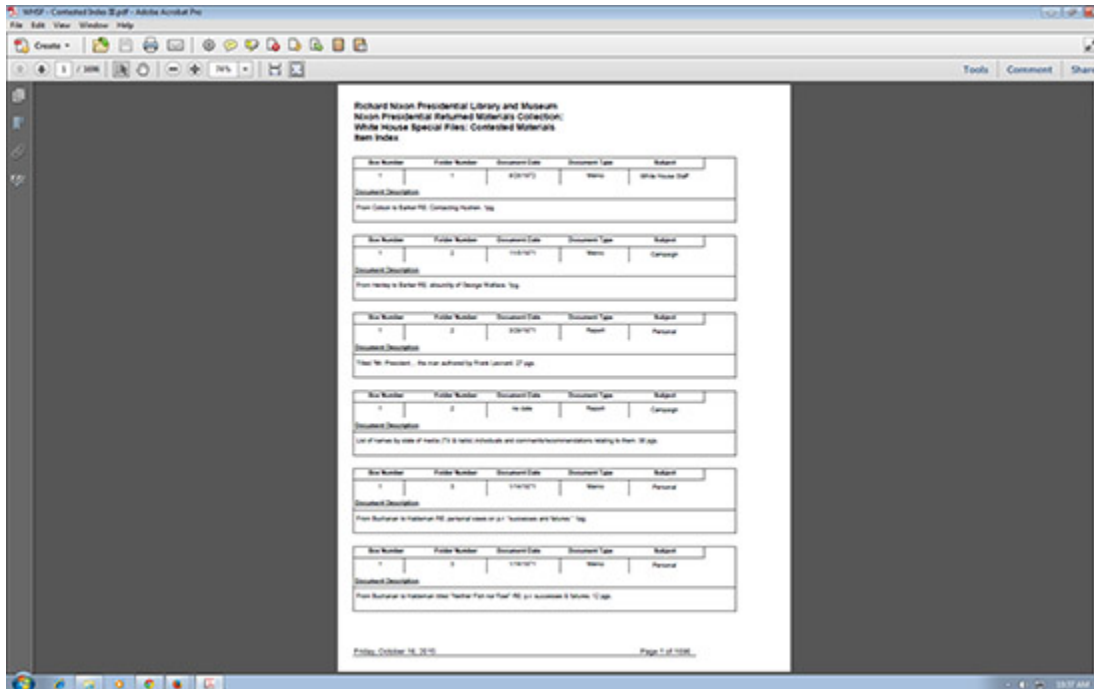
The materials on this site are an exact digital reproduction of the original collection at our Yorba Linda, California facility. The boxes and folders you see on this site match the originals.

This guide is designed to help users navigate through the materials on this website. If you have any questions or comments please contact the Richard Nixon Presidential Library and Museum at *nixonreference@nara.gov*.

To Begin Your Search

Contested Index

From the main page, you should first access the Contested Index page. When first accessing the index page, you will see this screen:

