

SENIOR TIMES Search Tips

1. Visit our homepage: www.orangecountync.gov/departments/aging for daily activity reports (updated daily) and a calendar of special events.

Daily Activity Reports

Special Events Calendar

More Special Event Information

The screenshot shows the homepage of the Orange County Department on Aging. On the left is a blue navigation menu with links such as 'Senior Times & Resource Guide', 'Senior Center Programs', 'Register for Classes', 'Aging Services', 'Chinese Resources', 'Health and Wellness', 'Tax Assistance', 'Transportation', 'Master Aging Plan & Aging Initiatives', 'Boards and Committees', 'Volunteer', 'Locations and Hours', and 'Contact Us'. A green arrow points from the 'Daily Activity Reports' text to the 'Today @ Central >>' and 'Today @ Seymour >>' links in the menu. Another green arrow points from the 'Special Events Calendar' text to a calendar for March 2016, which shows dates 1 through 31. A third green arrow points from the 'More Special Event Information' text to a 'MORE >' button at the bottom of the page. The main content area features the department's logo, an 'ABOUT US' button, and text describing the department's mission and services. A video player is embedded in the center. On the right side, there are several promotional banners: 'Breaking News!' with a 'Death with Dignity Panel Discussion' on March 17, 'Register for the Senior Games!' with a registration deadline of Friday, March 18, 2016, 'SHARP Awards' for Direct Care Workers with a deadline of March 31, 2016, and 'VITA FREE Income Tax Assistance' with a 'Schedule your Appointment now >>' link.

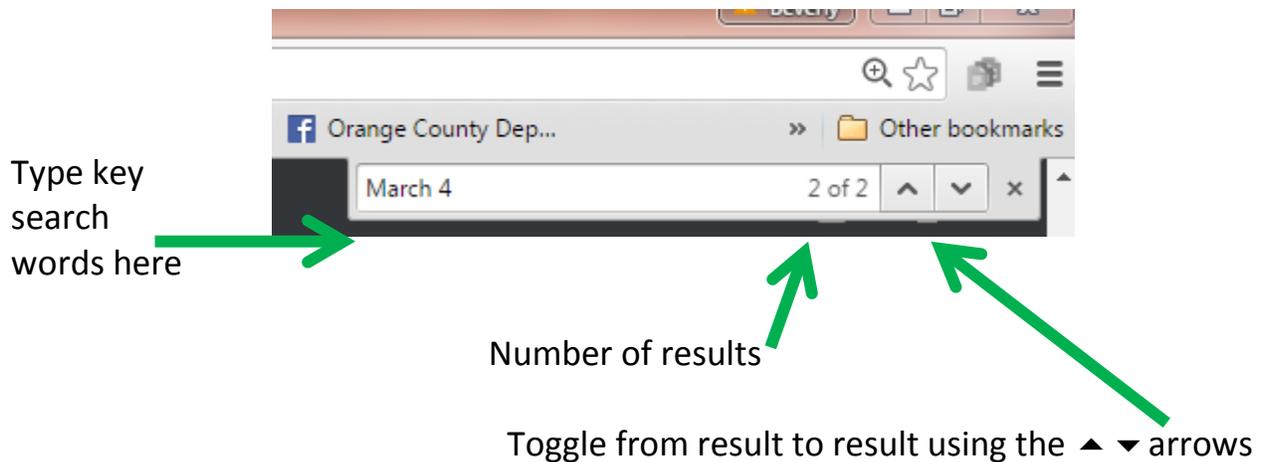
2. Select the "Senior Times & Resource Guide" tab from the blue menu on the left, or go directly to the *Senior Times* page:
http://www.orangecountync.gov/departments/aging/senior_times_and_resource_guide.php



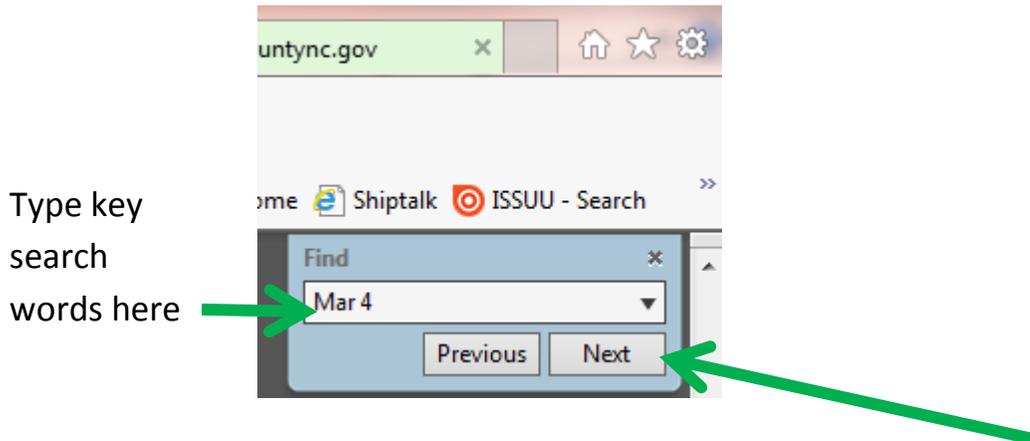
3. Click on the photo of the *Senior Times*, or the link that says "Click here for the ... edition of the Senior Times."
4. SEARCH *Senior Times* Quick Tip: Hold down the "ctrl" and "f" keys on your computer to search the document. For mac computers, hold down the "command" and "f" keys.

