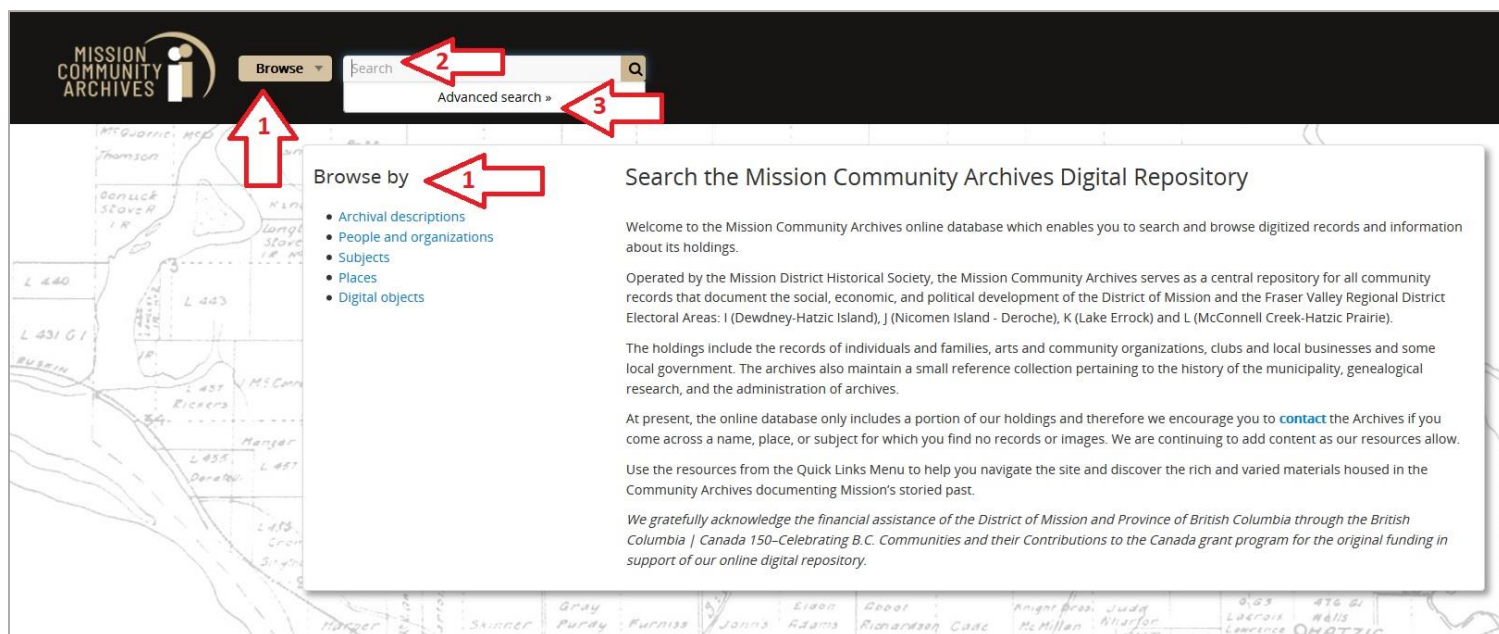# Mission Community Archives:
Digital Repository Search Guide

There are multiple options available for you to search materials in our website.

1. **Browse features**:
   - "**Browse**" button, located in the left-hand corner on the webpage header.
   - "**Browse by**" five links located in the left-hand column.

     NOTE: This feature is only available on the Home Page.