The Contested Index consists of entries for each document scanned. Each entry contains the following information about each document:
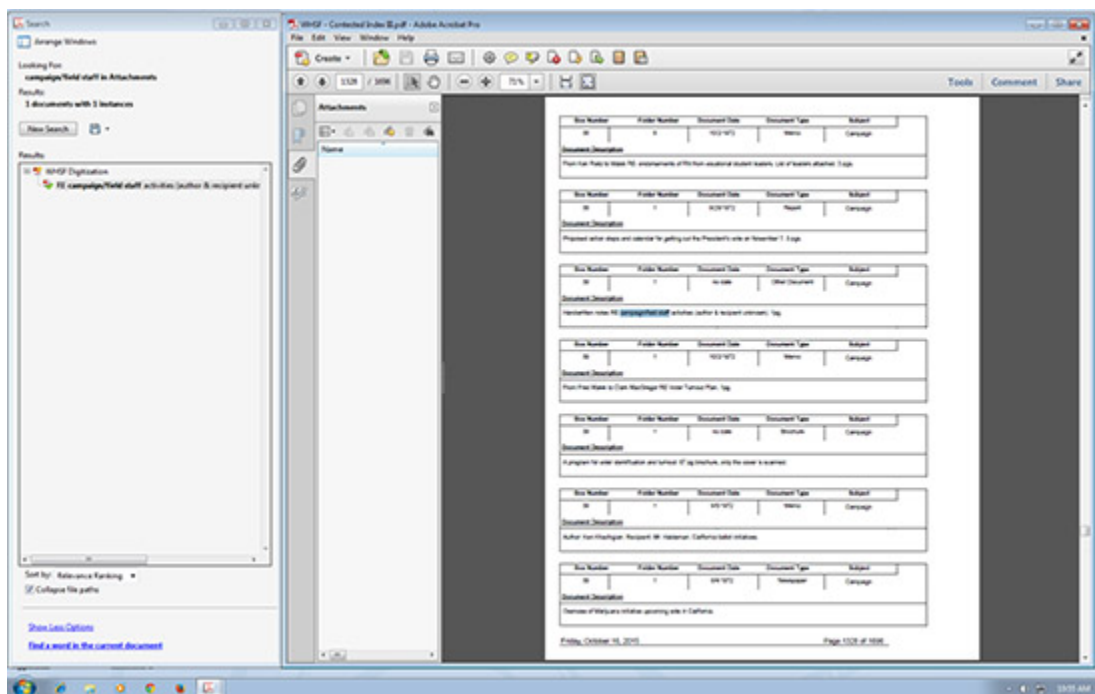
- Box Number
- Folder Number
- Document Date
- Document Type
- Document Description (a brief summary of the document's contents, including the number of pages)

Because the index is in PDF format, the text is fully searchable. You can do this in two ways:
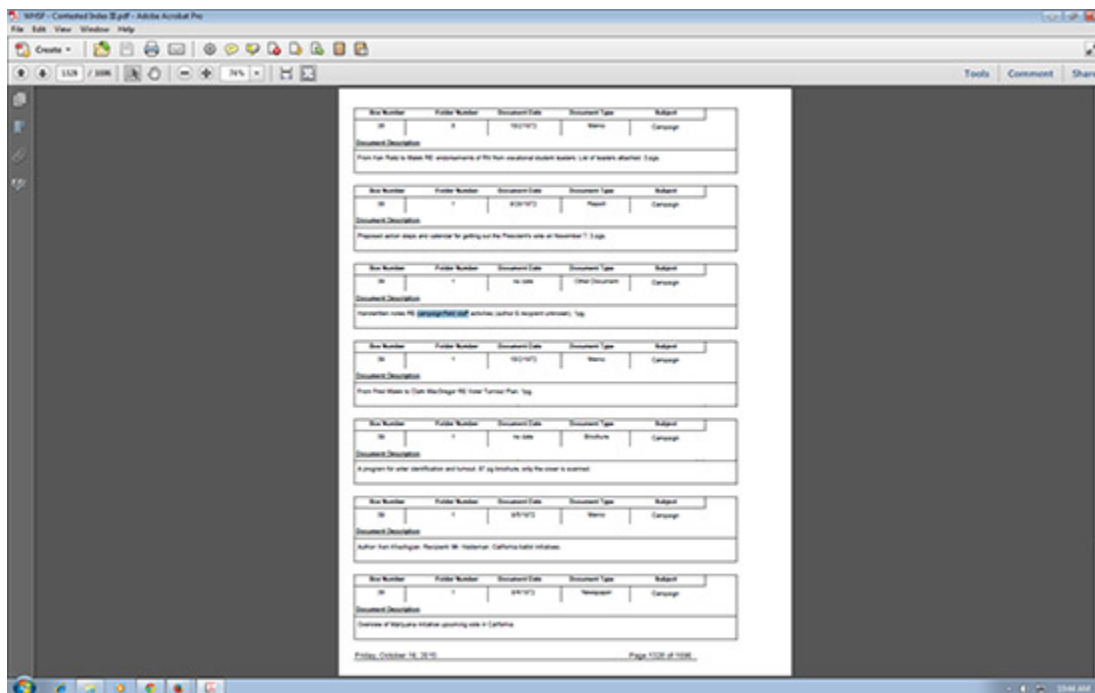
1. Click on the binoculars on the left side of the screen and enter your search term. Each document that contains your search term will be listed.

