



Instructions for searching Public Documents

Follow these easy steps for searching for a document!

There are 4 basic types of search functions.

1. Text Search
2. Field Search
3. Weblink Search
4. Object Name Search

Text Search

Example: City Park

1. Log on to the City website public documents area at www.colleyville.com/content/view/84/54/
2. Click on [Click Here](#)
3. Click on **Archived Public Documents** located on the left side of the screen
4. Click on **SEARCH**
5. Click on the **CUSTOMIZE SEARCH** drop down menu
6. Click on **Text**
7. Type **City Park** into the Text Box
8. Click **Search** at the bottom of the screen
9. A list of documents containing the words "City Park" will appear on the right side of the screen.
10. Click **on the document name** to see the entire document and to scroll through to locate "City Park".
11. Click on the number under "**Hits**" to go directly to the page where the words "City Park" appear.
12. To print: Turn off the pop up blocker under the Tools Menu on the toolbar, then click the PDF icon to print the document.

*** To reset the search screen at any time, simply click **RESET** at the bottom of the search screen.

Field Search (To further refine the search, use in conjunction with the Text Search)

Example: City Park

1. Log on to the City website public documents area at www.colleyville.com/content/view/84/54/
2. Click on [Click Here](#)
3. Click on **Archived Public Documents** located on the left side of the screen
4. Click on **SEARCH**
5. Click on the **CUSTOMIZE SEARCH** drop down menu
6. Click on **Text**
7. Type **City Park** into the Text Box
8. Click on the **CUSTOMIZE SEARCH** drop down menu
9. Click on **Field**
10. Click on the **Template** drop down menu
11. Choose **City Secretary**
12. Choose from the list of criteria for each drop down box, as necessary
13. Click **Search** at the bottom of the screen
14. A list of documents containing the words "City Park" will appear on the right side of the screen.
15. Click **on the document name** to see the entire document and to scroll through to locate "City Park".
16. Click on the number under "**Hits**" to go directly to the page where the words "City Park" appear.
17. To print: Turn off the pop up blocker under the Tools Menu on the toolbar, then click the PDF icon to print the document.

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Instructions for searching Public Documents

Weblink Search

Example: City Park

** This search works much like a search conducted on an internet site (google, yahoo, msn).

1. Log on to the City website public documents area at www.colleyville.com/content/view/84/54/
2. Click on [Click Here](#)
3. Click on **Archived Public Documents** located on the left side of the screen
4. Click on **SEARCH**
5. Click on the **CUSTOMIZE SEARCH** drop down menu
6. Click on **Weblink Search**
7. Type **City Park** into the box
8. Click **Search** at the bottom of the screen
9. A list of documents containing the words "City Park", "City", "Park" will appear on the right side of the screen.
10. Click **on the document name** to see the entire document and to scroll through to locate "City Park", "City", "Park".
11. Click on the number under "**Hits**" to go directly to the page where the words appear.
12. To print: Turn off the pop up blocker under the Tools Menu on the toolbar, then click the PDF icon to print the document.

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Object Name Search

Example: Resolution R-05-2601

** Please note that this search is only beneficial when knowing the EXACT name of the document.

1. Log on to the City website public documents area at www.colleyville.com/content/view/84/54/
2. Click on [Click Here](#)
3. Click on **Archived Public Documents** located on the left side of the screen
4. Click **SEARCH**
5. Click on the **CUSTOMIZE SEARCH** drop down menu
6. Click on **Object Name**
7. Type **Resolution R-05-2601** into the box
8. Click **Search** at the bottom of the screen
9. The document titled Resolution R-05-2601 will appear on the right side of the screen.
10. Click **on the document name** to see the entire document
11. To print: Turn off the pop up blocker under the Tools Menu on the toolbar, then click the PDF icon to print the document.

*** To reset the search screen at any time, simply click **RESET** at the bottom of the search screen.