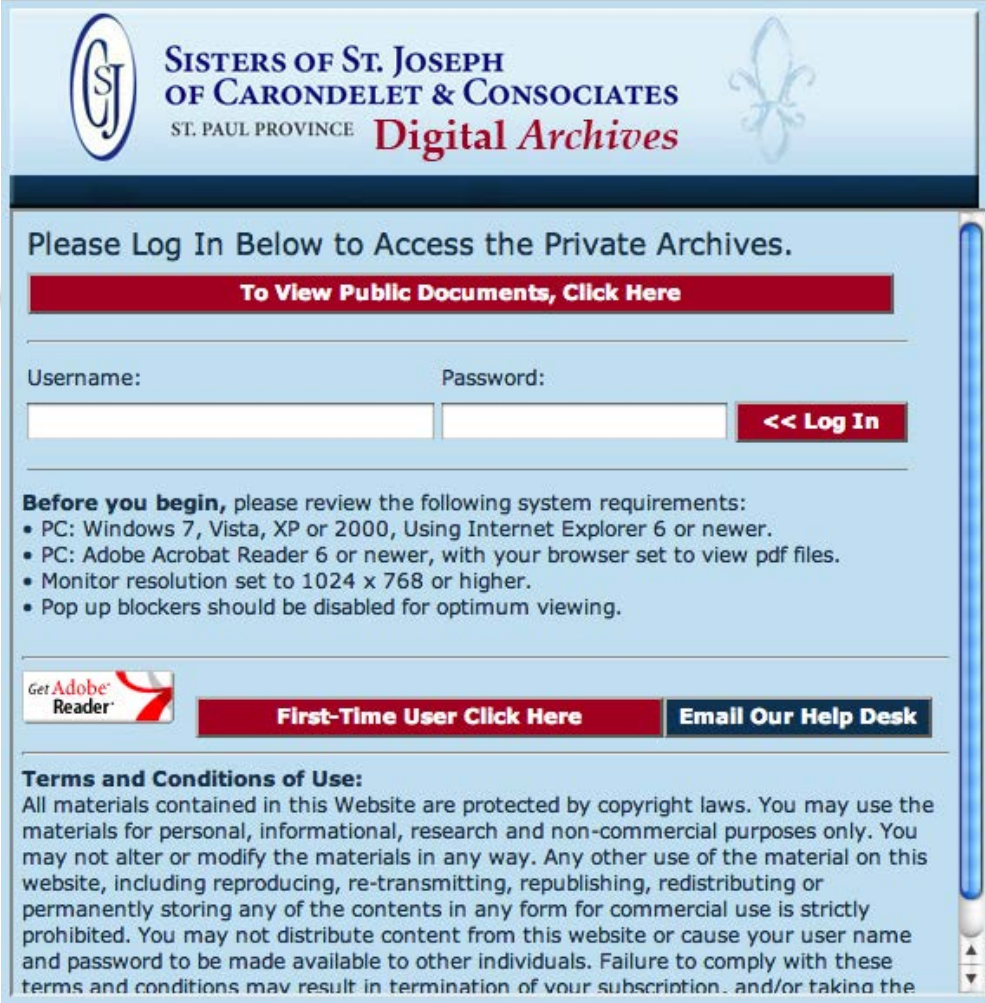


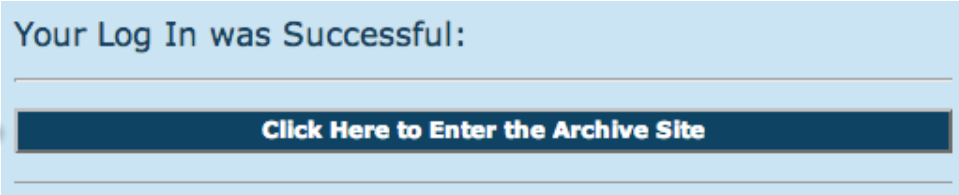
How to Search the CSJ Digital Archives

1. Go to <https://news.arcasearch.com/usmnssj/> and click the long, red button that reads “To View Public Documents, Click Here”.