2. Use the find field at the top of the screen. Each document that matches your search term will be highlighted.

Following is an example of each search using the term "field/campaign staff." Search strategy 1:
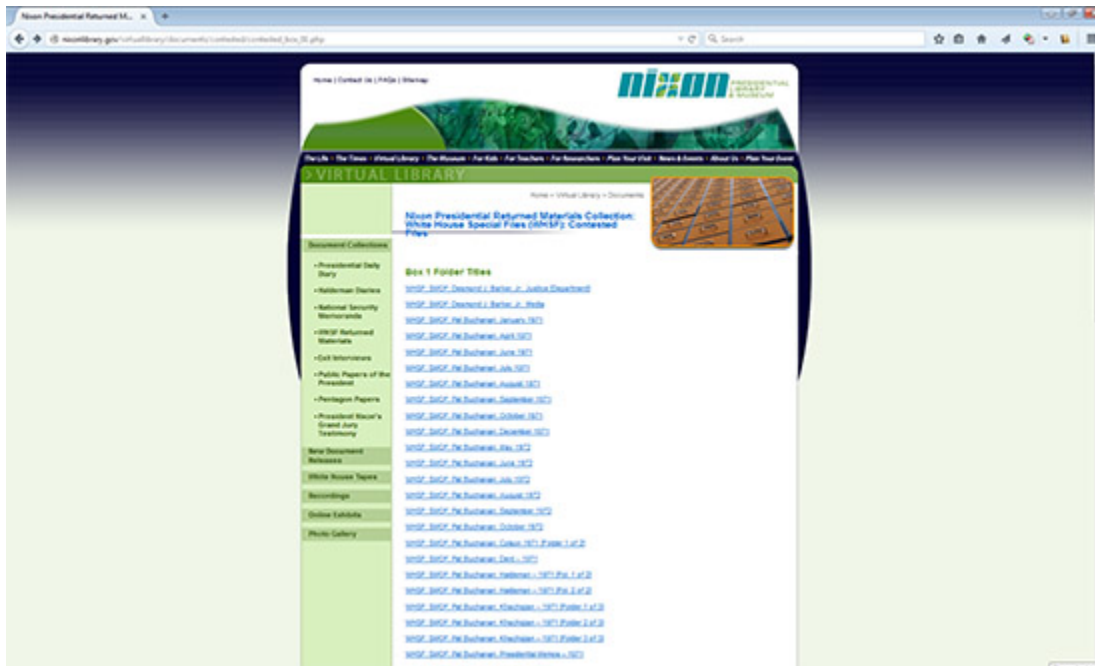

