

Digital Collections – Instructions for Searching Text and Downloading Content

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Questions? Contact us!

Phone: (318) 869-5462

Email: archives@centenary.edu

Instructions for Searching Text

Pages 2 – 5

Instructions for Downloading Content

Firefox Mozilla browser

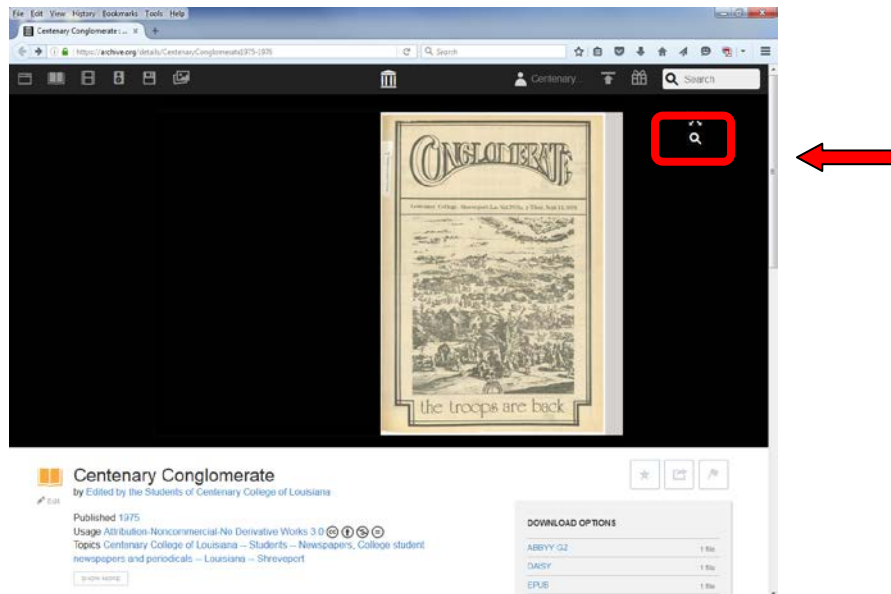
Pages 6 – 8

Google Chrome (or Safari) browser

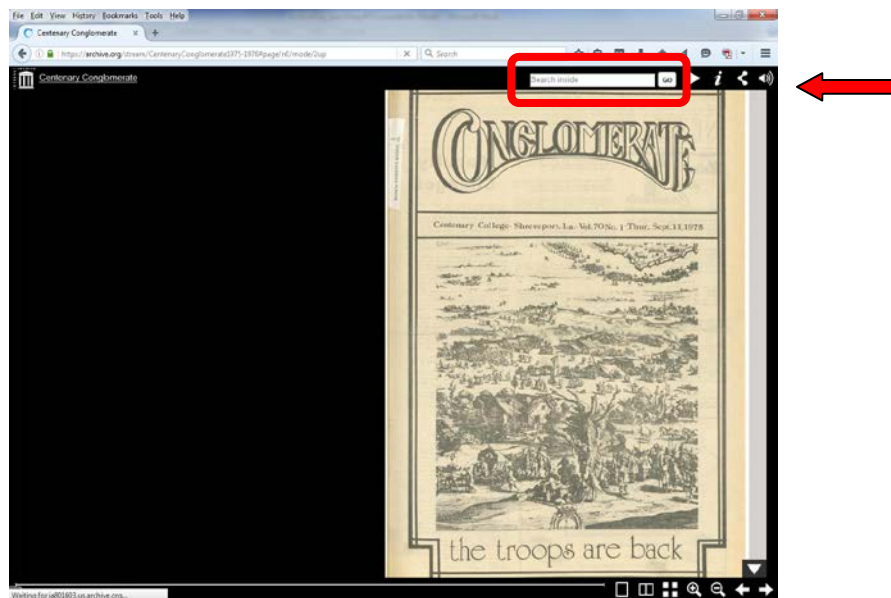
Pages 9 – 11

Instructions for Searching Text

1. On item page display, click the magnifying glass.



2. Type search term into "search inside" bar (for example: radio). Click "Go" button.



