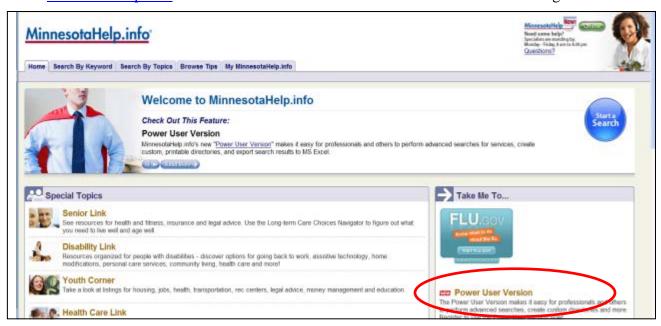




## HOW TO SEARCH BY KEYWORD TO FIND NEW RESOURCES IN MNHelp.Info

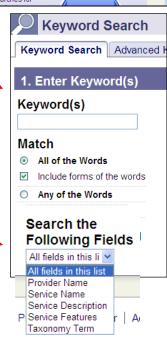
1. Go to www.MNHelp.info. Scroll down and click on "Power User Version" on the right hand side of the page.



- 2. Enter your username and password. Username: XXX Password: XXX
- 3. To search for new resources, go to the **Search By Keyword** tab near the top left of the page.



- **4. Enter Keywords:** Enter words in the **Keyword(s) text box** for the resource you would like to find such as YMCA or physical fitness. The more words you enter, the narrower the search filter will be.
  - **a. Match phrases:** Designate the words you enter in the Keyword(s) text box that will be used in the search by selecting the following options: **all of the words, any of the words, exact phrase.** You can also include forms of the words. For example select "exact phrase" if you want to search for physical fitness as a phrase.
  - b. Select Search Fields: Allows you to search for with a word or phrase in the: provider name, service name, service description, service feature, taxonomy term, or all of these fields.
- **5. Enter a Location:** Choose one of the geographic options to narrow your search further: statewide, county (dropdown list), city, zip or address.



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2. Enter a Location

Statewide

County

Address

City

O Zip



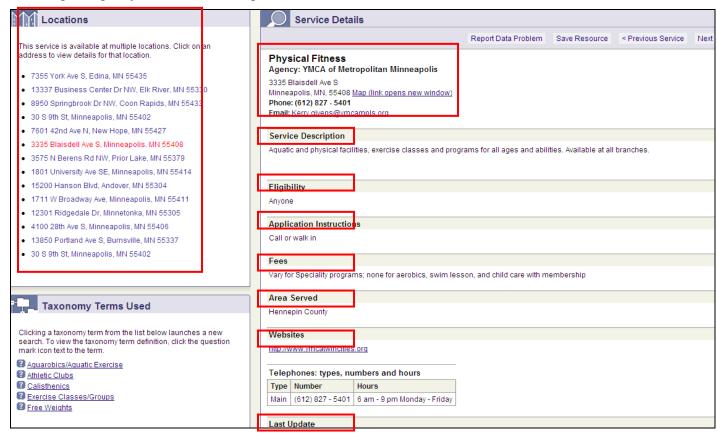
- **6. Select a Target Group:** Select from one of the target groups to narrow your results further: everyone, seniors, youth, people with disabilities or families and children.
- **7. Start a Search** by clicking the blue button and view the results of your search.



**8.** You can then **Map**, **Email**, **or Print** the results.



- 9. You can also click on the **Service Name** to see more detailed information about each entry or on the **Provider Name** to see a list of all of the services provided by that agency.
- 10. Each listing contains agency contact information, description of service, eligibility, application instructions, fees, business hours, area served, website, and date the listing was last updated in the column to the right. Agency locations offering the service are listed in the column to the left.



11. You can click **Return to Results** above the service details to view your search results again or the **Search By Keyword** tab towards the upper left of the page to start a new search.

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