

BASIC GUIDE TO USING ALCHEMY

Welcome!

This guide provides basic instructions for opening/retrieving, searching, and printing web-based Alchemy documents that have been scanned by the City Clerk's Office.

These documents include:

- City Council Agenda Packets (August 1998 to present)
- City Council Meeting Minutes (1906 to present)
- City Council Ordinances(1906 to present), and
- City Council Resolutions (1906 to present)

Opening/Retrieving Documents.

From the City's webpage (<http://www.newportbeachca.gov>), click on City Government > Agendas & Minutes

Under the Advanced Users section, click on the desired document type.



[City Government](#)

AGENDAS & MINUTES

[RSS](#) [Share & Bookmark](#) [Print](#)

Access the current Council agenda, watch the current meeting live or view archived agendas, minutes & video streams of past meetings using the City Video Streaming and Meeting Management application:

- [Council Agendas, Minutes & Video Streaming](#)

[The Current Council Meeting Agenda is also available in Adobe Acrobat - .pdf format \(click here\)](#)

Advanced User Access to Content Searchable Databases

Access complete meeting documents and resolutions & ordinances using a powerful, specialized application. **Please note:** users may want to access the help feature built into this application for assistance in how to make use of its powerful search & viewing capabilities.

- [Council Meeting Agendas & Documents](#) (recommended for advanced users)
- [Council Meeting Minutes \(1906-Present\)](#) (recommended for advanced users)
- [Council Resolutions \(1906-Present\)](#)
- [Council Ordinances \(1906-Present\)](#)

An Active X control is required for viewing the images. Microsoft Windows OS & Internet Explorer Version 6.0 or higher is required. Macintosh OS X will work, however the application's built in viewer does not function properly and the images must be downloaded (using the download tool) in order to be viewed.

BASIC GUIDE TO USING ALCHEMY

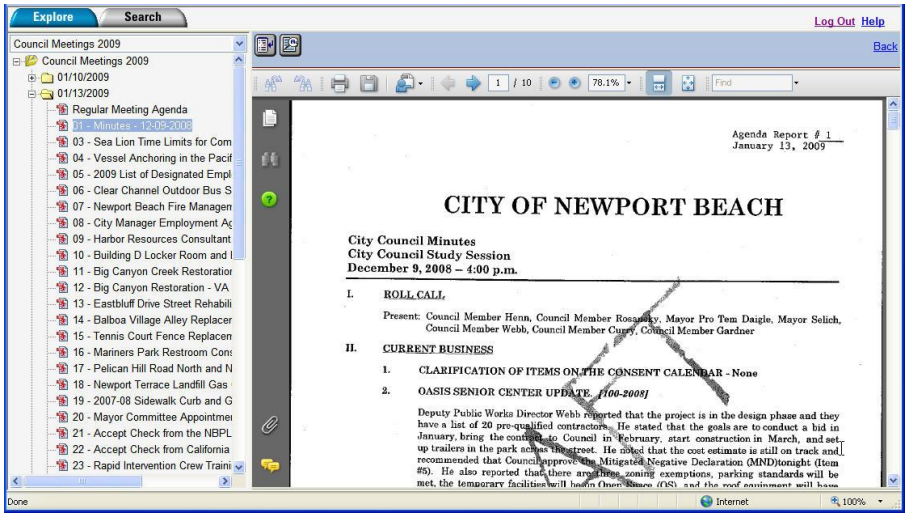
The following examples relate to Council Meeting Agendas and Staff Reports, but can be applied to Minutes, Ordinances, and Resolutions.

Choose the year of the document [if you are unsure, refer to “Searching for Documents”].



BASIC GUIDE TO USING ALCHEMY

Open the folder containing the date of the Council meeting and then select the document you wish to view. The document will display in the window to the right.



Hint:



The document may be viewed in Thumbnail view or page-by-page. Clicking on the Thumbnail button will toggle the document between the two views (see example on the next page).

When in the page-by-page view, the icons at the top will allow you to move to the previous or next page, zoom in or out, or change the fit of the page in the viewing window (see example on the next page).