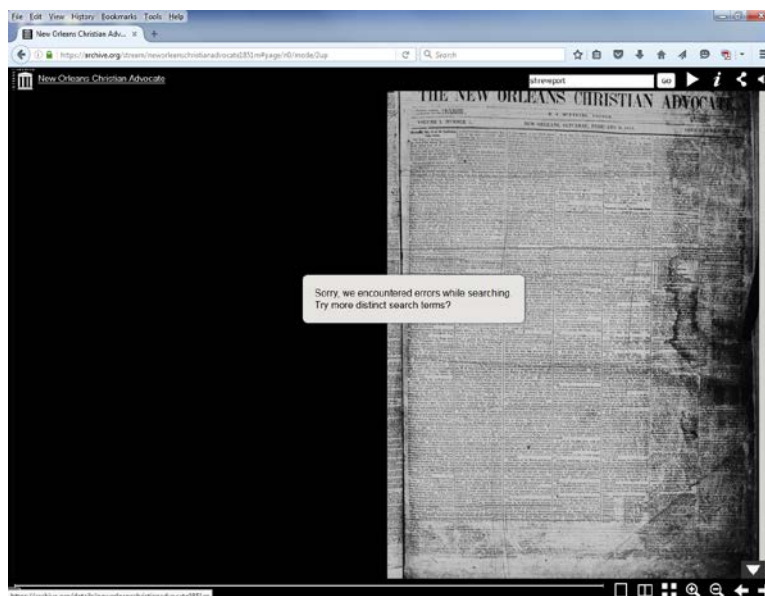
3. Search results display as markers at bottom of page. Click on a marker to jump to a page. Individual pages containing your search term will highlight the search term.



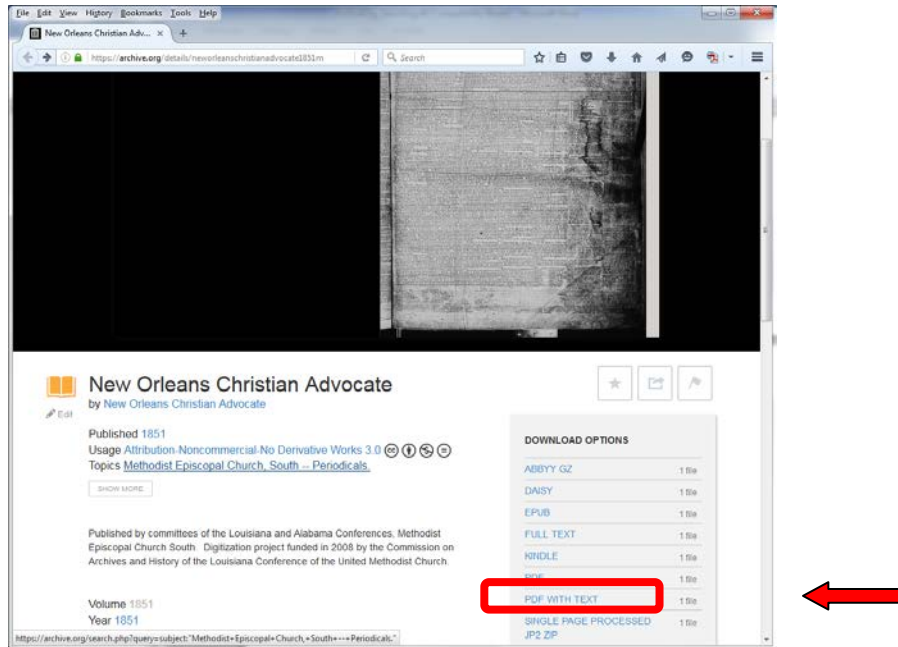
Search term “radio” highlighted in purple text twice. *Note: “radio” in article headline not highlighted because software does not recognize overlapping letters.*

If your search finds no results, but you suspect the search term does appear within the publication, follow these additional 5 steps below.

