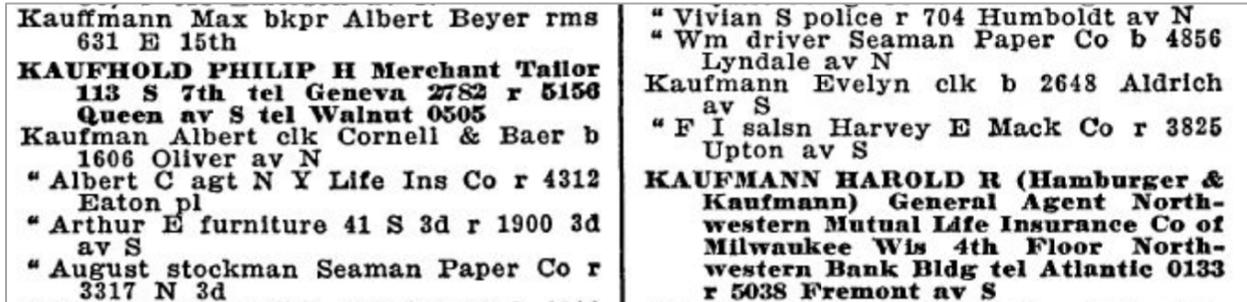


Tips and Tricks for Searching the Online City Directories

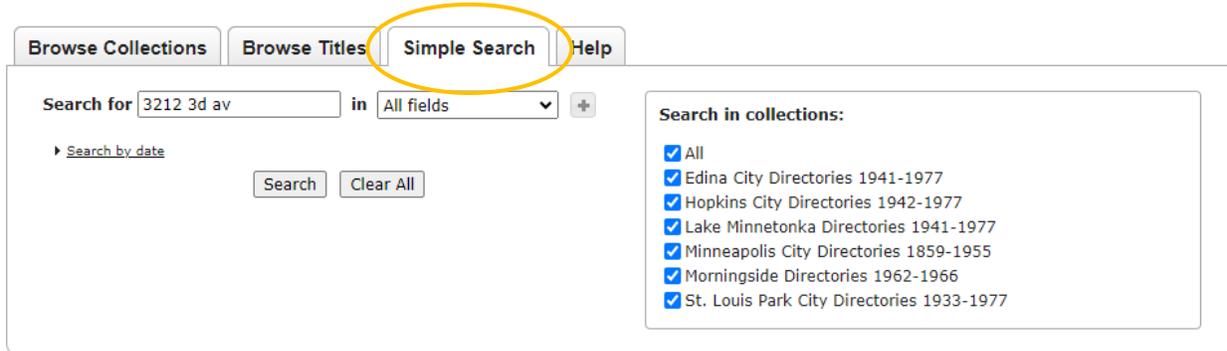
Online City Directories: <https://box2.nmtvault.com/Hennepin2/>

City directories allow users to find former city residents, their occupations, places of employment and spouses. Local businesses are also listed by name and subject category. The directories can also be searched by address for those researching house or building history. Some suburban directories even include children's names and ages.



Example from the 1925 Minneapolis City Directory

Use the "Simple Search" tab for searching across all directories:



I. General Tips

- Searches are not case-sensitive. You can enter your search terms in all capital, mixed case, or all lower-case letters.
- **Your search string must exactly match the text as it appears in the city directory.**
- You may use wildcard characters like * to substitute for any number of characters or ? to substitute for a single unknown character. For example you could type "Peter*" as a search term, which would return "Peter, Peters, Peterson, Petersen, Petersburg, Peterman, etc.". Using the ? in a search term like "Pe?erson" would return "Peterson, Pederson". You cannot, however, use the * or ? as the first character of a search.
- Boolean search terms like AND, OR, NOT, HAS cannot be used in searches unless they are part of the phrase you are searching.
- Quotation marks ("") cannot be used in searches to search for an exact phrase. The search already defaults to exact phrase searching.
- City directories for additional cities will be added over time. Deselect unwanted cities to help narrow your results.

II. Searching Addresses

Your search string must exactly match the text as it appears in the city directory.

