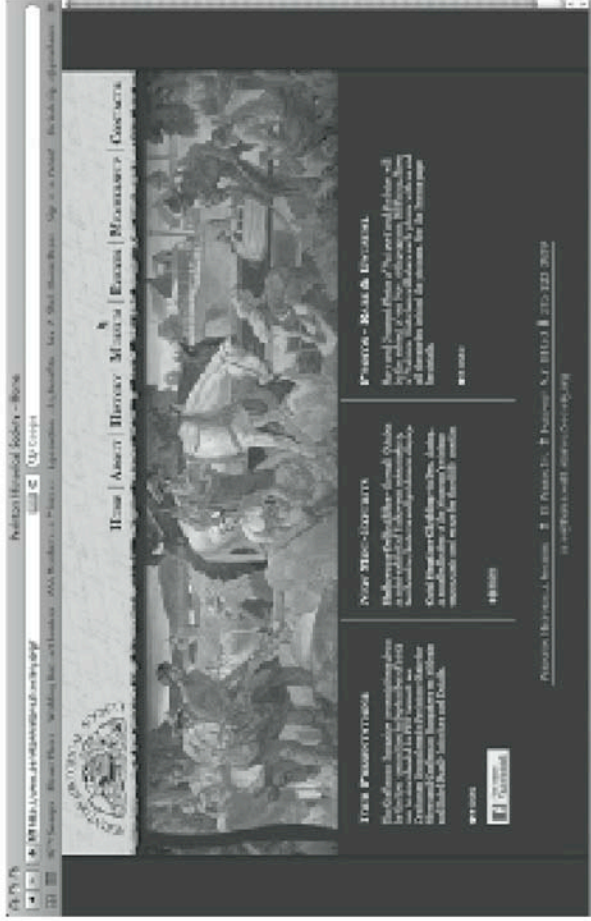


Research Archive Instructions for Board Members



1. From the Home page at: www.perintonhistoricalsociety.org

Place cursor on **Museum**

Scroll down to **Research & Archive**

Scroll over to **>> Archive Login**

Click on **Archive Login**

(Note, there are two ways to get to the research area. One way is confusing and needs to be changed - please follow directions carefully.)



2. The window above will open

Type in the appropriate box(case sensitive):

Username: **PHSMember**

Password: **PHS20xxmember**

Click on "Log In" located to the left.

3. Category Search

Click on **Structure Committee**
A **Subcategory** folder page will appear, see window *below*.

OR

Word Search

To search using a word or name click on:

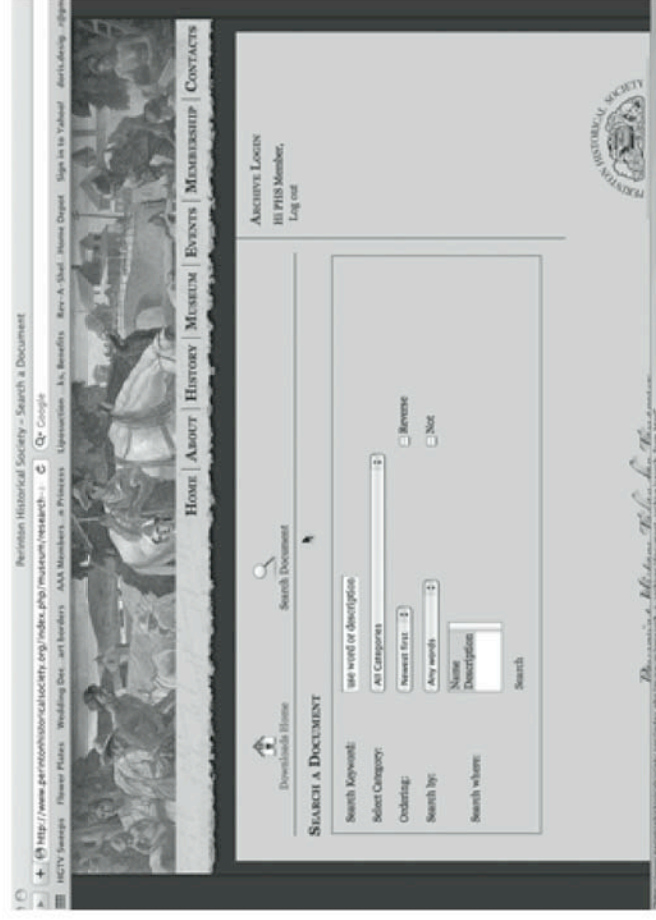
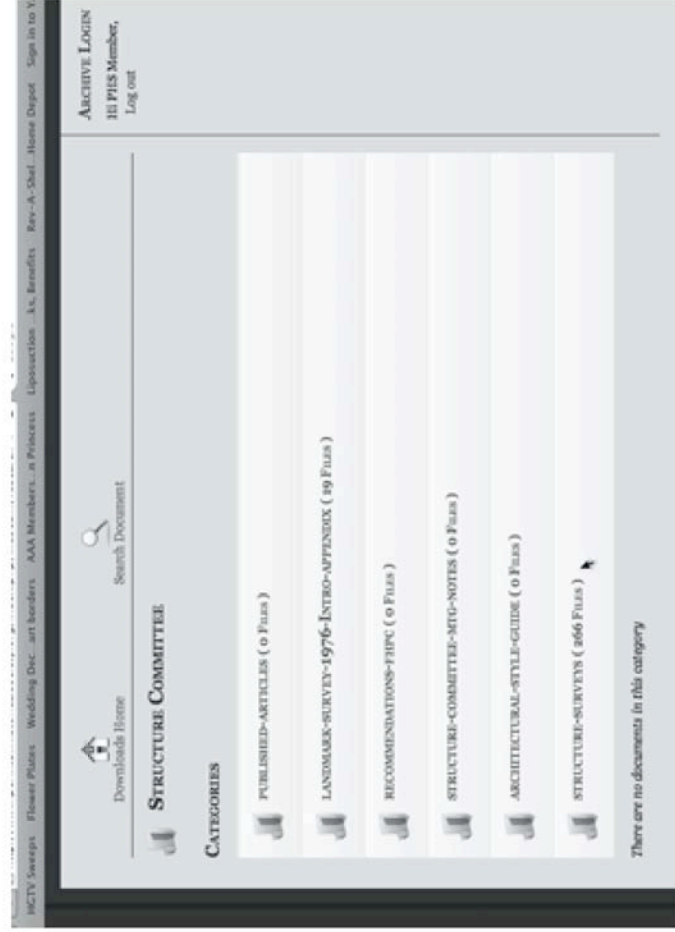
Search Document

It appears above the line in the middle of the page with a magnifying glass icon.

The window on the bottom right of this page will appear.



Note: Do NOT click on **Download Home**, upper left
This function needs to change.



4. Above - **Subcategory** page will give you more folders or a list of what is in each folder

4. Above - **Search Document** page, gives you multiple options
For example:

Search Keyword - Type in a word or name to search

Select Category - Search a Category with drop down arrow