

Guide for Using 2023 and later minutes-Browse/Search


Click on the **Browse/Search 2023 and later minutes**

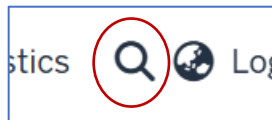
Click **Meeting Minutes** to open the home page of Meeting Minutes located the IU Archives of Institutional Memory (AIM) collections. From here you can either browse or search minutes.

TO BROWSE

- The most recent meeting minutes that are available will display.
- To view and download the minutes, find the desired item in the list and click on the hyperlink.
- On the page that opens, click on the filename that appears under **Files**.
- The PDF file will download to your default download folder as well as open in your browser.
- The PDF is searchable so you may click on the magnifying glass to type a search term.

TO SEARCH

- Click on the magnifying glass  in the page header to use the search tool.
- Type a word or phrase to search. If a phrase, surround the phrase with quotation marks for a more precise search.
- A search bar opens, listing below it any matching records found in **All of AIM**, the default choice for the search tool. The name of the collection you are searching in will be indicated on the left side of the search bar.
- To refine the search to the Board of Trustees collection, click on the collection name at the left of the search bar, which will be **All of Aim on** your initial use of the search bar.
- You may now specify the community or collection to search in. In the box under **Search for a community or collection**, type “trustees.” That will bring up a collection list that includes **Indiana University Board of Trustees**. Click on that collection.
- If the phrase you searched for is found in any trustee minutes, a list of items will display.
- You may further refine that list by clicking on the plus sign (“+”) beside the filters on the left side of the screen, such as Date, and hitting “Submit.”
- To continue, see the instructions above **TO BROWSE**



Search all of AIM

or

Search for a community or collection

trustees

Indiana University
Indiana University Board of Trustees

Institutional Analytics