Common Abbreviations (for Minneapolis directories)

Avenue	Use: Av NOT: Ave, Ave., Avenue Example: 3224 44th Av (NOT: 3224 44th Ave. S)
Street	Use: [leave blank] NOT: St, St., Street Example: 1130 Adams (NOT: 1130 Adams St. NE)
Numbers	1st, 2d, 3d, 4th (Note: second and third do not have an 'n' or 'r'. This applies to streets like 43d, 52d, etc. Numbers ending 'st' and 'th' include both letters.)
Street Names	Some longer street names may be abbreviated, like "Mtka." for Minnetonka Blvd., "W Bway" for West Broadway, and "Lk." for Lake. This is common in both Minneapolis and suburban directories.

Suburban Directories

Abbreviations in suburban directories often use the more standard St., Ave., Blvd., etc., though not always. Additionally, numbered streets in suburban directories are often spelled out, for example, Second St.

Resident Types (for Minneapolis directories)

'b', 'r' and 'h' precede addresses to indicate the resident type. These abbreviations change meaning through the years. In early Minneapolis directories, 'r' means *resident* and 'b' means *boarder*. In later directories, 'r' means *roomer/renter* and 'h' means *homeowner/householder*. Check the abbreviations guide (see next page for instructions) if unsure.

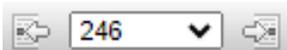
IMPORTANT NOTE: Occasionally, particularly in the 1930s-1950s, the type of residence will immediately precede the address number, without a space. In these instances, the address will not appear in your searches unless you type an 'h' or 'r' before the address. Example: Search "h4521 Oakland" (searching just 4521 Oakland (built in 1932) will not return results for 1934, 1936, 1937, 1939, or 1942).

Previous and Next Hit

Single dwelling homes often had renters. When searching addresses, watch for multiple results within a single directory year. Jump to the next hit with the arrows on the left side of the toolbar. If arrows are yellow, there are additional pages with search results.



When arrows are yellow, more hits for your search term(s) exist in the directory. You will be taken to the best result first, so may have previous and next hits to review.



If the arrows are grayed out, there are no additional results in that directory year.

III. Searching People

Your search string must exactly match the text as it appears in the city directory.

People can be challenging to search because most directories do not list the first and last name in sequence (though many suburban directories do). In Minneapolis directories, all names following the first person on the page or column with the last name will use a quote (to mean ditto) in place of repeating the last name.

Hendrickson Henry r4433 Beard av S " Henry orderly Parkview Sanatorium " Henry A meats 1827 E Lake r4242 21st av S " Henry E r3857 36th av S " Henry E (Cath R) formn Link Belt Supply Co h2627 Buchanan " Henry N (Lorraine) prs opr Dayton Rogers Mfg Co h3545 Emerson av S apt A " Henry N (Gina N) prof Augsburg Seminary h 620 21st av S " Herbert clk Waterman-Waterbury Co r St Paul " Hugo M hlpr Dale Tile Co r2013 S 9th " Hulda N hsekpr 3145 Colfax av S " Hylgard L (Dora K) cheesemkr h3710 E Minnehaha pkwy " Ida C (wid John) r4357 Park av " Ivan tchr Federated Teachers' Service Corp r2 E Lake	Hendrickson " Paul H tchr Boys' Vocational High Sch h4433 Beard av S " Pauline B Mrs janitor NW Bell Tel Co r2629 Hayes " Philip H (Liala J) formn h5436 Aldrich av S " Ralph E driver O W Berg r3102 N 3d " Ralph L clk Wm Bros Boiler & Mfg Co r Robbinsdale " Richd lab r1508 Monroe " Robt USA r1508 Monroe " Robt H hlpr r3210 Newton av N " Robt L H hlpr r1706 Taylor " Roofing Co (Jalmer E Hendrickson) 814 W Lake " Roy H (Emily B) sta mgr Co-Operative Services Inc h4445 31st av S " Rudolph H (Alda M) bkpr John Morrell & Co h2534 37th av S
--	---

In the above example, "Hendrickson Henry" is listed first, followed by all the other people with the last name Hendrickson: Henry, Herbert, Hugo, Hulda, Hylgard, etc.

In order to search for someone like Ivan Hendrickson, you would need to first find the listings for all the Hendricksons (keyword search: "Hendrickson"), then browse through alphabetically until you reach the name you're seeking. You may need to use the Previous and Next Hit arrows to find all results.

Name Abbreviations

Many names are abbreviated. Common abbreviations include "Robt" for Robert, "Wm" for William, "Chas" for Charles, and "Geo" for George.

