

HOW TO SEARCH MINUTES IN IMAGESILO

Note: All instructions here are described using Google Chrome as the browser. The program should work in all browsers, but the locations and shapes of icons may differ slightly.

1. Click on the “Begin Searching Minutes” link, which is on the page where you found these instructions. We recommend opening it in a separate tab so you can keep these instructions open.



Figure 1

2. Click on the board for which you’d like to search the minutes.

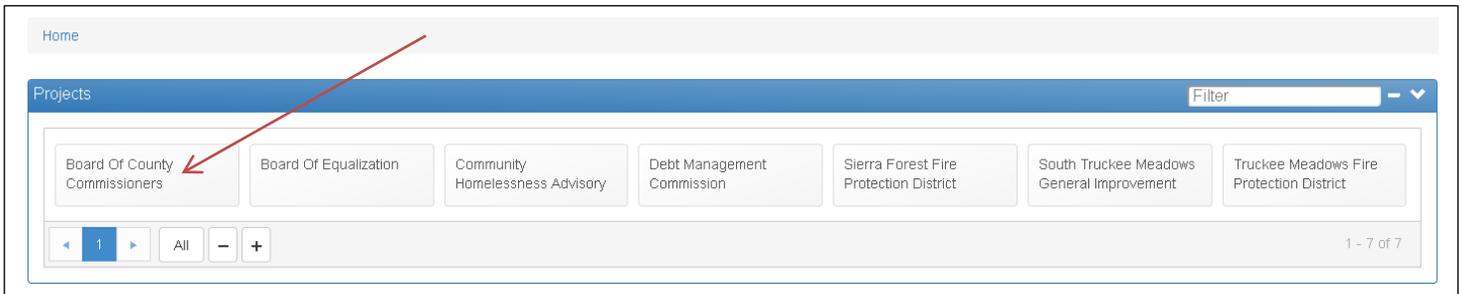


Figure 2

3. The following screen should pop up:

The search field is actually below what you see on this screen. You can scroll down on the right to get there, but an easier solution is to click on the word “Options”, which will shrink that field and make the search field visible.

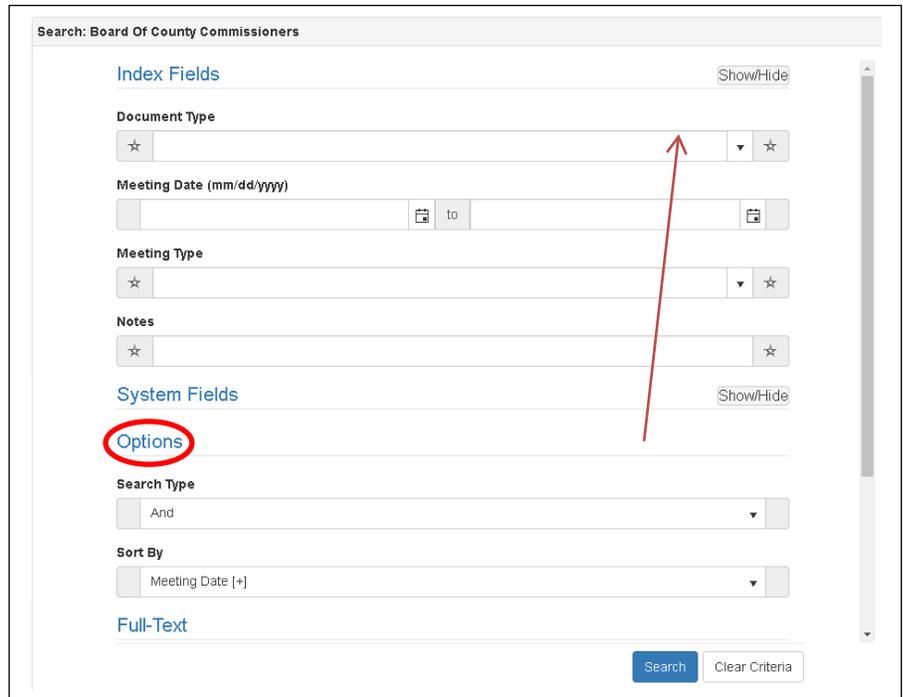


Figure 3

4. Type in the term you wish to search for in the “Criteria” field. (Make sure the “Document Type” field is blank and the “Query After Indexes” checkbox is not checked.) Click “Search”.