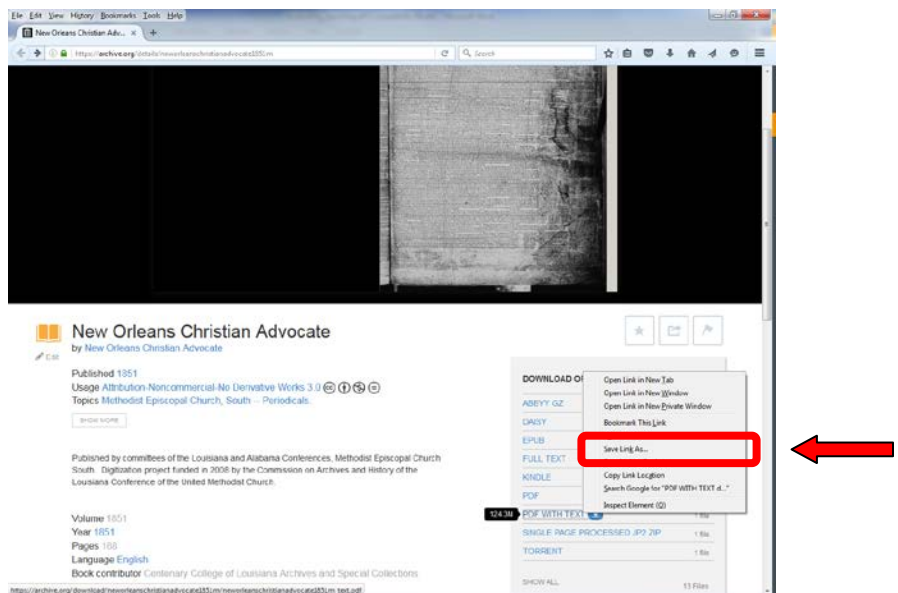
1. If message states:
 - a. “Sorry, we encountered errors while searching. Try more distinct terms?”
 - or
 - b. “No matches were found”



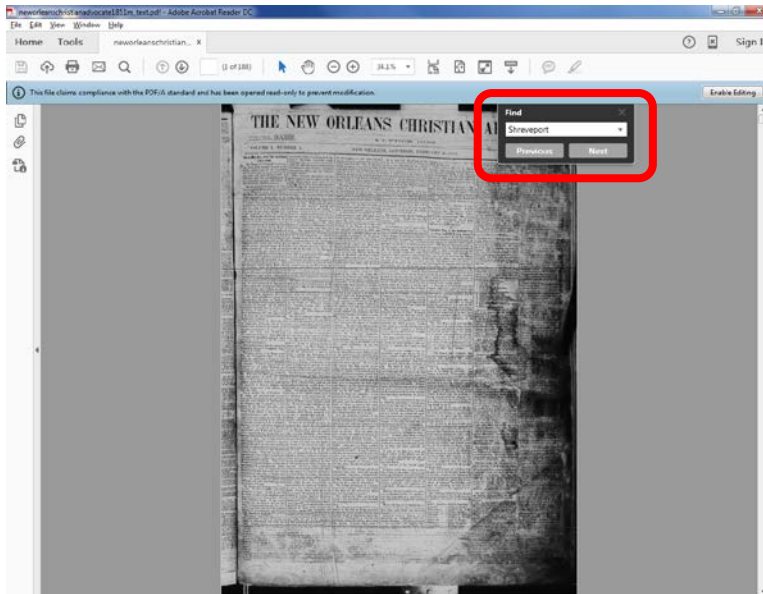
2. On item page display, right click PDF WITH TEXT.



