

ACCESSING PUBLIC DOCUMENTS IS EASY!!

Log on to: <http://www.colleyville.com/publicdocuments.html>

Follow these easy steps for searching for a document

There are four basic types of search functions – all begin by first clicking on the **Click Here** to view public documents link

1. Text Search
2. Field Search
3. Weblink Search
4. Object Name Search

If you choose Text Search (Example: City Park)

1. Click on the **Search** tab located on the left side of the screen
2. Click on the **Customize Search** drop down menu
3. Click on **Text**
4. Type City Park into the text box
5. Click **Search** at the bottom of the screen
6. A list of documents containing the text City Park will appear on the right side of the screen
7. Click on the document name to see the entire document and to scroll through to locate the text City Park
8. Click on the number under **Hits**, scroll down, click on the document to go directly to the page where the words City Park appear
9. To save or print the document, click the PDF icon at the top left of the page. You can either save the document or print it
10. To reset the search screen, simply click **Reset** at the bottom of the search screen

If you choose Field Search to further refine the search used in conjunction with the Text Search (Example: City Park)

1. Click on the **Search** tab located on the left side of the screen
2. Click on the **Customize Search** drop down menu
3. Click on **Text**
4. Type City Park into the text box
5. Click on the **Customize Search** drop down menu
6. Click on **Field**
7. Click on the **Template** drop down menu
8. Choose **City Secretary**
9. Choose from the list of criteria for each drop down box as necessary
10. Click **Search** at the bottom of the screen
11. A list of documents containing the words City Park will appear on the right side of the screen
12. Click on the document name to see the entire document and to scroll through to locate the text City Park
13. Click on the number under **Hits**, scroll down, click on the document to go directly to the page where the words City Park appear
14. To save or print the document, click the PDF icon at the top left of the page. You can either save the document or print it
15. To reset the search screen, simply click **Reset** at the bottom of the search screen

If you choose Weblink Search (Example: City Park)

This search works much like a search conducted on an Internet site such as Google, Yahoo, MSN

1. Click on the **Search** tab located on the left side of the screen
2. Click on the **Customize Search** drop down menu
3. Click on **Weblink Search**
4. Type City Park into the box
5. Click **Search** at the bottom of the screen
6. A list of documents containing the words City Park will appear on the right side of the screen
7. Click on the document name to see the entire document and to scroll through to locate the text City Park
8. Click on the number under **Hits**, scroll down, click on the document to go directly to the page where the words City Park appear
9. To save or print the document, click the PDF icon at the top left of the page. You can either save the document or print it
10. To reset the search screen, simply click **Reset** at the bottom of the search screen

Object Name Search (Example: Resolution R-05-2601)

1. Please note this search is only beneficial when knowing the EXACT name of the document
2. Click on the **Search** tab located on the left side of the screen
3. Click on the **Customize Search** drop down menu
4. Click on **Document/Folder Name**
5. Type Resolution R-05-2601 into the box
6. Click **Search** at the bottom of the screen
7. The document titled Resolution R-05-2601 will appear on the right side of the screen
8. Click on the document name to see the entire document
9. To save or print the document, click the PDF icon at the top left of the page. You can either save the document or print it
10. To reset the search screen, simply click **Reset** at the bottom of the search screen