Figure 4.1

Note: If your search does not find any results, you will see this notification at the top of the screen:



Figure 4.2

5. Your results will appear on the next screen. They might look like this:

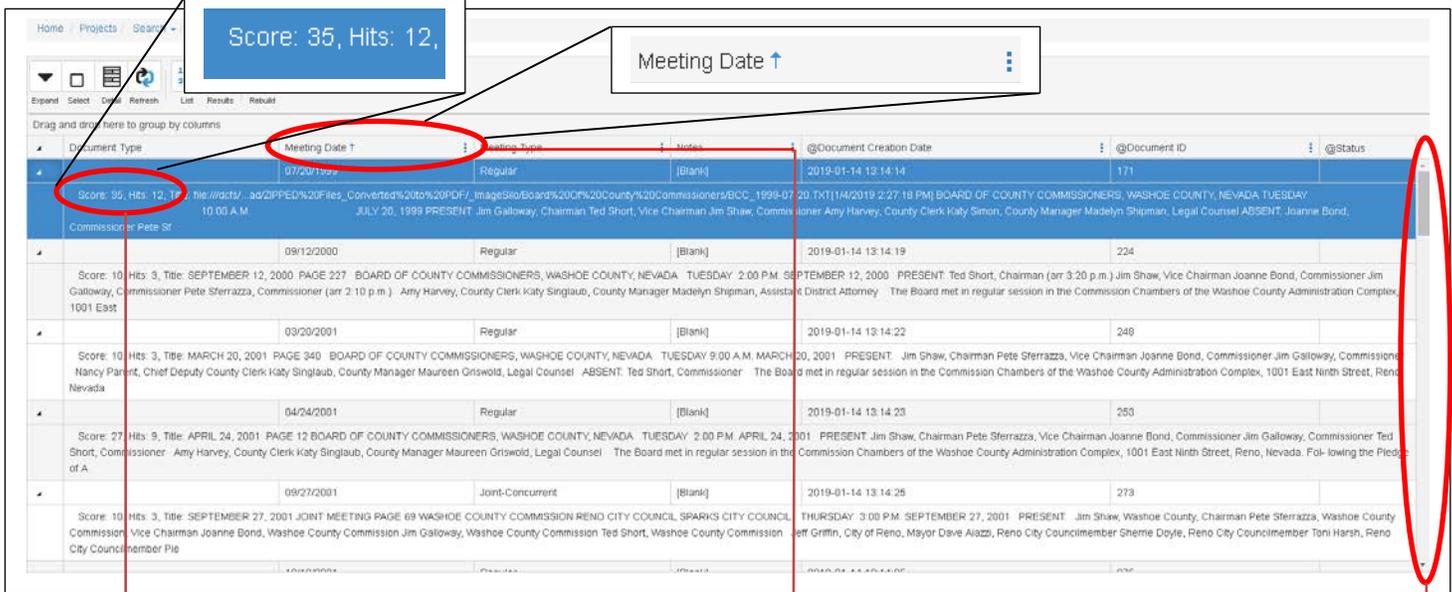


Figure 5

The “hits” option tells you how many times the term appears in that set of minutes. Since our search term, Hot August Nights, consists of three words, the 12 hits means that the entire term appears four times in this particular set of minutes.

The results automatically display as oldest-to-newest. You can click anywhere on the “Meeting Date” box to change how it displays. Clicking on it will reorder the results so the newest meetings are on top. **Note:** this can take 10 seconds or more for terms that have many, many results.

This search term obviously brought up a lot of matches. You can scroll down to see more results.

6. Double-click on a set of minutes you want and that set of minutes will pop up. First enlarge the window so it takes up the whole screen by clicking on this option in the top-right corner.



Figure 6.1

Then click on the “FT Results” icon on the top of your expanded screen.