Next Page



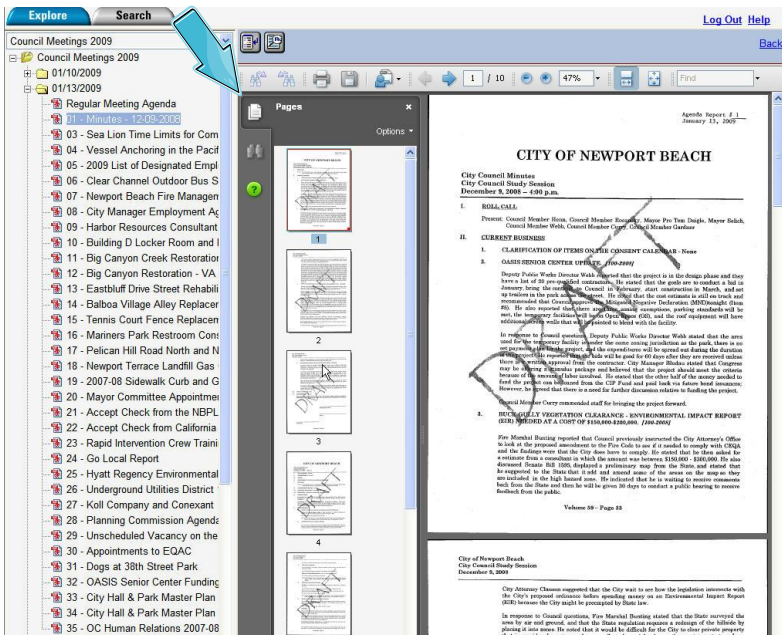
Zoom In



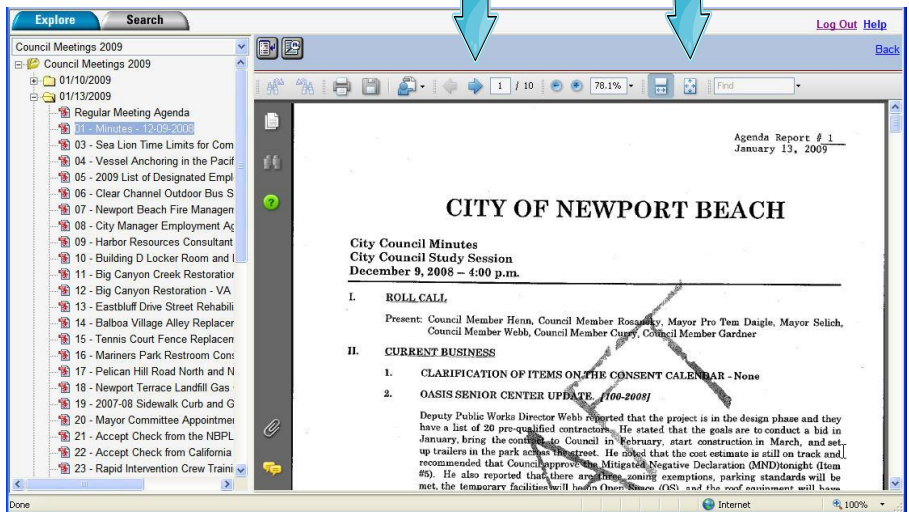
Fit to Width

BASIC GUIDE TO USING ALCHEMY

Thumbnail view:



Page-by-page view:



Searching for Documents.

Click on the **Search** tab. A number of databases will be listed in the box under "Search In." Scroll down until you see the desired database(s). The databases are alphabetical. Once you select the database(s), click **Use These Databases**



Search In ('ctrl+click' to select multiple):

- Council Meetings 2008
- Council Minutes
- Council Ordinances
- Council Resolutions

Use These Databases

Query **Settings**

Full Text

Parking Cite

File Name

Search **Clear** **Help**

Saved Searches:

Query1

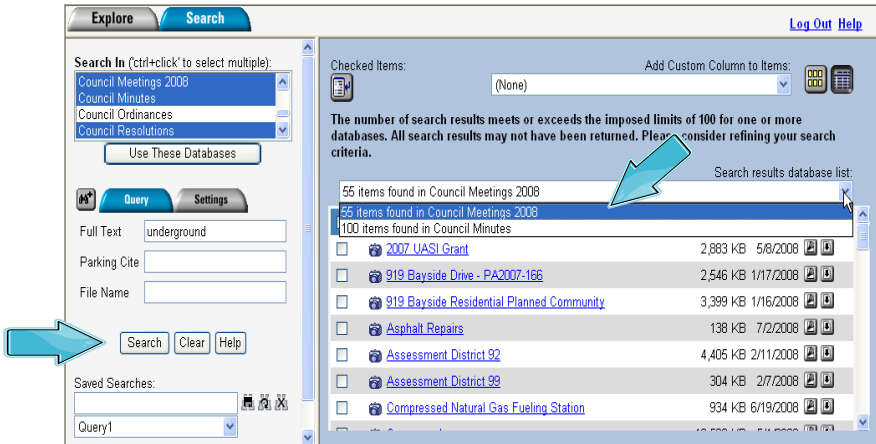
Type in your search word(s) in the **Query** area and click **Search**

If you type in your query by using:	Your search results will be:
A single word	Documents containing that word
More than one word OR more than one word surrounded by the truncation symbol (*)	Documents containing all of those words, but not necessarily in that sequence

BASIC GUIDE TO USING ALCHEMY

The search result(s) will appear in the window on the right.

Note: The number of results within each database can be viewed by clicking the drop-down arrow.



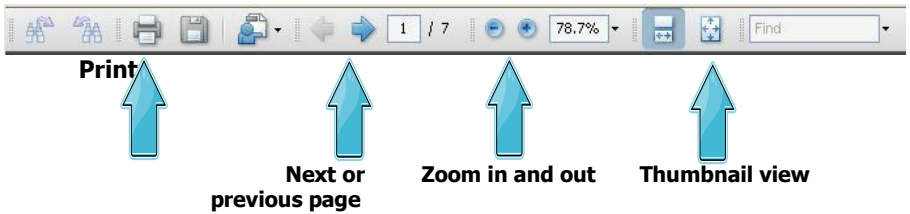
Hint:

As seen in the example above, you can use the *Ctrl*/key to search in multiple databases at the same time, then click

Use These Databases

BASIC GUIDE TO USING ALCHEMY

Once the results of your search are shown, you can browse through the document either via Thumbnail or Page-by-Page view.



Printing Documents.

Click: File, Print. Or click the printer icon.

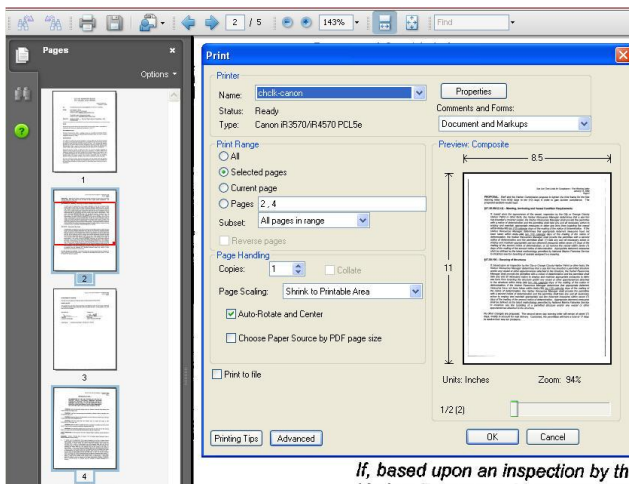


The two ways to print a page or pages are:

- 1) Indicate the page or pages you want to print in the Print Range box;

or

- 2) Select "All" to print the entire document or "Current Page" to print the page you are viewing; or
- 3) Use the Thumbnail view of the document to select only certain pages (remember to use the *Ctrl* key to select multiple pages), right click the selection, select "Print Pages"



*If, based upon an inspection by the
Herbert Research Manager, data*