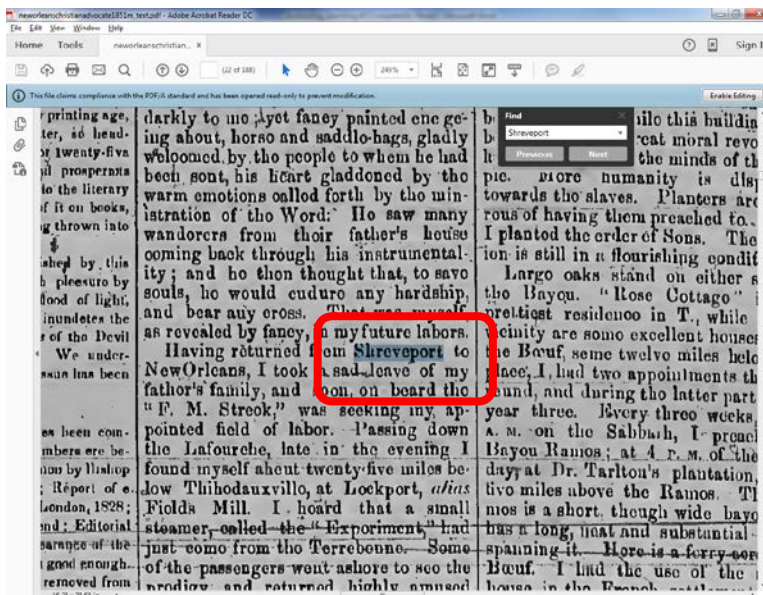
3. Click "Save Link As.." Follow prompts to save file to your computer.
Note: instructions correspond to Mozilla Firefox web browser. Google Chrome = "Save Link As..." Internet Explorer = "Save Target As..."



4. After PDF WITH TEXT file is saved to your computer, open file in Adobe Acrobat Reader. Open search bar (Ctrl+F). Type search term (for example: Shreveport). Click Next.