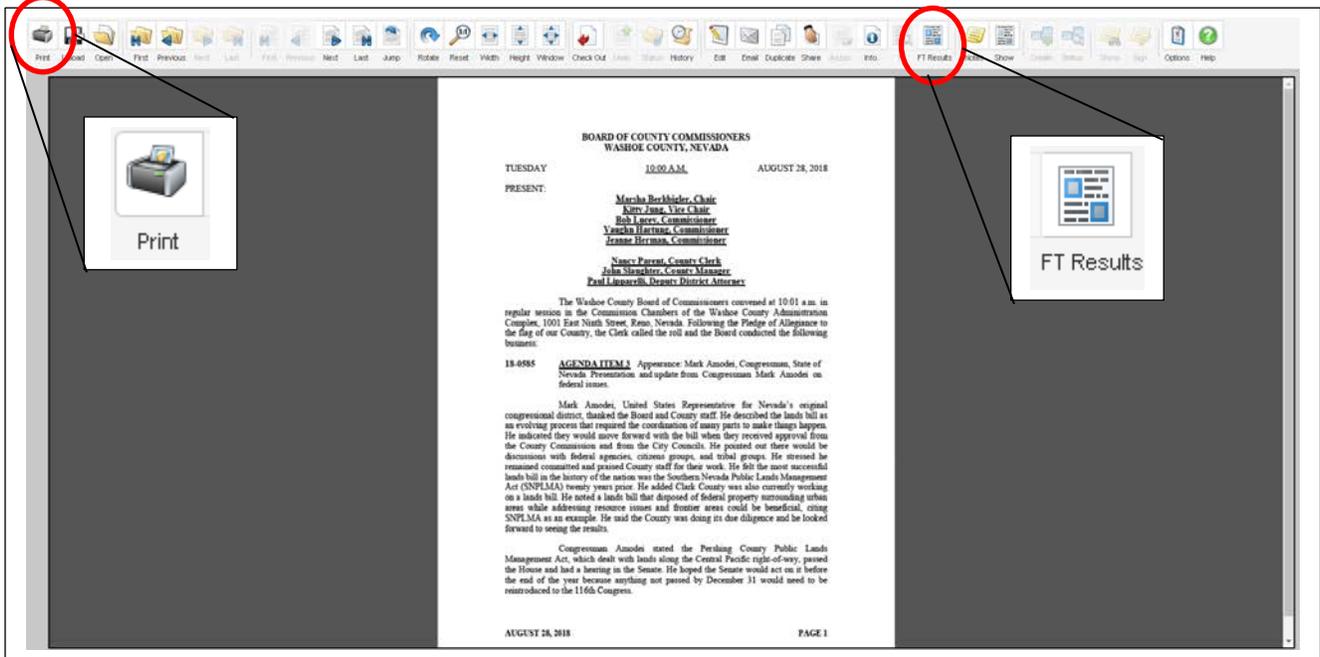


Figure 6.2

Note: If you’ve maximized your window but still do not see the “FT Results” icon, you can find it by expanding the “Manage” icon.



Figure 6.3

This will bring up a new pop-up window. You can enlarge the results box to review all listings. Double-click on the word you want to jump to. *It is helpful to make note of the page numbers for your later use.*

Page ↑	Word/Phrase	Context
8	HOT	... be authorized to execute the same. 02-803 SPONSORSHIP AGREEMENT HOT AUGUST NIGHTS INC. COMMUNITY RELATIONS Upon recommendation of Kathy ...
8	AUGUST	... AUGUST NIGHTS INC. COMMUNITY RELATIONS Upon recommendation of Kathy Carter, ...
8	NIGHTS	... NIGHTS INC. COMMUNITY RELATIONS Upon recommendation of Kathy Carter, Community ...
8	Hot	... Shaw absent, it was ordered that the Sponsorship Agreement between Hot August Nights Inc. (a non-profit organization) and Washoe County for ...
8	August	... August Nights Inc. (a non-profit organization) and Washoe County for a ...
8	Nights	... Nights Inc. (a non-profit organization) and Washoe County for a ...
12	Hot	... that will be incurred by Court Services in support of Hot August Nights and New Years 2003. The request is based ...
12	August	... August Nights and New Years 2003. The request is based on ...
12	Nights	... Nights and New Years 2003. The request is based on the ...
12	Hot	... should be supported and should be approved. All Hot August Nights (Hot August Nights) Court Manager suggested that no transfer

Figure 6.4

6A. If the term you are searching occurs more than once in a set of minutes, the Full Text Search Results should indicate each time the term occurs in the meeting. Using the same Hot August Nights example but in a meeting where it appears multiple times, the results window might look like this:

Figure 6.5

As you can see, Hot August Nights appeared on page 8 of those minutes as well as page 12.

