

# SEARCHING CITY RECORDS USING ALCHEMY WEB

## STEP ONE

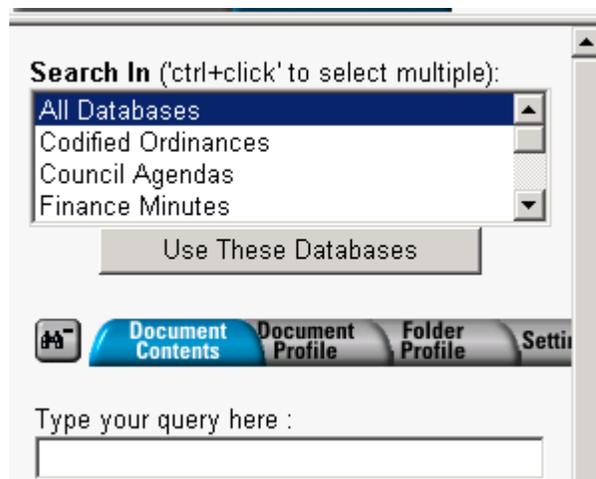
Double click on the "Search" tab located at the upper left corner of the screen.



## STEP TWO

Use the scroll bar to view the names of available databases.

Select the appropriate database from the right hand column by double clicking on the database. If you do not know the name of the database or are not sure which database to use, select "All Databases."



## STEP THREE

Type the subject matter for which you would like to search in the query box in the middle of the left hand column and hit "Enter."



## STEP FOUR

Using the drop down box in the middle of the right hand column, select which database you would like to begin reviewing.

The screenshot shows a search results interface with a dropdown menu open. The dropdown menu is titled "Search results database list:" and contains the following options:

- 72 items found in Minutes
- 2 items found in Codified Ordinances
- 5 items found in Council Agendas
- 72 items found in Minutes (highlighted)
- 9 items found in Ordinances
- 13 items found in Resolutions

The main table below the dropdown menu has the following columns: Title, File Size, Date, and Action icons. The visible rows are:

<input type="checkbox"/>	Title			
<input type="checkbox"/>	<a href="#">05/10/66 Reg</a>			
<input type="checkbox"/>	<a href="#">09/08/70 Reg</a>			
<input type="checkbox"/>	<a href="#">08/25/70 Reg</a>	113 KB	6/14/2004	
<input type="checkbox"/>	<a href="#">07/14/70 Reg</a>	202 KB	6/14/2004	

## STEP FIVE

Using the scroll bar on the right side of the screen, select the document you would like to view by double clicking on the document name. You may also download documents by checking the boxes to the left of the document names.

The screenshot shows a search results interface with a dropdown menu set to "72 items found in Minutes". The main table below the dropdown menu has the following columns: Title, File Size, Date, and Action icons. The visible rows are:

<input type="checkbox"/>	<a href="#">09/26/96 Reg</a>	273 KB	5/20/2004	
<input type="checkbox"/>	<a href="#">08/27/98 Reg</a>	336 KB	5/19/2004	
<input type="checkbox"/>	<a href="#">09/25/97 Reg</a>	507 KB	5/19/2004	
<input type="checkbox"/>	<a href="#">09/18/97 COW</a>	296 KB	5/19/2004	
<input type="checkbox"/>	<a href="#">08/21/97 COW</a>	432 KB	5/19/2004	
<input type="checkbox"/>	<a href="#">08/17/00 COW</a>	185 KB	5/19/2004	
<input type="checkbox"/>	<a href="#">02/10/00 Reg</a>	446 KB	5/19/2004	
<input type="checkbox"/>	<a href="#">07/15/99 COW</a>	447 KB	5/19/2004	
<input type="checkbox"/>	<a href="#">04/01/99 COW</a>	408 KB	5/19/2004	