Guide to Accessing Meeting Minutes in the
Viterbo University Digital Collections

Last updated 2018-10-19

Accessing the collection:
Go directly to http://contentdm.exchange.viterbo.edu/cdm/

On the Digital Collection homepage, you will see every collection if you are on-campus. If you are off-campus, you will not see Meeting Minutes and Agendas, Governance, or 2008 Accreditation. Log in with your Viterbo username and password to make these visible.

NOTE: The following examples are done in the Meeting Minutes and Agendas collection, but the steps apply to all the collections.
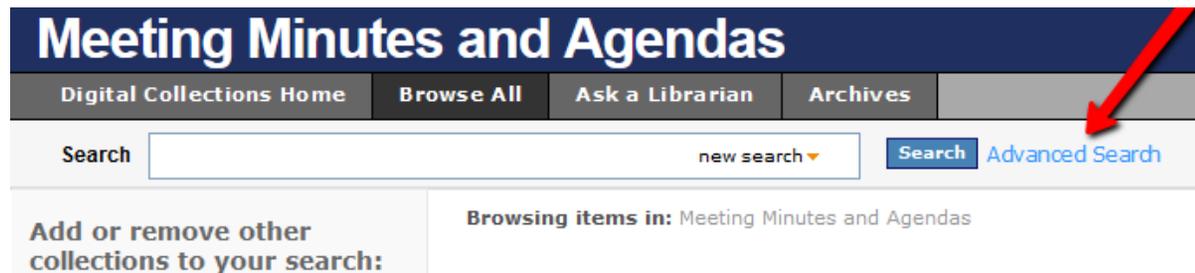
How to search:
On the Digital Collections homepage, click on "Meeting Minutes and Agendas."
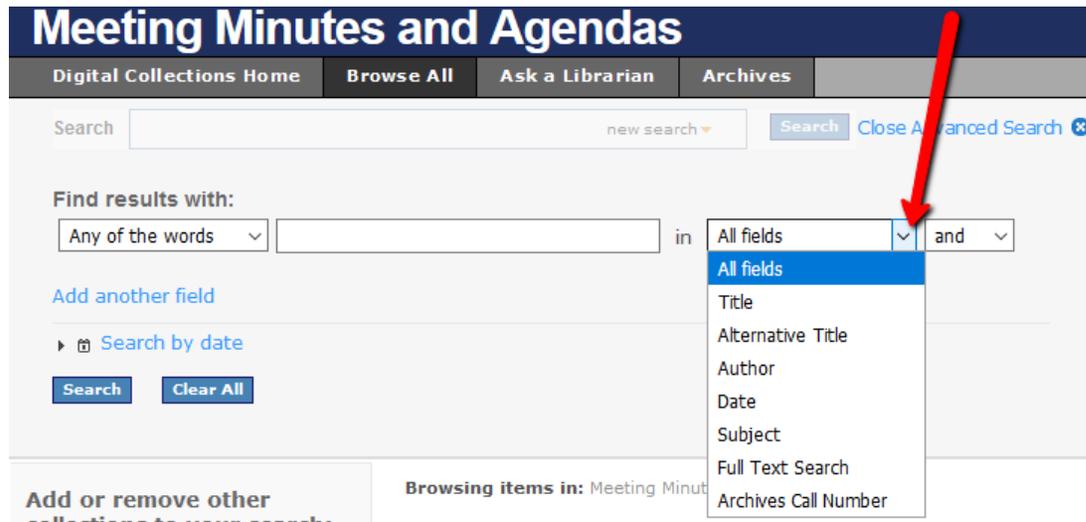
Use the search box in the upper left to search. The default is to search for the term everywhere (as opposed to just title or subject).

How to use advanced search and full text search:
Select "Advanced Search" next to the Search button.

Advanced search can be specified by fields (title, subject, date) in which terms are searched.

To add multiple search terms click "Add another field" under the search bar. To search specifically by dates, click "Search by date" under "Add Another Field."