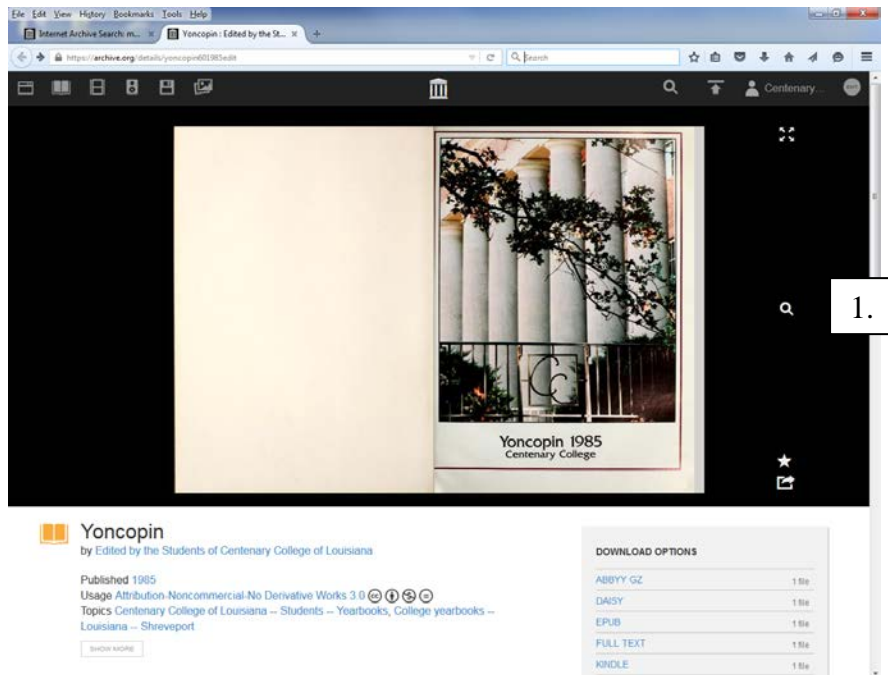


5. Search results display as highlighted text. Continue clicking "Next" to find additional results throughout file.



Instructions for Downloading Content – Firefox Mozilla browser

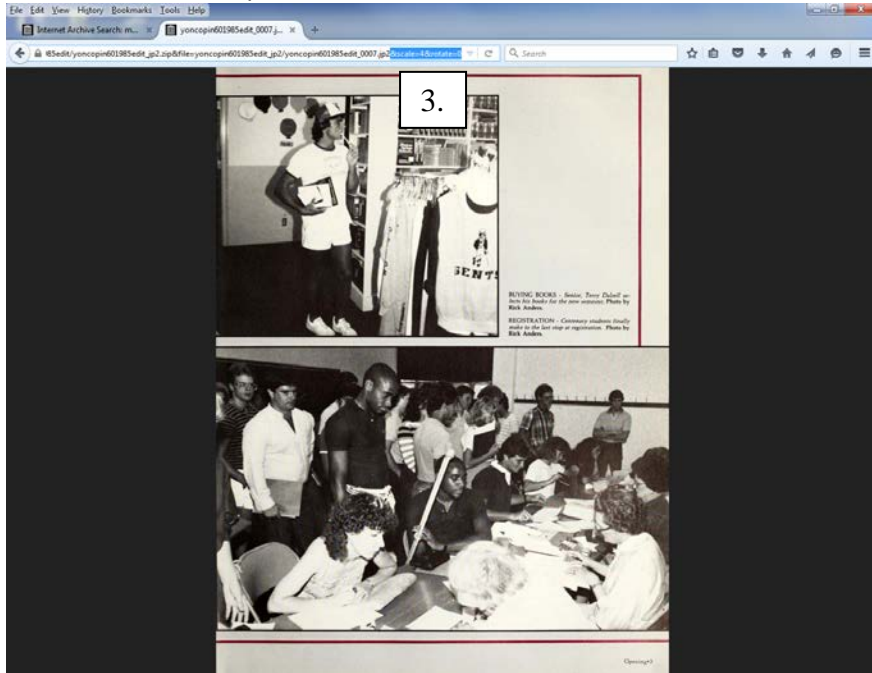
1. Click magnifying glass icon. This opens e-book display with additional properties.



2. Right-click page containing image to download. Click “View Image.”



3. Edit end of URL by deleting text after “.jp2”. Open new URL by pressing Enter on keyboard.
 - a. In this example, delete “&scale=4&rotate=0”



4. To insure you are now accessing the master file, click page to display at 100%. Image will be significantly enlarged.



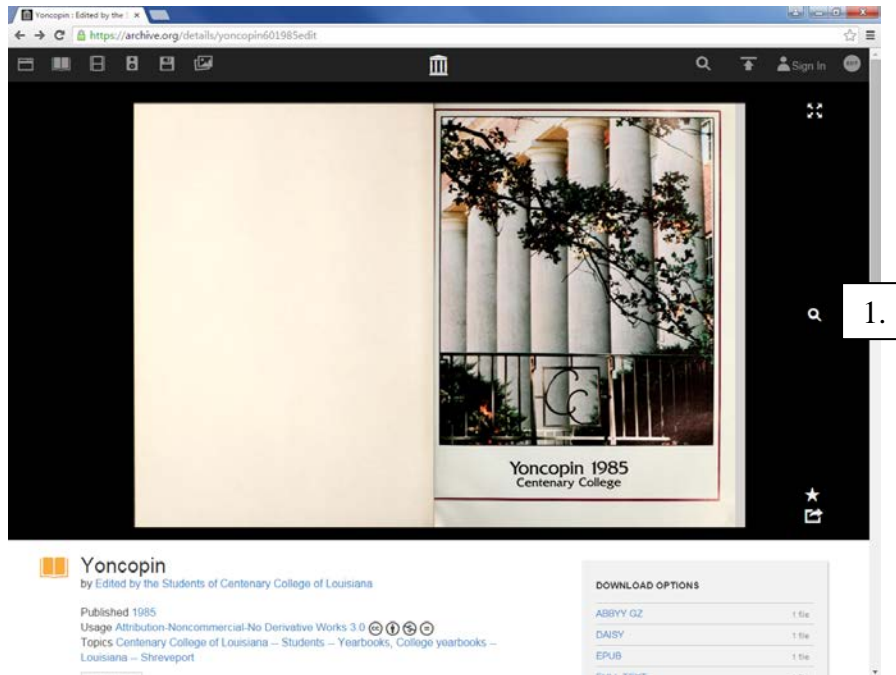
5. Right-click page and select “Save Image As”



