




## How to Use “Searchable Documents”

Log onto [www.meridiancity.org](http://www.meridiancity.org)

- **Finding the “Searchable Documents” Section:**
  - Click on **Departments/City Clerk**
  - On the left side menu click on **Forms and Searchable Documents/Searchable Documents**

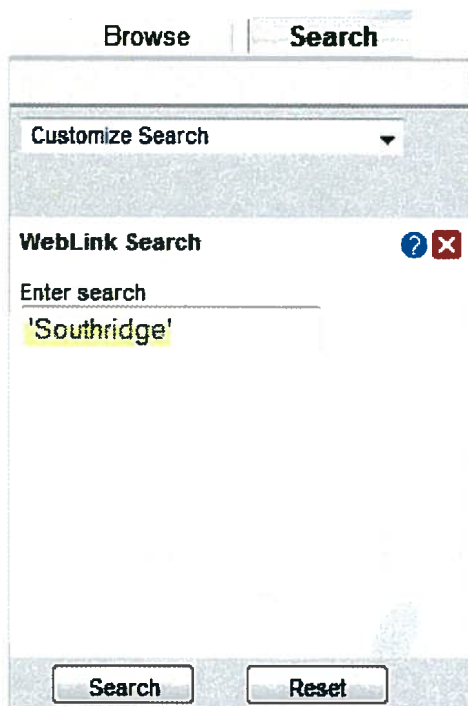
This will take you to an external website that houses our Web Link documents. To view folders located on this web page click on the folder **Meridian City Clerk** located on the left hand side of the page. You will see all available document topics listed in alphabetical order i.e.; Agendas City Council, Agreements, Committees & Commissions, Ordinances, Resolutions, etc. These folders/ subfolders  are primarily organized by date. Documents that are in these folders will be listed on the right hand side of the page.

- **Viewing Additional Pages in the file;**

When you click on the document the first page of the document is in view as a TIFF file. To view additional pages of the document click on either the page down arrow symbol  or the PDF icon , they are both located at the top of the page of the document. You can then scroll through the whole document.

- **Searching for Documents;**









To customize and narrow a search click on the **Search** tab at the top left of the screen. This will allow you to search by keyword/phrase. To ensure that the search tool looks for the specific keyword/phrase you are referencing it is crucial to enclose the word/phrase in apostrophe symbols; i.e., type **'Southridge'** in the **Enter Search** field at the left hand side of the screen and hit the **Search** or **Enter** key. The more common the phrase or word is the longer the search may take.



The screenshot shows a web interface with two tabs: "Browse" and "Search". The "Search" tab is active. Below the tabs is a "Customize Search" dropdown menu. Underneath is a "WebLink Search" section with a question mark icon and a close icon. Below that is a text input field labeled "Enter search" containing the text "'Southridge'". At the bottom of the search area are two buttons: "Search" and "Reset".

- **Search Results;**

When the search is complete the tool will generate a list of documents where the keyword/phrase 'Southridge' appears. To the right of the document title will be a number in blue. This number tells you how many times the keyword/phrase appears in that specific document.

-  07-1319 Southridge Subdivision AZ  [11](#)
-  09-1396 Beacon at Southridge RZ  [5](#)
-  09-1396 Beacon at Southridge RZ  [5](#)
-  09-1419 Southridge 31 AZ  [4](#)

When you click on this blue number the results will appear at the bottom of the screen. You can then click on each result and it will display text from the document showing how the keyword/phrase is used.

[Page 1: RDINANCE \(AZ-06-031 SOUTHRIDGE SUBDIVISION\) FOR ANNEXATION OF PROPERTY BEING S](#)

[Page 1: XATION OF AZ-06-031 SOUTHRIDGE ANNEXATION Page 1 of 3 SECTION 3. That th](#)

[Page 2: XATION OF AZ-06-031 SOUTHRIDGE ANNEXATION Page 2 of 3 /6~S~~~J::~~\~](#)

[Page 3: XATION OF AZ-06-031 SOUTHRIDGE ANNEXATION Page 3 of 3 e :~' ~.....](#)

This can be helpful to quickly search through the information. Each document listed is a link and can be opened simply by clicking on it.

In the event you are still having difficulty finding the document or using this web tool please call the City Clerk's Office at 208-888-4433 and any of the Clerks would be happy to assist you.