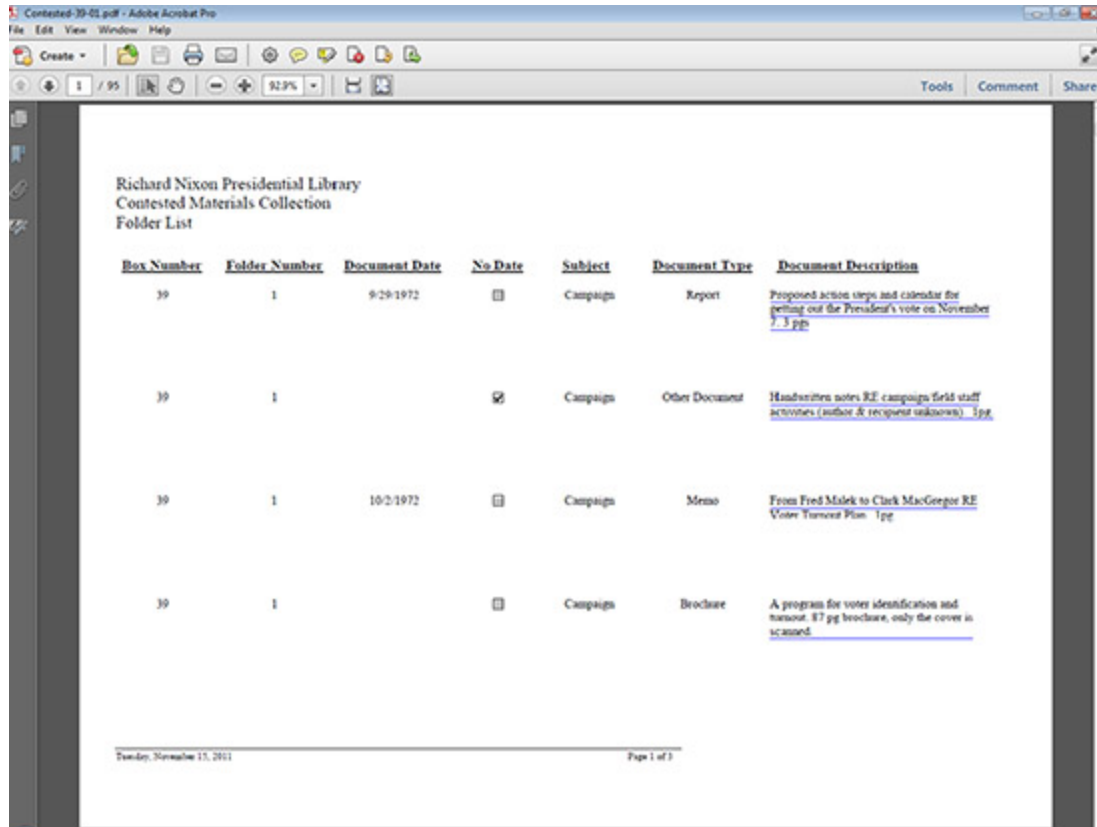Search strategy 2:

Boxes and Folders

After you have identified the materials you want to view, return to the main page. There, you will see links for each of the 55 boxes scanned.

When you select the particular box you want to view, the next screen will show the list of folders from each box:

Next, click on the folder you would like to view. Each folder begins with a table of contents that contains the same information as the Contested Index including Box Number, Folder Number, Document Date, Document Type, and Document Description:

Richard Nixon Presidential Library
Contested Materials Collection
Folder List

Box Number	Folder Number	Document Date	No Date	Subject	Document Type	Document Description
39	1	9/29/1972	☐	Campaign	Report	Proposed action steps and calendar for getting out the President's vote on November 7. 3 pp
39	1		☑	Campaign	Other Document	Handwritten notes RE campaign/field staff activities (author & recipient unknown) 1pg
39	1	10/2/1972	☐	Campaign	Memo	From Fred Malek to Clark MacGregor RE Voter Turnout Plan 1pg
39	1		☐	Campaign	Brochure	A program for voter identification and turnout. 87 pg brochure, only the cover is scanned.

