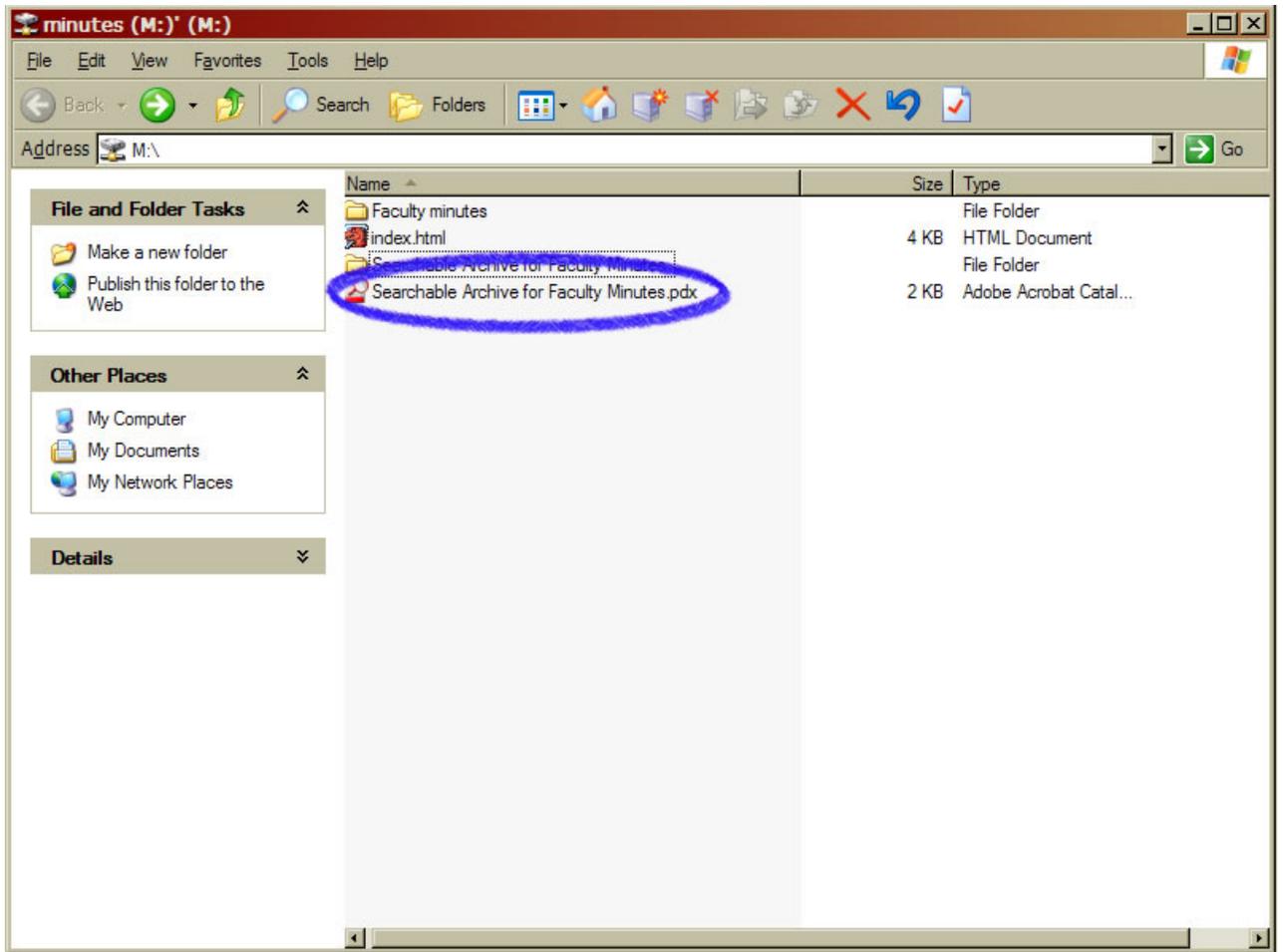
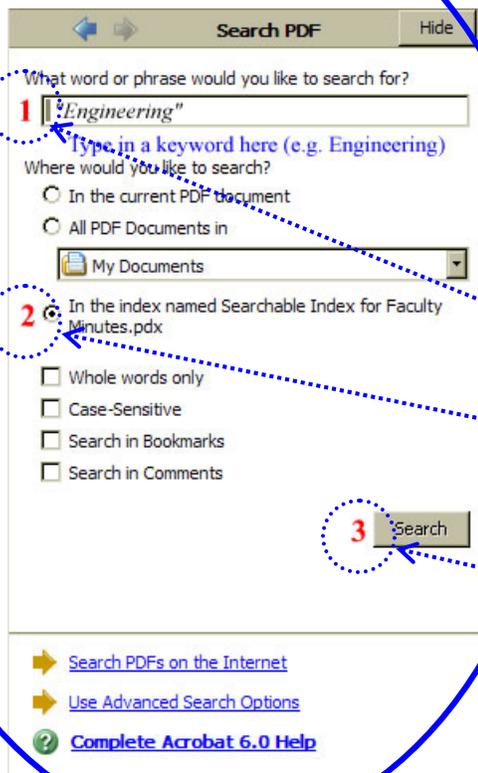