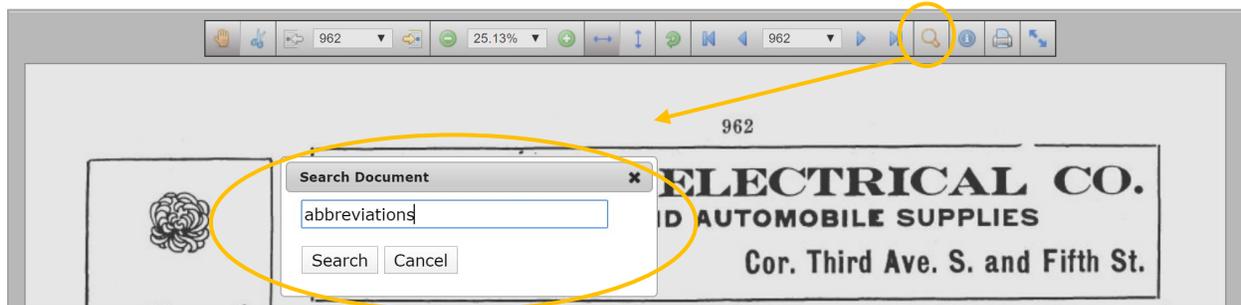
Searching for Women

Finding women can be even more challenging. Women are often only listed as spouses in parenthesis beside their husband's name. In early city directories, through the 1920s, spouses were not listed at all. Women will often be listed by name if they held an occupation or were widowed.

IV. City Directory Abbreviations (Minneapolis only)

Abbreviations are used for names, job titles, businesses, street directions, and type of resident (boarder/renter or resident/homeowner).

Use the magnifying glass icon to search within each directory, as abbreviations can change from year to year. Type "abbreviations" then click search. Use the previous and next hit arrows until you reach the page of abbreviations.



ABBREVIATIONS			
Alex—Alexander	clnr—cleaner	messr—messenger	salsn—salesman
Benj—Benjamin	colr—collector	mkr—maker	salswn—saleswoman
Chas—Charles	commr—commis- sioner	mnfr—manufacturer	seams—seamstress
Edw—Edward	comn—commission	mngr—manager	sec—secretary
Fredk—Frederick	comp—compositor	N—north	sergt—sergeant
Geo—George	cond—conductor	N E—northeast	solr—solicitor
Gust {	conf—confectioner	nr—near	stenogr—stenog- rapher
	contg—contracting	n s—north side	stereotr—stereo- typer
Robt—Robert	contr—contractor	n w—northwest	stdt—student
Thos—Thomas	cor—corner	opp—opposite	supt—superintendent
Wm—William	ct—court	opr—operator	swbdman—switch- boardman
acct—accountant	ctr—cutter	photogr—photog- rapher	tchr—teacher
adv—advertisement or advertising	dep—deputy	phys—physician	tel—telegraph or telephone
agt—agent	dept—department	pk—park	ter—terrace
appr—apprentice	draftsman— draughtsman	pkr—packer	tmstr—teamster
assn—association	E—east	pl—place	tndr—tender
asst—assistant	elec—electrician	P O—Postoffice	trav agt—travelling agent
attdt—attendant	elev—elevator	pres—president	treas—treasurer
atty—attorney	eng—engineer	prin—principal	U S A—United States Army
av—avenue	engr—engraver	prof—professor	U S M—United States Marines
b—boards	exp—express	prop—proprietor	U S N—United States Navy
bartndr—bartender	expman—expressman	pub—publisher	Univ—University
bet—between	e s—east side	purch agt—purchas- ing agent	upholstr—upholsterer
bkbndr—bookbinder	frt—freight	r—residence	vet surg—veterinary surgeon
bkpr—bookkeeper	ftr—fitter	rd—road	W—west
biksmith—blacksmith	gen—general	real est—real estate	Washn—Washington
blgd—building	hlpr—helper	rep—representative	whol—wholesale
blk—block	ins—insurance	repr—repairer	whseman—ware- houseman
brklyr—bricklayer	insptr—inspector	rms—rooms	wid—widow
boul—boulevard	kpr—keeper	Ry M S—railway mail service	
cabtmkr—cabinet- maker	lab—laborer	Rev—reverend	
carp—carpenter	L M—Lake Minne- tonka	S—south	
cashr—cashier	lithogr—lithographer	S E—southeast	
civ eng—civil engineer	mach—machinist	s s—south side	
clk—clerk	mech—mechanic	s w—southwest	

The word "street" is always understood

Abbreviations from the 1919 Minneapolis City Directory. The meanings may change in other years.