2. **Simple search** –A white search box located in the top left-hand corner on the webpage header next to the *Browse button.*

3. **Advanced search** – Drop-down menu option located in the white search box located in the top left-hand corner on the webpage header next to the *Browse button.*

Browse

Using the **Browse** options you can search the database under five different categories:

- *Archival descriptions* (fonds, series, items, etc. - SEE *Glossary* for definitions)
- *People and organizations* (names of record creators/collectors)
- *Subjects* (predetermined keyword list by *Mission Community Archives*)
- *Places* (predetermined location list by *Mission Community Archives*)
- *Digital objects* (photographs, scanned documents, recordings, etc.)
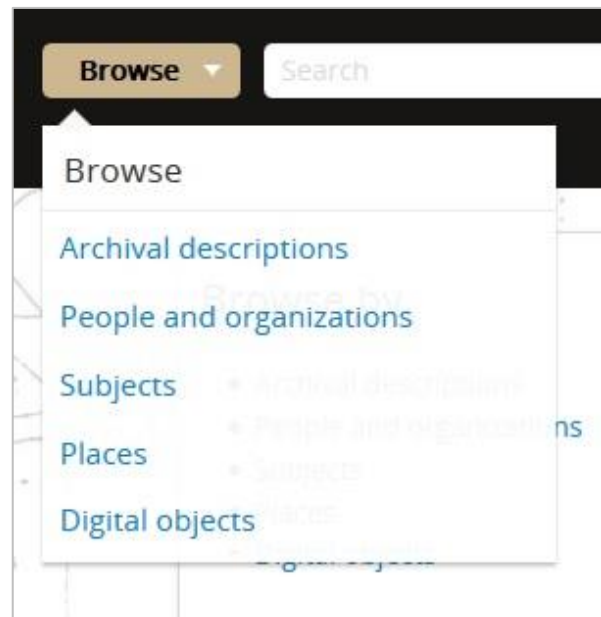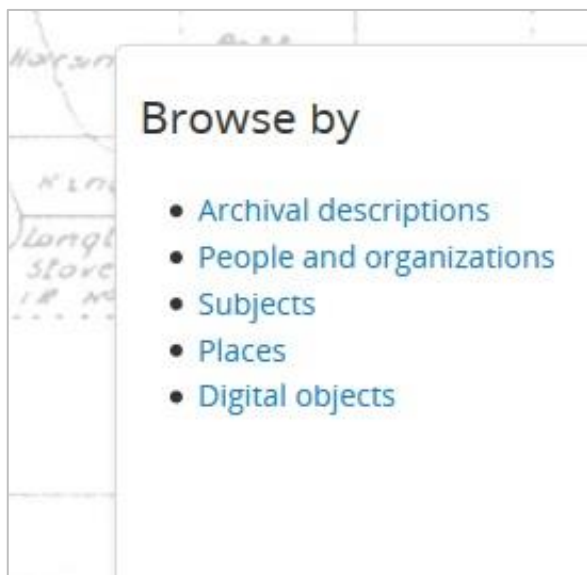
When you select a "**Browse**" category it will auto populate a search results list for you. An example "**Browse**" search result list using *People and organizations* is shown in the *screenshot on the next page.*

⚠ The results page is sorted alphabetically automatically. You can change how it sorts using the drop-down menu **Sort by** and **Direction** **(1)** shown in screenshot.

⚠ You may also use the filters on the left-hand column to narrow your search results by *Entity Type (creator), Place,* or *Subject* **(2)**.

NOTE: These filters only list the top 10 items associated with your "**Browse**" search results unless you select "**All**."

⚠ You can do more complex searching by clicking the "**Advanced search options**" drop-down menu **(3)** which gives you the opportunity to further refine your search results. *Details on how to do this is on pages 6 & 7.*

Simple Search

The easiest way to find materials in the database is to search using *names, keywords,* or *phrases*.

Type into the search box what you wish to find and it will begin auto-generating some of the available search suggestions in a drop-down menu. You may continue typing or select one of the auto-generated suggestions using your mouse.

⚠ If there are more than three search suggestions available it will give you the option to click on *all matching people & organizations* **OR** *all matching places*. Click on the one you want to bring up the complete search result list in that category.