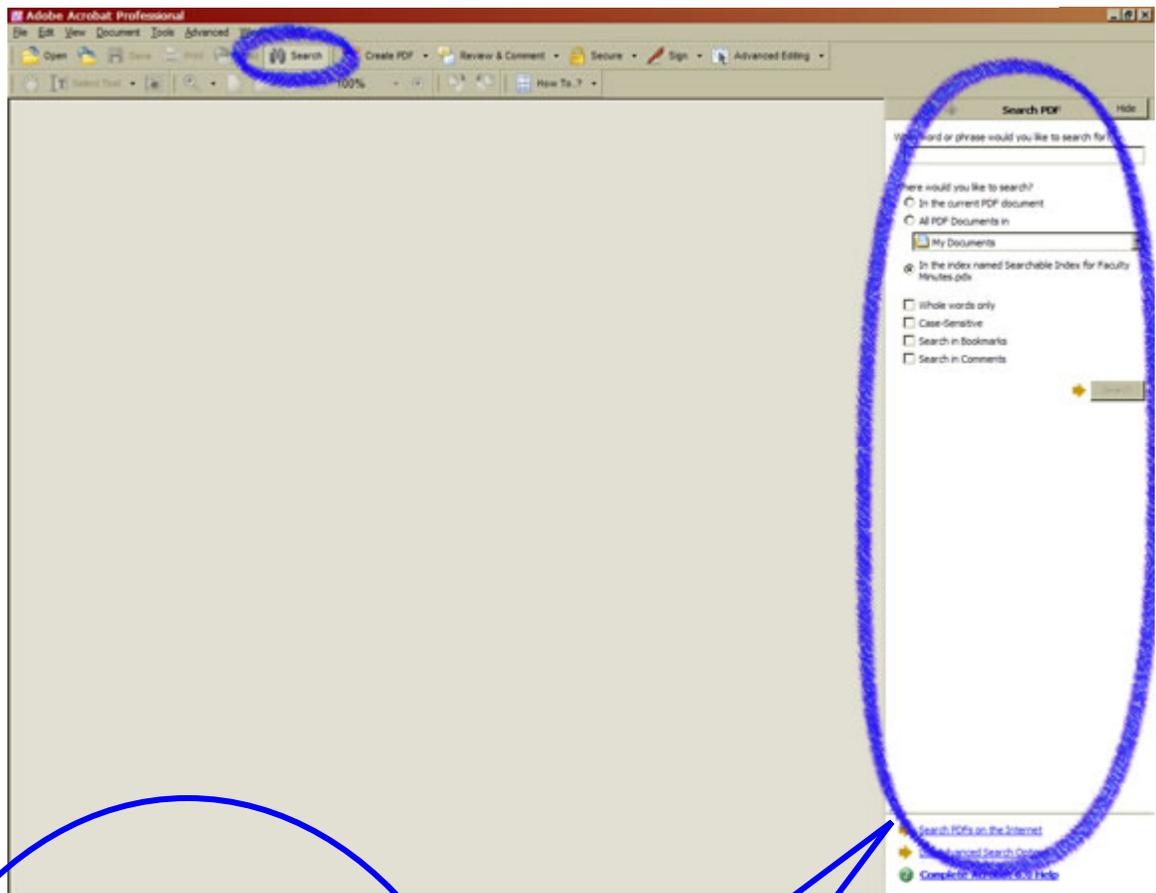