The screenshot shows the login page for the Sisters of St. Joseph of Carondelet & Consociates Digital Archives. At the top, there is a logo with the letters 'CSJ' and the text 'SISTERS OF ST. JOSEPH OF CARONDELET & CONSOCIATES ST. PAUL PROVINCE Digital Archives'. Below the logo, a message reads 'Please Log In Below to Access the Private Archives.' A red arrow points to a prominent red button that says 'To View Public Documents, Click Here'. Below this button are input fields for 'Username:' and 'Password:', followed by a red button labeled '<< Log In'. Underneath the login fields, there is a section titled 'Before you begin, please review the following system requirements:' with a bulleted list: 'PC: Windows 7, Vista, XP or 2000, Using Internet Explorer 6 or newer.', 'PC: Adobe Acrobat Reader 6 or newer, with your browser set to view pdf files.', 'Monitor resolution set to 1024 x 768 or higher.', and 'Pop up blockers should be disabled for optimum viewing.' At the bottom of the page, there is a 'Get Adobe Reader' logo, a red button 'First-Time User Click Here', and a dark blue button 'Email Our Help Desk'. A 'Terms and Conditions of Use' section is also visible at the bottom.

2. Click the dark blue button that reads “Click Here to Enter the Archive Site”



The screenshot shows a confirmation message in a light blue box that reads 'Your Log In was Successful:'. Below the message is a dark blue button with white text that says 'Click Here to Enter the Archive Site'. A red arrow points to this button.

3. Set your search options by following the guidelines below:

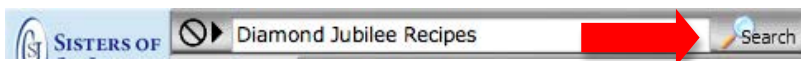
The screenshot shows the search interface for the Sisters of St. Joseph. The search bar at the top contains the text "Diamond Jubilee Recipes". The left sidebar contains the following sections:

- SELECT COLLECTIONS:** A dropdown menu set to "Books and Pamphlets".
- SEARCH OPTIONS:** "Type" is set to "Phrase", "Files" is set to "25", "Stem" is set to "Off", and "Fuzz" is set to "Off".
- SORT OPTIONS:** "Sort By" is set to "Name" and "Order" is set to "Ascending".
- DATE SEARCH OPTIONS:** A dropdown menu set to "Use Top Dates".
- Show Synopsis**
- Show Previews**
- Front Pages Only**

At the bottom of the sidebar are buttons for "Reset", "Search", and "Help", along with a "Log Off & Return Home" button. A "Powered By ArcySearch" logo is at the bottom. Two red callout boxes provide instructions:

- The top callout box, with an arrow pointing to the search bar, contains the text: "When searching for a specific publication, use the publication's title (or the suggested search phrase given in the book list)."
- The middle callout box, with an arrow pointing to the search options, contains the text: "Set search options to match this sample."

4. Click the Search button:



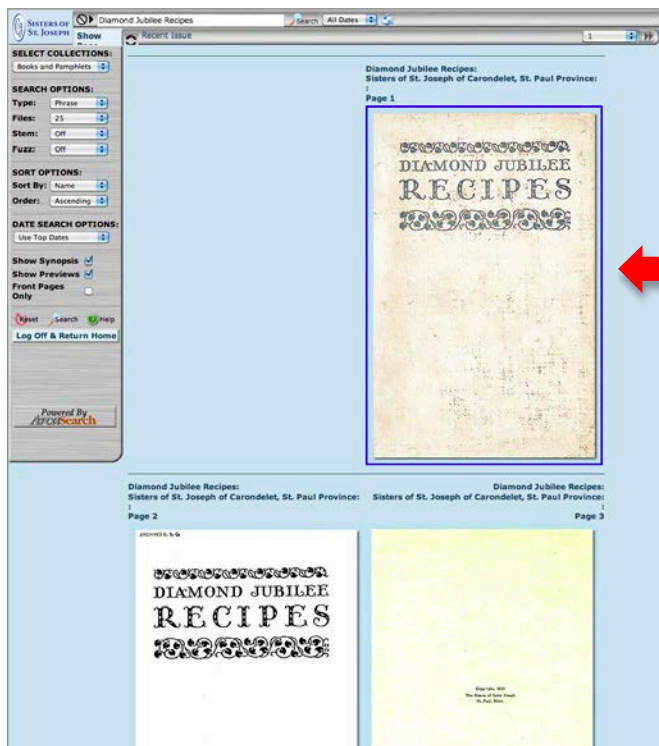
5. Your search results will look something like this:

The screenshot shows a search results page for 'Diamond Jubilee Recipes' by the Sisters of St. Joseph of Carondelet, St. Paul Province. The page displays a list of search results with various metadata such as page number, hits, and score. A red arrow points to the first result, which has a preview image of the book cover. A text box with a red border and a red arrow pointing to the preview image contains the text: 'Moving your cursor over a search result will show a preview of the page.'

