

SEARCH OLD MINUTES

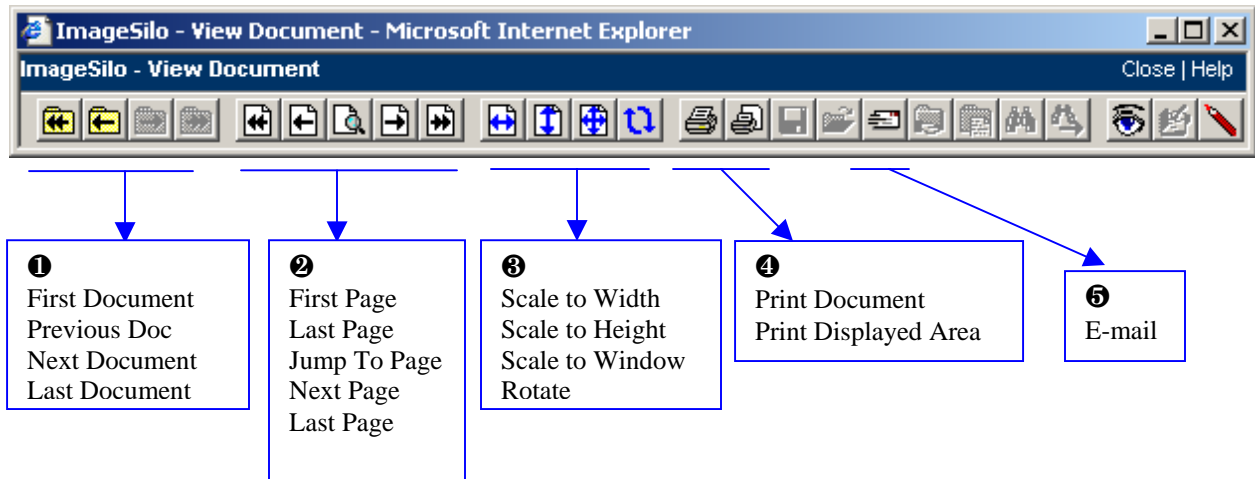
INSTRUCTIONS

I. ENTER THE SITE AND DOWNLOAD THE PLUG-IN

- Click the link [Search Old Minutes](#) on the left sidebar of the Town Website Home Page.
- Click [Search Old Minutes](#) again on the submenu.
- The Image Silo Project Page shows Projects Corte Madera Town Council Minutes as available projects. [Click the Search button](#) immediately below.
- [Enter the data you want to find.](#)
Example: Next to *Date* enter the date or range of dates you want;
OR
Under *Full Text Criteria* enter a word or phrase you are searching for, e.g., type the word “budget” and every instance of that word in the minutes will be listed.
- [Click Search.](#)
Documents that meet your search criteria will be displayed. [Point at the text](#) of the item you want and underlines will appear.
- Click the item and you will be informed that the plug-in is not installed. [Click Item \(1\) to install the plug-in.](#)
- [Click the Install button](#) in the next screen. You must have Internet Explorer 5 or higher and Windows 98 or higher and 14 MB available on your hard drive.
- [WAIT.](#)
It may appear that nothing is happening or that the ‘Internet Explorer has stopped. This is an illusion so please be patient. Don’t close the window even though this step may take a while.
- [Click Yes](#) in response to the screen asking “Do you want to install and run “PVDMDocView400.....”?”
- [WAIT AGAIN](#)
The InstallShield Wizard will run
- [WAIT](#)
- [Click Next](#) when prompted.
- [Read the License Agreement](#) and if you agree, [Click Yes.](#)
The InstallShield Wizard continues.
When Installation is Complete, [Click Finish](#) and return to the Search window.

II. OPEN A DOCUMENT

Click the underlined document and the page will open.
The toolbar below is annotated with button functions.



Using the toolbar, it is possible to

- 1 Move directly between selected documents.
- 2 Move from page to page, first page to last page, or jump directly to a specified page #.
- 3 Size the window to fit your browser screen.
- 4 Send the document to your printer or send only the displayed area to the printer.
- 5 E-mail this document to yourself or someone else. It arrives as an e-mail attachment in .tif format.