Double-clicking on one instance of the word will jump you right to *the page in the minutes* where that term appears. Since this meeting has multiple instances of the term, you can scroll to the different pages that you made note of before.

Note: The page number on the search results may not exactly correspond with the numbering on the minutes themselves. Older minutes were numbered sequentially with other sets of minutes, so you might see Pg. 226 on a set of minutes even though you clicked page 8 to get there.

If the first search results page did not contain what you were looking for, click again on the “FT Results” icon to bring up more results within that same set of minutes. If the meeting itself did not have what you were looking for, you can close out the window (by hitting the X in Figure 6.5) and return to your original meeting results list.



Figure 6.6

Double-click on as many different meetings as you need to find the exact item you are looking for. From there you have a few options, explained on the next page.

7. Printing

Once you are certain you have found what you are looking for, go back to the initial minutes screen where you had clicked the “FT Results” icon. Now click on the print icon as seen in Figure 7.1 (also in Figure 6.2).

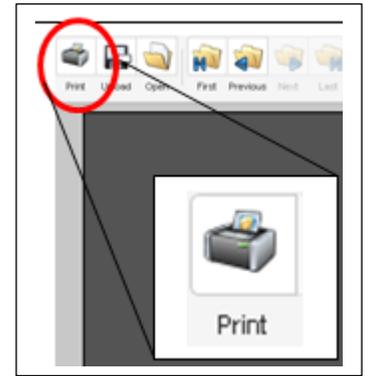


Figure 7.1

This will bring up the minutes in a new screen with a print option.

Note: if you don't see this print icon, hover over the document and the options will appear.

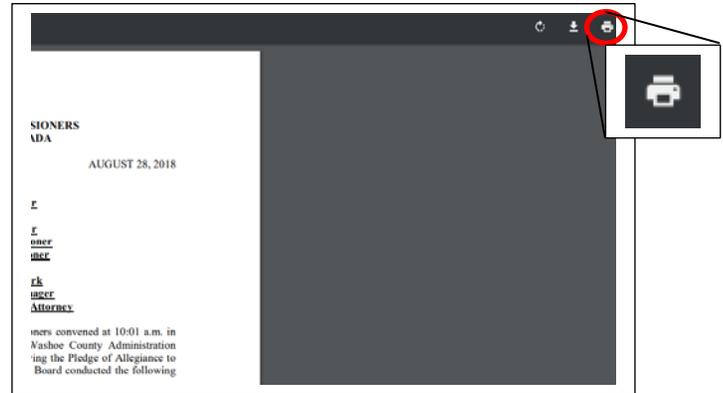


Figure 7.2

You can print the entire set of minutes. However, if you want to only print the page(s) where your search term appears, you will be able to find the page number(s) as shown on Figure 7.3.

8	August	... August Nigh
8	Nights	... Nights Inc. (
12	Hot	... that will be i
12	August	... August Nigh

Figure 7.3

Saving a PDF

If you wish to save the minutes instead of printing them, most modern computers have an option that allows you to “Save as PDF” from the Print menu. Save the document anywhere on your computer that you wish.

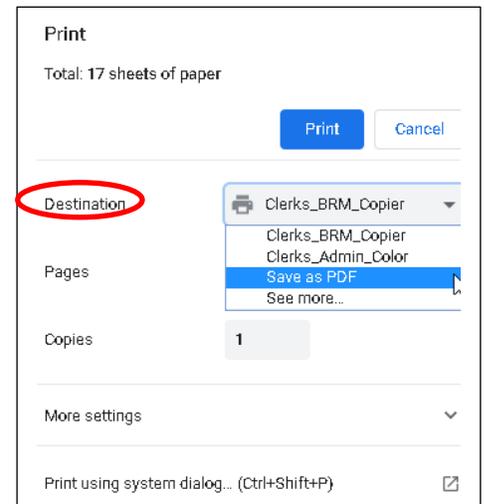


Figure 7.4

Feel free to call us at **775-784-7279** with any questions about this service.