The document description in the table of contents is identical to the description in the Contested Index. You will notice that the descriptions in the table of contents have a blue line under them. This means that the description is linked directly to the document. As an example, we will click the second description from the table of contents below, "Handwritten notes RE campaign/field staff activities (author and recipient unknown). 1pg." The next screen shot shows the first page of the document selected.
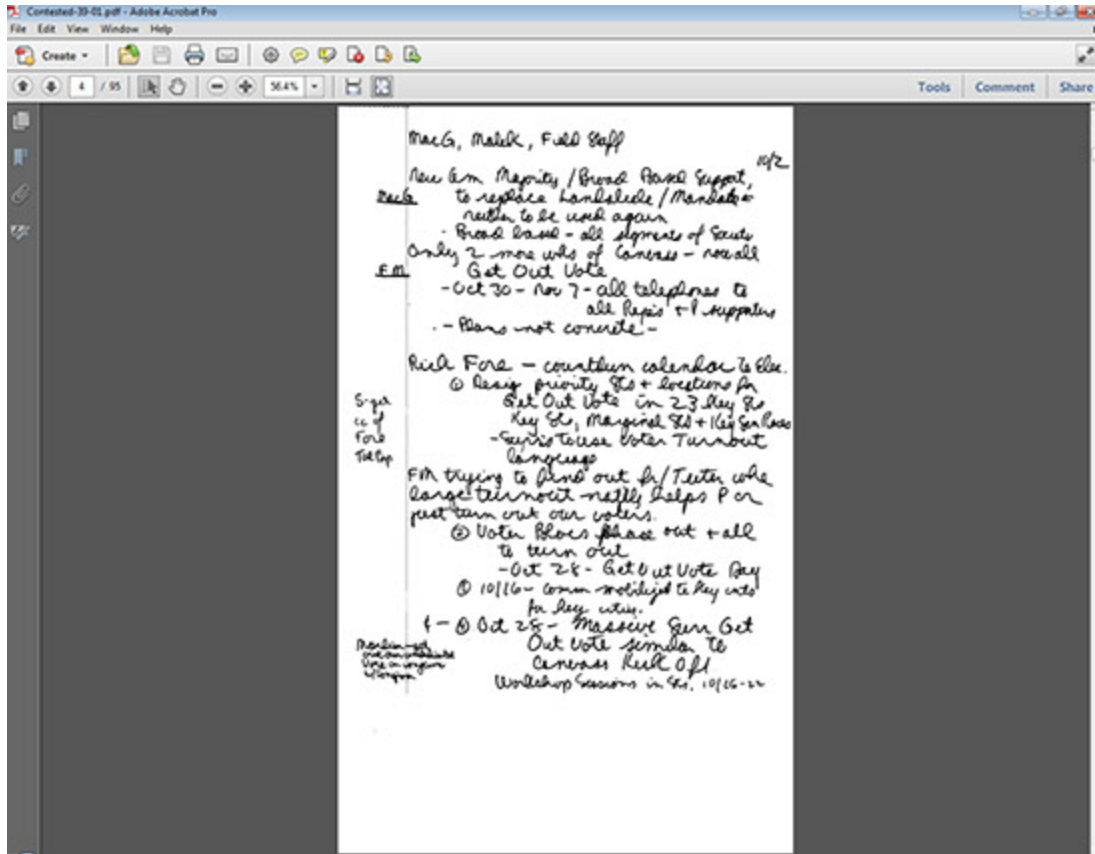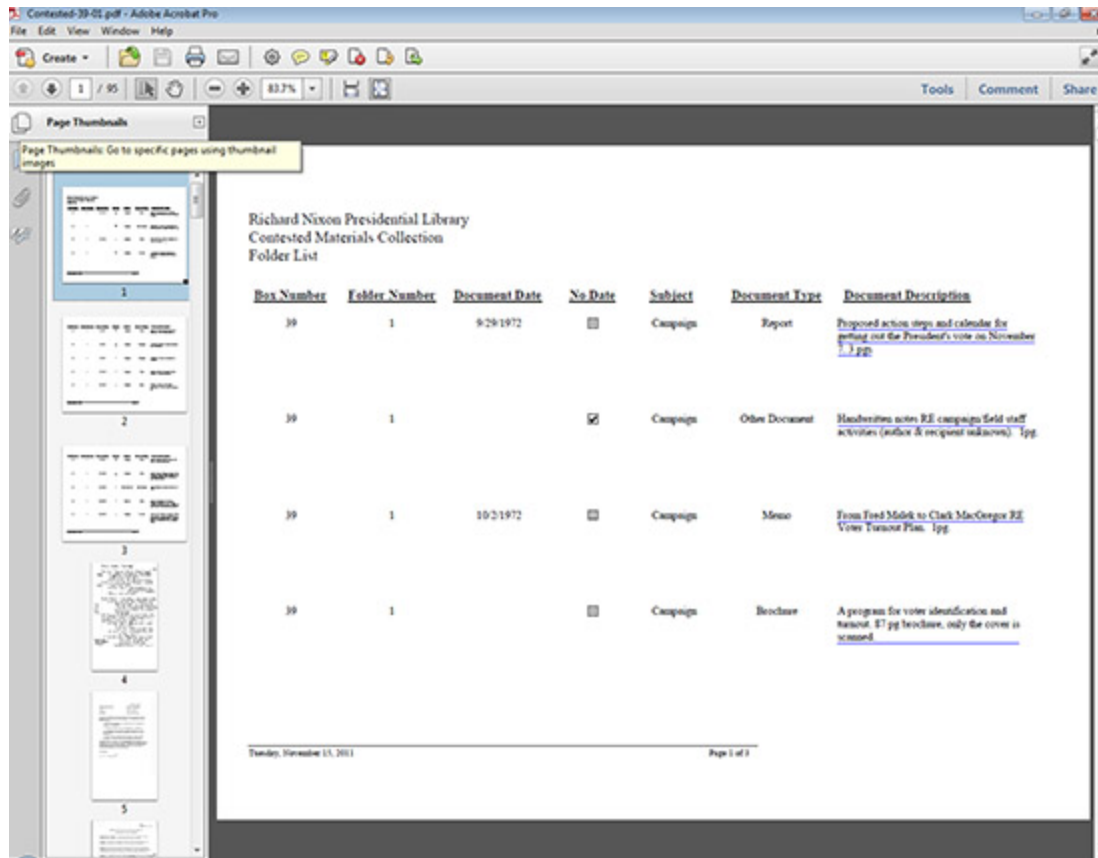
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Contested Materials Collection
Folder List