A box will open in the top, right corner. Type in the KEY word(s) ex: program name, event or dates you want to search.

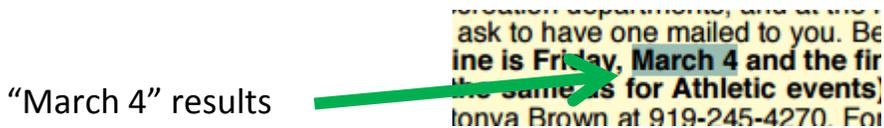
- a. Example: if using Google Chrome as your internet browser, the search box will look like this:



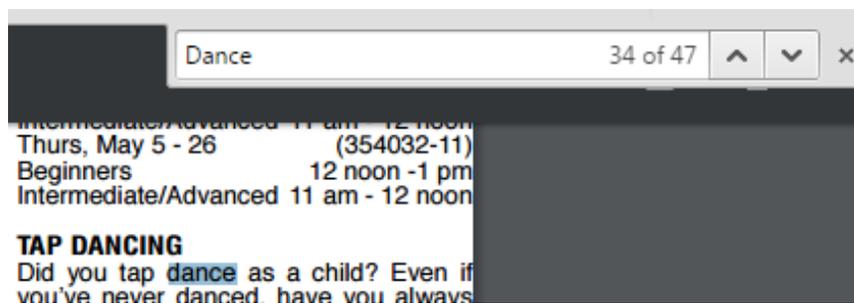
b. Example: If you use Internet Explorer as your browser, the search box looks like this:



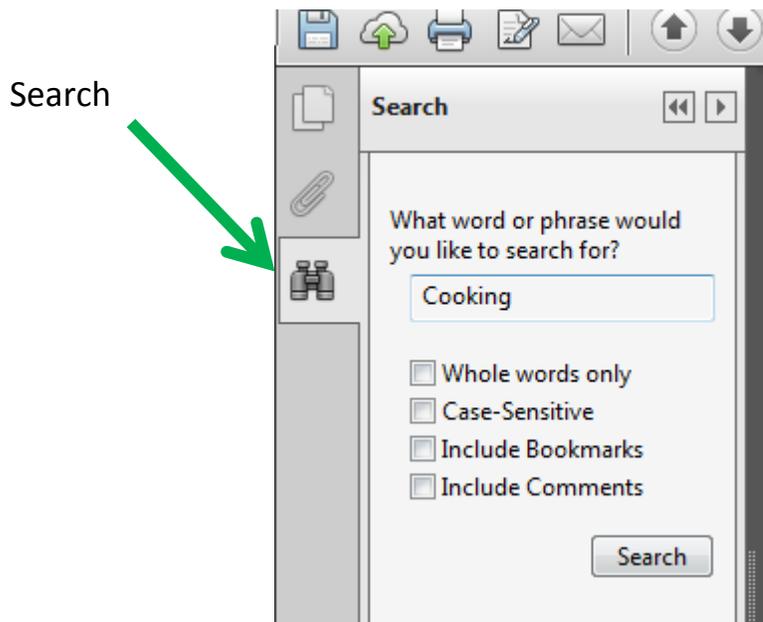
5. KEY words and SEARCH results: Note in the two examples above the key search words "March 4" and "Mar 4." Both yield different results (key words will be highlighted in blue):



See one example of search using the word "Dance":



6. Additional SEARCH tip: Some browsers (i.e. Internet Explorer) allow you to right click on your mouse and choose “Show Navigation Pane Buttons” or hold down “Ctrl” and “h” to open navigation buttons, including a more in-depth search tool (choose the binocular icon and type in the search field):



Results: a) hover over the file path for page number and/or click on the highlighted file path to go directly to the b) result