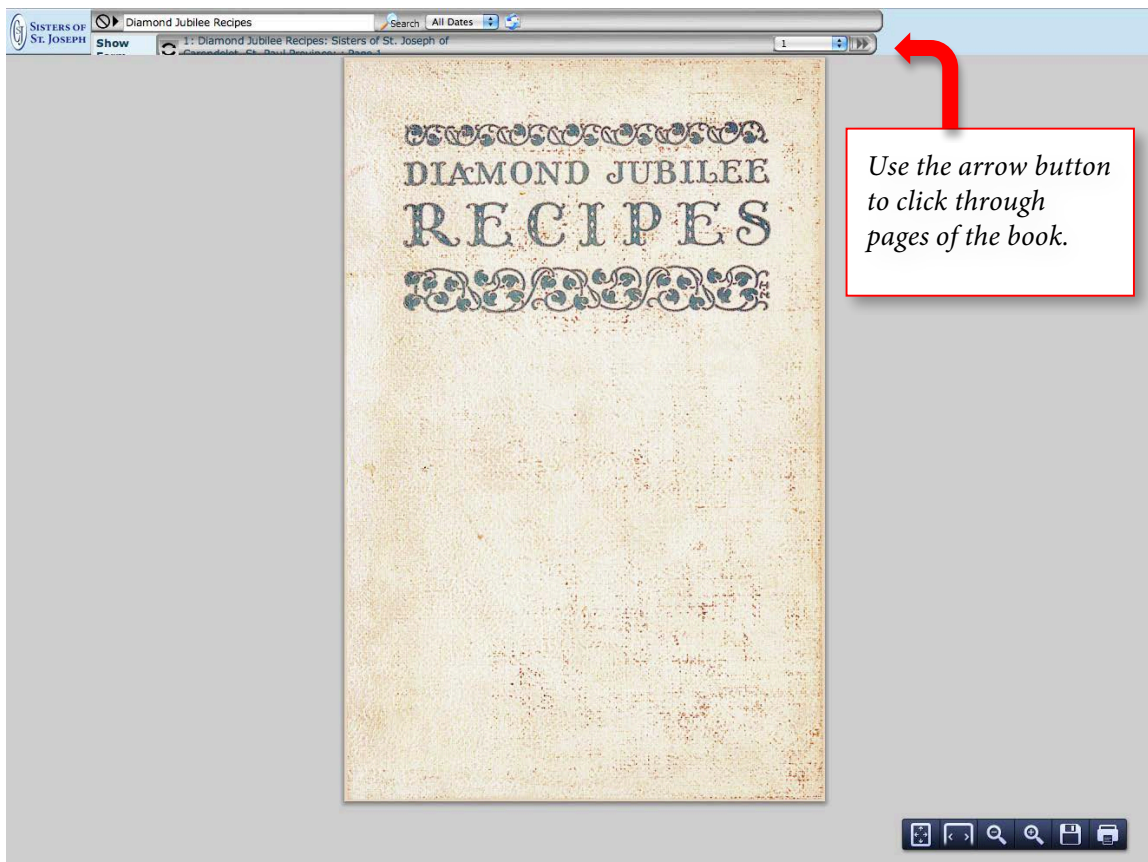
6. **IMPORTANT:** To show ALL pages of a book in order, click the small button that looks like a newspaper with two triangles, located right above the preview:

This close-up view shows the search results for 'Diamond Jubilee Recipes' by the Sisters of St. Joseph of Carondelet, St. Paul Province, Page 1. A red arrow points to a small icon of a newspaper with two triangles, located above the preview image. The preview image shows the title 'DIAMOND JUBILEE RECIPES' on a decorative page. To the right of the preview, there is a list of search results with their respective page numbers, hits, and scores.

7. Clicking the page previews will open a full-size page for reading.



Click on the preview to view full size.



Use the arrow button to click through pages of the book.