

HOW TO

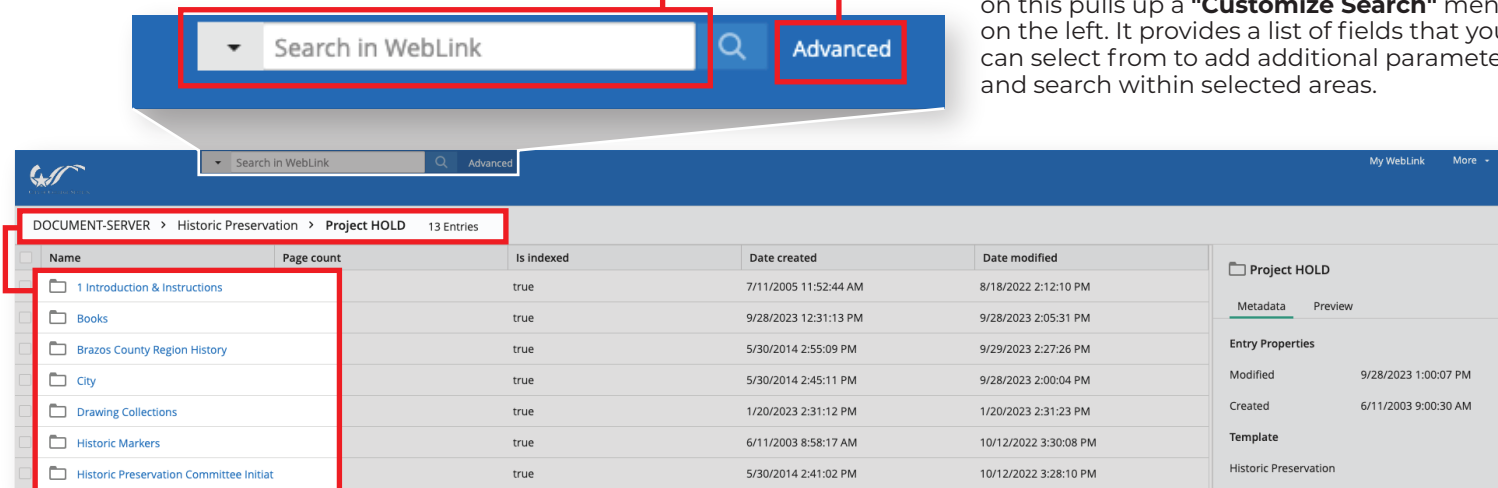
Project HOLD

The **Project HOLD Archives** are organized through a series of folders. These instructions will help you navigate them:

1 SEARCH BAR: If you know the exact title of the file, this will bring you directly to the record. If you do not know the exact title, entering keywords will result in a list of potential matches.

2 "ADVANCED" OPTION:

Helps to further refine your search. Clicking on this pulls up a **"Customize Search"** menu on the left. It provides a list of fields that you can select from to add additional parameters and search within selected areas.



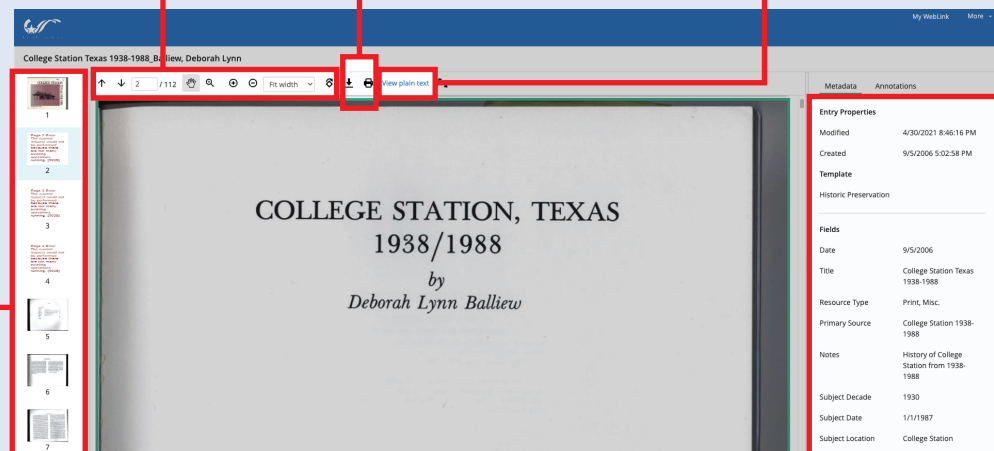
3 Browse our collection by clicking on a folder to display any files or subfolders that it contains. A chain below the search bar lists the location of the file you are currently in. You can navigate back to previous folders or the main Project HOLD folder by clicking on their title within the chain.

TOOLBAR: Scanned images can be zoomed, rotated, or saved using the options on the toolbar above.

DOWNLOAD OR PRINT A DOCUMENT

"VIEW PLAIN TEXT": Each image or page will have simplified text at the top, generated by the database system that Project HOLD uses. Selecting **"View images"** will revert to the scanned images.

THUMBNAILS on the left can be scrolled through to preview the entire document at a glance.



METADATA includes information about each document, such as file name, date, donor, etc. Some records include annotations, which are marked by a yellow note icon over the document images and can be accessed through the tab to the right of the metadata tab.

If a document has trouble loading, often seen as white or blank blocks on the scan, adjust the image by selecting "fit height" or zooming out until you reach a compatible resolution.

Project HOLD continues to grow and add material. To keep up with new records and make improvements, it is subject to change and reorganization. If you have any questions, please reach out to the City of College Station Historical Records Archives by calling 979-764-3491 or emailing heritageprogram@cstx.gov.