How to Use the Archive

1. In your new drive, you'll find the Archive.
As long as you have Adobe Acrobat, you'll be able to open it.
(Contact CSS if you do not have Acrobat.)



2. When you open the archive, you should see a search window on the right hand side. If you do not, click on the Search icon at the top



How to search:

1. Type a key word in the first text box (e.g. "Engineering")
2. Select the radio button where it says "In the index named Searchable Index for Faculty Minutes.pdx"
3. Click on the Search button

The results will appear like the image on the right.

It will tell you how many documents had the key word, and then how many total instances there were.

In the sort by pull-down menu, you'll be able to arrange the results according to the titles. When you do this, it will put your results in chronicle order.

The screenshot shows a search interface with a title bar containing navigation arrows, the text "Search PDF", and a "Hide" button. Below the title bar, the search results are displayed as follows:

- Finished searching for: **engineering**
- Finished searching in: **In the index named Searchable Archive for Faculty Minutes.pdx**
- Documents found: **93**
- Total instances found: **1691**

A "New Search" button with a right-pointing arrow is located to the right of the search statistics.

The "Results:" section contains a list of 20 search results, each with a plus icon, a document icon, and a blue hyperlink. The results are:

- May 1, 2001-Attachments to Engine...
- December 18, 2002-Non-Voting Facu...
- December 17, 2001-Non-Voting Facu...
- December 19, 2003-Non-Voting Facu...
- May 15, 2002-Table of Contents for E...
- May 15, 2002-Curriculum Cmte Repo...
- December 18, 2002-Voting Faculty
- December 19, 2003-Voting Faculty
- February 19, 2002-Motion 2 and back...
- February 19, 2002-Motion 2
- December 17, 2001-Voting Faculty
- December 17, 2001-Agenda
- May 2, 1990-Minutes
- May 15, 2002-Lectures Cmte Report
- February 19, 2002-Rationale for the I...
- July 24, 2000-Minutes
- May 15, 2002-Course Description for
- May 13, 2003-Lectures Cmte Report
- May 11, 2004-Lectures Cmte Report
- September 6, 1988-Minutes
- May 1, 2001-FFC Motions to the Facu...

At the bottom of the results list, there is a "Sort by:" dropdown menu. The "Sort by:" label is circled in blue. The dropdown menu is open, showing the following options:

- Relevance Ranking (selected)
- Relevance Ranking
- Date Modified
- Filename
- Location

Below the dropdown menu, there are three buttons:

- A right-pointing arrow followed by the text "Refin" (partially obscured).
- A right-pointing arrow followed by the text "Done".
- A green question mark icon followed by the text "Complete Acrobat 6.0 Help".

Click on the desired link and the document will appear.

The screenshot displays the Adobe Acrobat interface. The main window shows a PDF document titled "COLLEGE OF ENGINEERING Faculty Meeting Minutes August 1, 2003". The document content includes a list of presenters and seven agenda items. The search results panel on the right shows a search for "engineering" with 93 documents found and 1691 total instances. The search results list includes various documents, with "August 1, 2003-Minutes" highlighted and a red arrow pointing to it.

COLLEGE OF ENGINEERING
Faculty Meeting Minutes
August 1, 2003

Present: P. B. Butler, K. B. Chandran, J. D. Lee, G. F. Parkin, V. C. Patel, A. B. Scranton, D. Thedens

- 1. Call to Order:** Dean Butler called the meeting to order at 9:06 a.m.
- 2. Approval of Minutes (Meeting of May 13, 2003):** The minutes of the May 13, 2003, College faculty meeting were approved unanimously (V. C. Patel/K. B. Chandran).
- 3. Approval of Summer Session Degree Candidates:** The lists of candidates for the degrees of Bachelor of Science in **Engineering**, Master of Science, and Doctor of Philosophy were distributed. It was moved (K. B. Chandran/V. C. Patel) that the candidates for degrees be approved subject to final approval by the Office of the Dean. The motion passed unanimously by voice vote.
- 4. Old Business:** There was no old business.
- 5. New Business:** There was no new business.
- 6. Announcements:** Dean Butler announced that the Engineering Faculty Council will be studying the use of electronic means for holding the end-of-summer College faculty meetings.
- 7. Adjournment:** The meeting adjourned at 9:08 a.m.

Respectfully submitted,
David B. Thedens

Search PDF
Finished searching for: **engineering**
Finished searching in: **In the index named Searchable Index for Faculty Minutes.pdf**
Documents found: **93**
Total instances found: **1691**
New Search

Results:
May 13, 2003-Lectures Cmte Report
May 13, 2003-Curriculum Cmte Repo
May 13, 2003-Agenda
May 13, 2002-Teaching Cmte Report
August 1, 2003-Agenda
August 1, 2003-Minutes
OF **ENGINEERING** Faculty Meeting
in **Engineering**, Master of Science,
the **Engineering** Faculty Council wi
December 19, 2003-EFC Proposed M
December 19, 2003-Voting Faculty
December 19, 2003-Agenda
December 19, 2003-Non-Voting Facu
May 11, 2004-P&T Report
May 11, 2004-Teaching Cmte Report
May 11, 2004-Agenda
May 11, 2004-Motion to Access Onlin
May 11, 2004-EFC Report
May 11, 2004-Lectures Cmte Report
May 11, 2004-eACE Policy
May 11, 2004-Curriculum Cmte Repo

Sort by: Location
Collaps: Relevance Ranking
Date Modified
Filename
Location
Refin Location
Done
Complete Acrobat 6.0 Help

The results are .pdf documents.

If you have any questions, feel free to contact Rebecca Whitaker (5-6026).