The catalog offers three different ways to search: Standard, Enhanced, and Visual.

**Standard Search**

The *Search By* dropdown will display the selected search attribute: Anywhere (keyword), Author, Subject, or Title. Click the search bar and begin typing your desired search term.

The *Standard Search* feature also includes autocomplete, which will provide search suggestions in a
Enhanced Search

Click the *Enhanced Search* button below the *Standard Search* bar, which will bring up a search form.

Type your search query into one or more of the three keyword boxes. Use the dropdown menus to choose search attributes and Boolean operators.

You can add an asterisk (*) to the beginning and/or end of a keyword to retrieve terms that start or finish with your characters. Quotation marks (" ") around a phrase will retrieve exactly that string of letters. The Boolean operators AND, OR, and NOT can connect keywords, group them, or prohibit them in...
search. Be sure to type these operators in capital letters.

**Visual Search**

To display *Visual Search*, click the button under the standard search bar, or open the widget from the homepage.

The menu here offers automatic country-specific searching. Click to open a sub-menu page.

The *Catalog Search* button browses the catalog for all materials related to that country. Clicking the other button will take you to a Library Partner or Branch web site.
The Results Page

After you have entered your search term(s), the search results page appears. On this page you will see the number of matching results found, a list of records, some cover images, and an icon for the format of the materials (book, map, etc.). Be sure to scroll through to see all the returned results.

Looking at a Record

There is much more to the catalog than just the search results screen. Click the red title link of an item to open up its bibliographic record.

The expanded record may tell you many things.

- where and when it was published
- if there are illustrations of various kinds
• subject headings that describe it, which are linked out to other items on that subject
• content notes
• a summary of its scope or purpose
• whether it is part of a series or multi-volume set
• if a bibliography and/or index is included to aid in further research

For periodicals, this screen will also tell you which volumes the Hoffman Research Library owns.

Print or save interesting search results to prepare for your next visit to the Minnesota Genealogy Center.

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