

Tips for searching the Collections Catalog and Digital Collections

To perform a basic search, type the keyword you want to search for in the field and either hit enter on your keyboard or click the Search (magnifying glass) button. Depending on the search settings, content in this search might include item, file, and collection metadata, and the text on simple pages.

Tips for Searching Names and Keywords

When searching for a person, try searching for the last name in a few ways. Since there are many ways a name can be spelled, abbreviated, used with or without a middle name, it's best to be creative when searching. For example:

1. Rolvaag
2. Rølvaag
3. Rølvaag, O
4. Rølvaag, Ole

For searching keywords, again **keep it simple**. Try the following:



1. Madison, Wisconsin
2. Madison, WI
3. Madison
- 4.


Search Options

To access the options for searching, click on the **Advanced Search** to the left of the search bar. Here you can search for **Keywords** or **Narrow by Specific Fields**. Keywords is the same search functions as the other search field.

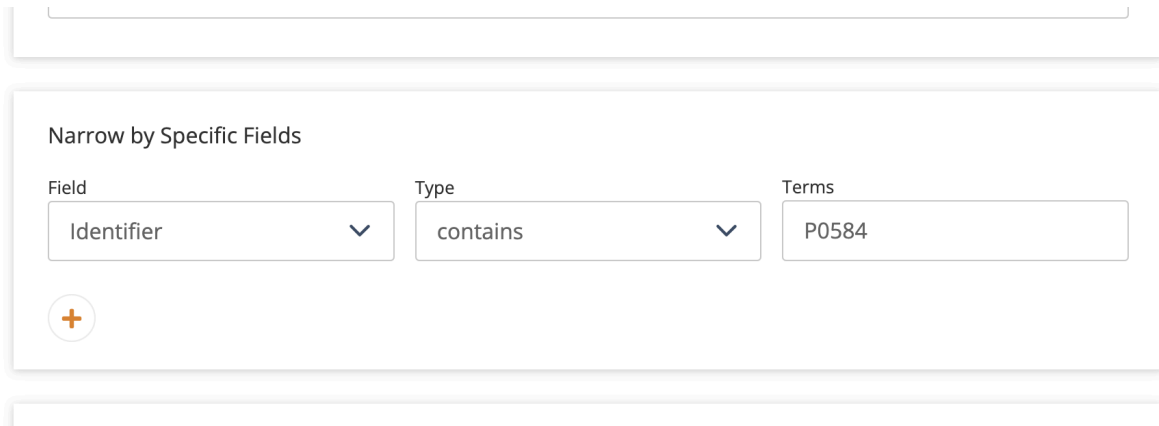
Search for Keywords

Narrow by Specific Fields

Field	Type	Terms
Select Below 	Select Below 	<input type="text"/>




If you know the collection number (known as identifier), enter that in the **Narrow by Specific Fields** tab. First select the **Field** as Identifier. Select the **Type** as contains, and enter the identifier in the **Terms** tab. For example:



Narrow by Specific Fields

Field	Type	Terms
Identifier	contains	P0584



You can edit your search by selecting different fields or adding other search parameters with the orange plus sign. When in doubt, keep your search function simple. Adding too many search fields will impact results. Omeka has created a useful [documentation](#) on searching.

Need more help finding items? Check out the **[Rokke Name Index](#)** that provides information about people, places, and other topics located in the NAHA archival collections. As always, the NAHA archivist is here to assist you with locating archival materials. Contact them at archivist@norwegianamericanhistory.org.