Box Number	Folder Number	Document Date	No Date	Subject	Document Type	Document Description
39	1	9/29/1972	☐	Campaign	Report	Proposed action steps and calendar for getting out the President's vote on November 7. 3 pgs
39	1		☑	Campaign	Other Document	Handwritten notes RE campaign field staff activities (author & recipient unknown). 1pg.
39	1	10/2/1972	☐	Campaign	Memo	From Fred Malek to Clark MacGregor RE Voter Turnout Plan. 1pg.
39	1		☐	Campaign	Brochure	A program for voter identification and turnout. 87 pg brochure, only the cover is scanned.

Because many of the folders scanned can have up to 100 pages, the table of contents was created to make it easier to find a particular document. Once you have found a particular document, and to avoid excess scrolling, we suggest using the thumbnail feature of Adobe Reader to return to the table of contents. See below:

To view the metadata from each scanned folder, right-click your mouse on the document and select "Document Properties..." See below:
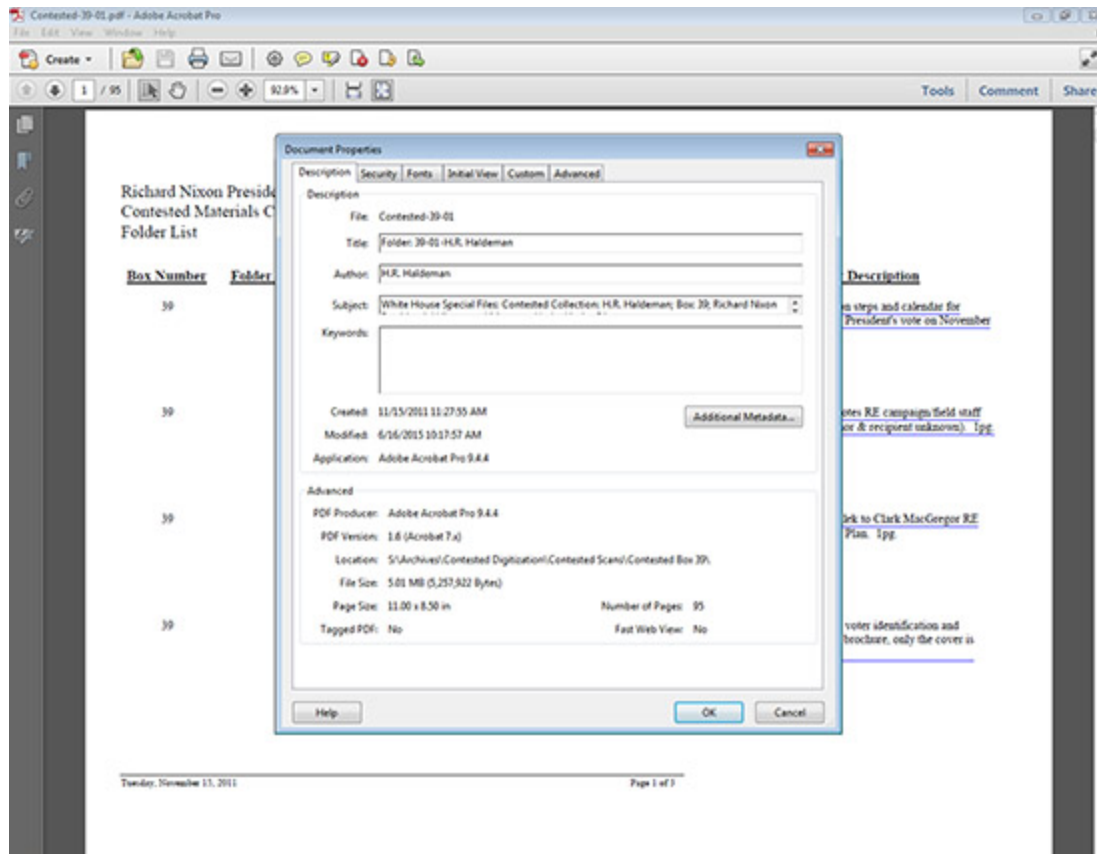
Richard Nixon Presidential Library
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Folder List

Box Number	Folder Number	Document Date	No D			ype	Document Description
39	1	9/29/1972	☐				Proposed action steps and calendar for getting out the President's vote on November 7. 3 pp.
39	1		☑			ent	Handwritten notes RE campaign field staff activities (author & recipient unknown). 1pg.
39	1	10/2/1972	☐	Campaign	Memo		From Fred Malek to Clark MacGregor RE Voter Turnout Plan. 1pg.
39	1		☐	Campaign	Brochure		A program for voter identification and turnout. 87 pg brochure, only the cover is scanned.

Context menu (overlay):
- Add Sticky Note
- Add Bookmark   Ctrl+B
- ✔ Select Tool
- Hand Tool
- Marquee Zoom
- Previous View   Alt+Left Arrow
- Rotate Clockwise   Shift+Ctrl+Plus
- Print...   Ctrl+P
- Find   Ctrl+F
- Document Properties...
- Page Display Preferences...

Notes

- When printing materials from this collection, we recommend making note of the metadata for citation purposes. The preferred citation is: Folder title. Box #. Nixon Presidential Returned Materials Collection: White House Special Files (WHSF): Contested Materials. Richard Nixon Presidential Library and Museum, Yorba Linda, CA. National Archives and Records Administration.
- The original materials in this collection contained numerous newspaper articles, books, magazines and pamphlets. Materials of this nature have either not been scanned or, in the case of a book or magazine, only the cover was scanned. The Contested Index or folder table of contents will have a full entry for these types of materials with "not scanned" or "cover scanned" in the description. If you would like more information or a copy of one of these items, please contact the Library.

Thank you for viewing the Nixon Presidential Returned Materials Collection White House Special Files (WHSF): Returned Materials Digitization Project. Again, if you have any questions or comments please contact us at *nixonreference@nara.gov*.