

LASERFICHE TIPS & TRICKS

Quick Search:

- Type a phrase or word in the Search Box, click on the green magnifying glass and wait for results to perform a quick search. All records that mention the words in the phrase will be produced on the results page. **Note:** Use double quotes (“ ”) around words to search for the exact phrase.
- Once the results page appears, click on the page number listed below the title of the document. This will open the document to the page where results are located. The search terms will appear highlighted in green within the document.

Browse Records by Folders:

- Click “Browse All” below the search bar on the home page.
- Click a folder to open other folders or records within that folder.
 - Packets, minutes, ordinances, and resolutions are presented by Agency (if applicable), then by year.
- Continue opening folders until you find the record you are looking for.

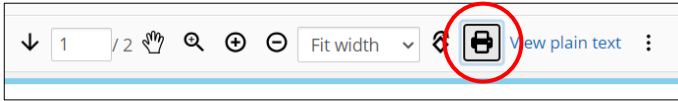
Customized Search:

- Customized search is available for minutes, ordinances, agenda packets, and resolutions. The customized search file paths begin with “Search”.
- Click on one of the folders that begins with “Search” below the search bar on the home page.
- Date – enter the date (if known).
 - Before a particular date (leave the starting date blank)
 - On a particular date (enter the same date in both the starting and ending date fields)
 - After a particular date (leave the ending date blank)
 - On and between two dates (specify a starting and ending date)
- Agency – select the Agency you are looking for files (if applicable).
- Keywords – enter keyword(s) for search.
 - **Note:** Use double quotes (“ ”) around words to search for the exact phrase.
- Click “Submit”.
- Once the results page appears, click on the page number listed below the title of the document. This will open the document to the page where results are located. The search terms will appear highlighted in green within the document.

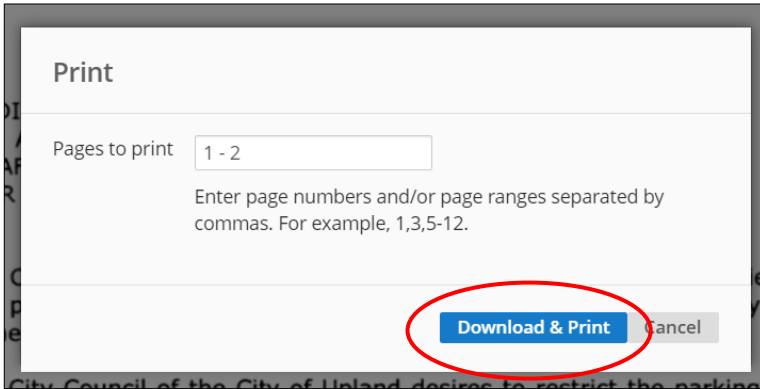
The screenshot shows the Laserfiche search interface. At the top, there is a blue header with the text "Laserfiche". Below the header, there is a navigation bar with "Home" and "Agenda Packets" (highlighted in blue). Under "Agenda Packets", there is a sub-menu item "Agenda Packets for boards and commissions." To the right of the navigation bar is a search form. The form has three input fields: "Date" (with a date range selector), "Agency" (a dropdown menu), and "Keywords" (a text input field). Below the input fields are two buttons: "Submit" (green) and "Reset" (grey). A red bracket highlights the "Date", "Agency", and "Keywords" fields.

Printing and Downloading Documents:

- To print or download a document, you must convert the file to PDF first. Click on the Printer icon on the page navigation bar to start the process.



- You may then choose which page(s) to print/download.
 - **Note:** In order to print, you must select Download & Print, as the file needs to be converted to PDF first. A new window will open with the option to download and/or print the selected pages.



Homepage:

- To be redirected to the homepage, click the Laserfiche logo on the top left.