6. Follow prompts to save image onto computer. If needed, use photo editing software to crop/adjust image.

Instructions for Downloading Content – Google Chrome (or Safari) browser

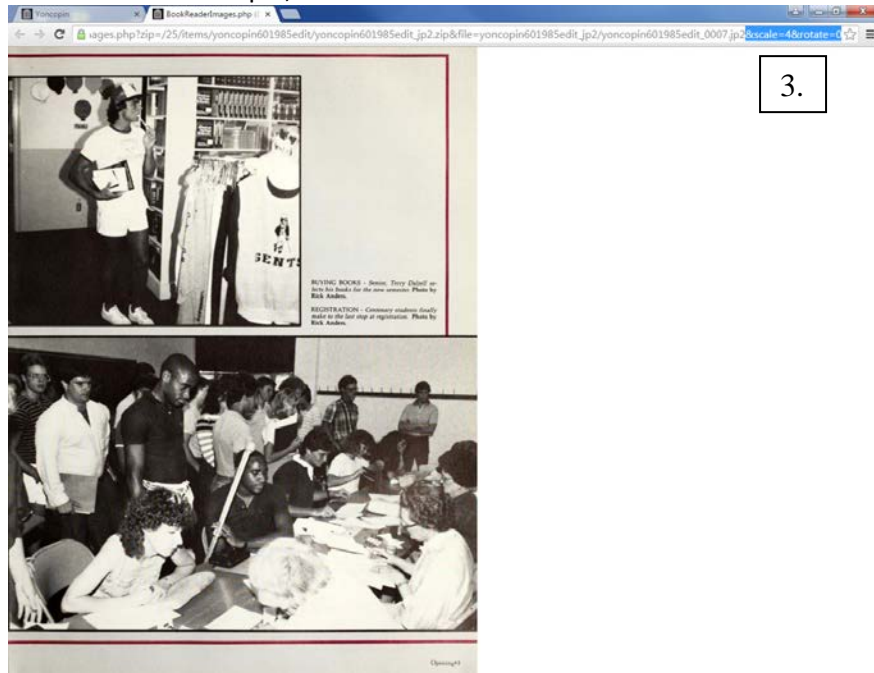
1. Click magnifying glass icon. This opens e-book display with additional properties.



2. Right-click page containing image to download. Click "Open image in new tab."



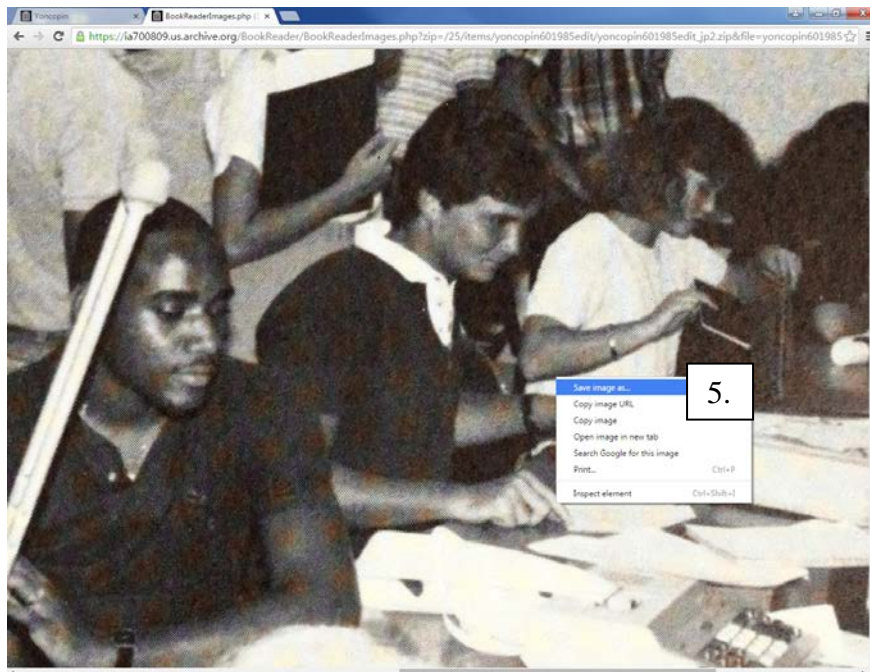
3. Edit end of URL by deleting text after “.jp2”. Open new URL by pressing Enter on keyboard.
 - a. In this example, delete “&scale=4&rotate=0”



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