You may also continue typing a *name, keyword* or *phrase* into the search box and press the enter key or click on the magnifying glass icon to show all search results available for that specific term/phrase, *illustrated in image below.*

⚠ The search box will only retrieve **exact matches** to the term/phrase you entered. Spelling errors are not auto-corrected and any misspelled terms/phrases may produce zero search results.
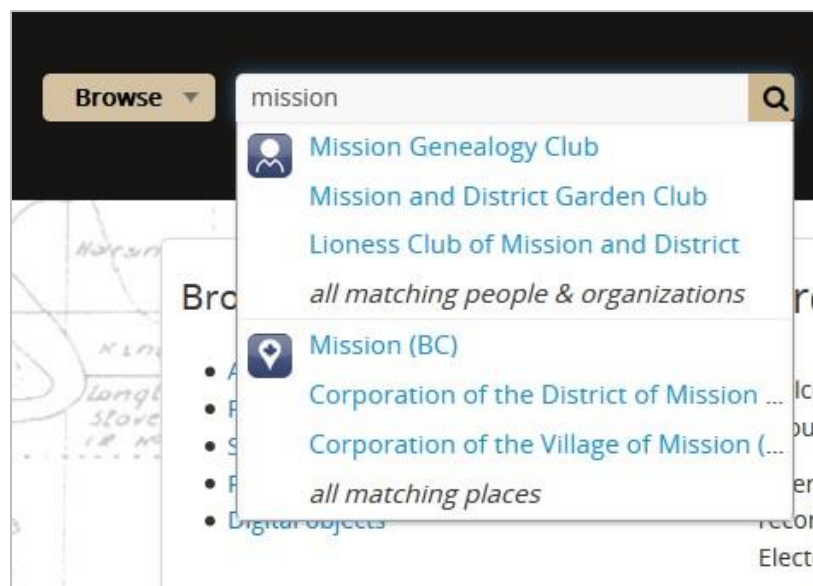
⚠️ The default operator "**AND**" is automatically inserted (*not visible*) when you enter more than one word in the search box.

FOR EXAMPLE: if you typed in *Mission Genealogy Club* it would search for both *Mission **AND** Genealogy **AND** Club* all separately. This will give you search results on each individual term.

⚠️ If you want results showing only exact *names, keywords,* or *phrases* then you must place quotation marks [**" "**] around them, for example "*Mission Genealogy Club*".

⚠️ Once the search results is displayed you have the option to further narrow your results using the filters for *Creator, Place* and *Subject* located in the left-hand column titled **"Narrow your results by"** *illustrated in image below.*

Advanced Search Options

The advanced search features allows you to further narrow or create more complex searches within the database. Below is an explanation of your options with examples illustrated in a screenshot on the next page.

1. Option: Enter a term/phrase (e.g. *schools*) and in the *Any field* drop-down menu and select which category you would like to search in (e.g. *Subject access points*).
   You can add additional terms by doing the following.

   - Select the *Add new criteria* button and an appropriate Boolean search operators such as **AND, OR, NOT**.

   - Next input in your second search term (e.g. *Mission*) as well as any other field selections (e.g. *Place access points*).

2. Option: Use the *Top-level description* box to search record groups by a *fonds* or *collection* name.

3. Option: Use the *Level of description* drop-down menu to search by the level of archival description (e.g. *fonds, series, file,* or *item*).

4. Option: Use the *Digital object available* drop-down menu to limit your search to *Digital objects* (photographs, pdfs, recordings, etc.)

5. Option: Use the *General material designation* drop-down box to search by a specific media type (e.g. moving images, sound recordings, etc.)

6. Option: In the *Filter by date range* use the format **YYYY-MM-DD** to narrow down which dates to include in the search.

   NOTE: Many records listed in the database may not have full dates, so when you're using the *exact date* option it may not produce as many results. It is recommended to keep the default *overlapping date* or leave the date fields blank.

7. To view your advanced search results click the *Search button*.

*For more information regarding "Advanced search" please refer to **AtoM** [Here](#)*

*If you're requiring further assistance please navigate to our **Quick links:** [Contact Us page](#)*