

## Usage Hints

### Quick Search

The search box for quick search is displayed on the left-hand side. Enter a search term and click the magnifying glass to start your search. The quick search is a full text search.

### Advanced Search

Click on the text “Advanced Search” or the arrow next to it to open the advanced search. Three entry fields are given by default, each of them is preset with a search option. You can select different search options from the list and add further fields. Click the *Search* button to start your search.

The screenshot shows the 'Search' section of the interface. It features three search rows. The first row has a dropdown menu set to 'Full Text'. The second row has a dropdown menu set to 'And' and another dropdown menu set to 'Heading'. The third row has a dropdown menu set to 'And' and another dropdown menu set to 'Person'. Below the search rows are buttons for '[+] Add row', 'CLEAR', and 'SEARCH'.

### Search criteria

#### *Full Text*

Search through the full text of all entries in the database. With this search option you will receive a multitude of hits, because you always search through the full entries. To perform a more targeted search for an entry, please use one of the other search criteria or combine several search terms. It suggests search terms while you type (find-as-you-type).

#### *Heading*

Searches within all headings of the diary entries, similar to a title search. Suggests headings while you type (find-as-you-type).

#### *Person*

Searches within all person keywords, that is, all occurring and normalized person names in the entries. Suggests keywords as search phrases while typing (find-as-you-type). Notation is „Surname, Given name“.

#### *Footnotes*

Searches within all footnotes. Suggests search terms that occur in the footnotes while typing (find-as-you-type).

#### *Entry Year*

Searches for entries from one certain year.

#### *Combination of search fields*

You can combine all search terms with the boolean operators “AND”, “OR” or “NOT”.

The screenshot shows a dropdown menu for search criteria. The options listed are 'Heading', 'Full Text', 'Person', 'Annotation', and 'Entry Year'. The 'Heading' option is currently selected and highlighted in blue.

## Filter

### *Entry Year*

Choose years to perform a period search.

### *Diary Entries*

This chronological sorting of the diary entries gives an overview and entry point for search at the same time. The number in brackets gives the amount of entries on the corresponding level.

## Combination of “Filter” and “Search”

Filters and search fields can be combined by using first the search fields and then the filters to refine the search.

**Entry Year**

1918

—

1921

UPDATE

**Diary Entries**

- 1918–1932 (1,645)
- + 1918 (29)
- + 1919 (197)
- 1920 (167)
- + Januar (14)
- + Februar (19)
- März (10)
- 03.03.1920 (1)
- 07.03.1920 (1)