

# The Mac Weekly Archives

Issues of the student newspaper from September 1914 to February 2006 searchable online at [www.arcasearch.com/macalester](http://www.arcasearch.com/macalester)

Click black "Login" button; will open in a new window

- **SEARCH OPTIONS** are across the top of the screen.



Put your search terms in the search box then click the "Search" button.

- **TO SEARCH BY DATE**, check the "Use Date Filter" box to the right of the "Search" button.



This activates the date search options at the left of the screen. Select the month, day, or year you want to search. (Years have separate drop-down boxes for century, decade, and year; e.g. 1933 would be "19", "3", and "3".) Choose "Date Ranges" from the "Filter Type" drop-down to search between the earliest (1<sup>st</sup> set) and latest (2<sup>nd</sup> set) dates you want to search.

- **CLICK ON A RESULT** from the result list to open a pdf of that page.

- **NAVIGATE:**

by search result

by page of the issue



- **TO PRINT**, click "Print" icon. If you don't see "Print" or any other icons, you are only looking at a page preview and you need to click on it to open a pdf of the page.

- **TO COPY SELECTIONS** (to paste into another application or document such as Word):



To **copy text** click "Select" tool:  
highlight desired text;  
right-click "Copy", or Ctrl+C  
then paste into another program or document.

For **photos**, click "Snapshot" tool:  
select desired image;  
automatically copies to Clipboard

- **TO SEARCH AGAIN**, click green "Show SearchForm" button at upper left.