To search full text: Using the drop down menu on the right side of the advance search (default says "All Fields") select "Full Text Search."
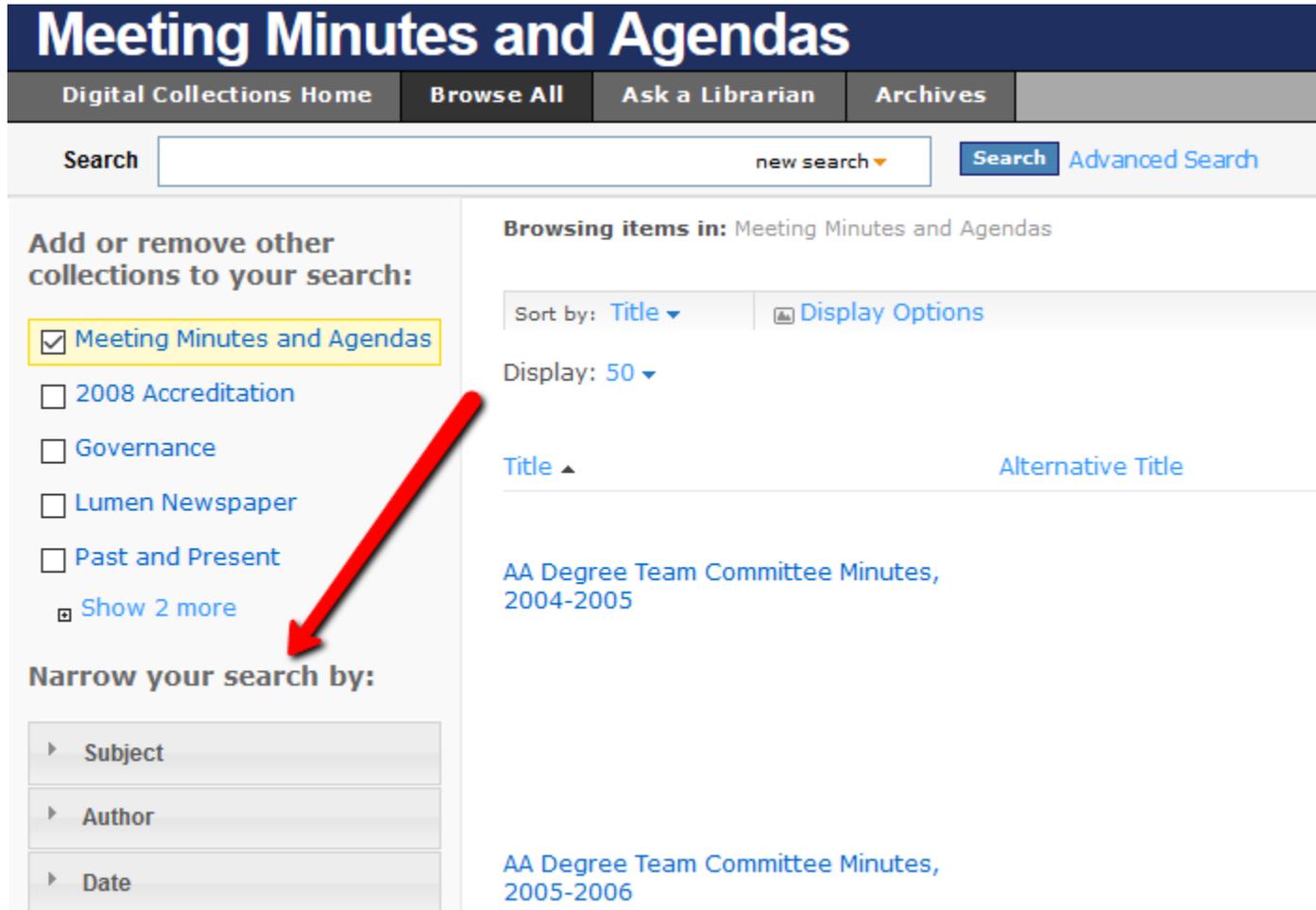
Sorting results:
Results can be sorted by different categories. Change in the "Sort by" drop down on the top left of the search results.

Narrowing Results:
Options to narrow the search results appear on the left navigation bar.

Item page:
To view an item, click on the title. Scroll down to "Object Description" to view information about the entire item, such as subjects.

The easiest way to search a PDF is to click "Download" in the upper right. Once the PDF is open, click control+F on the keyboard to search the full-text of the PDF.