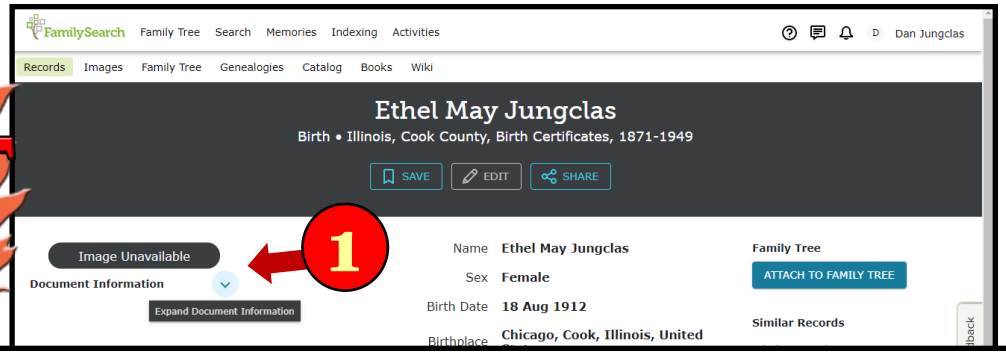
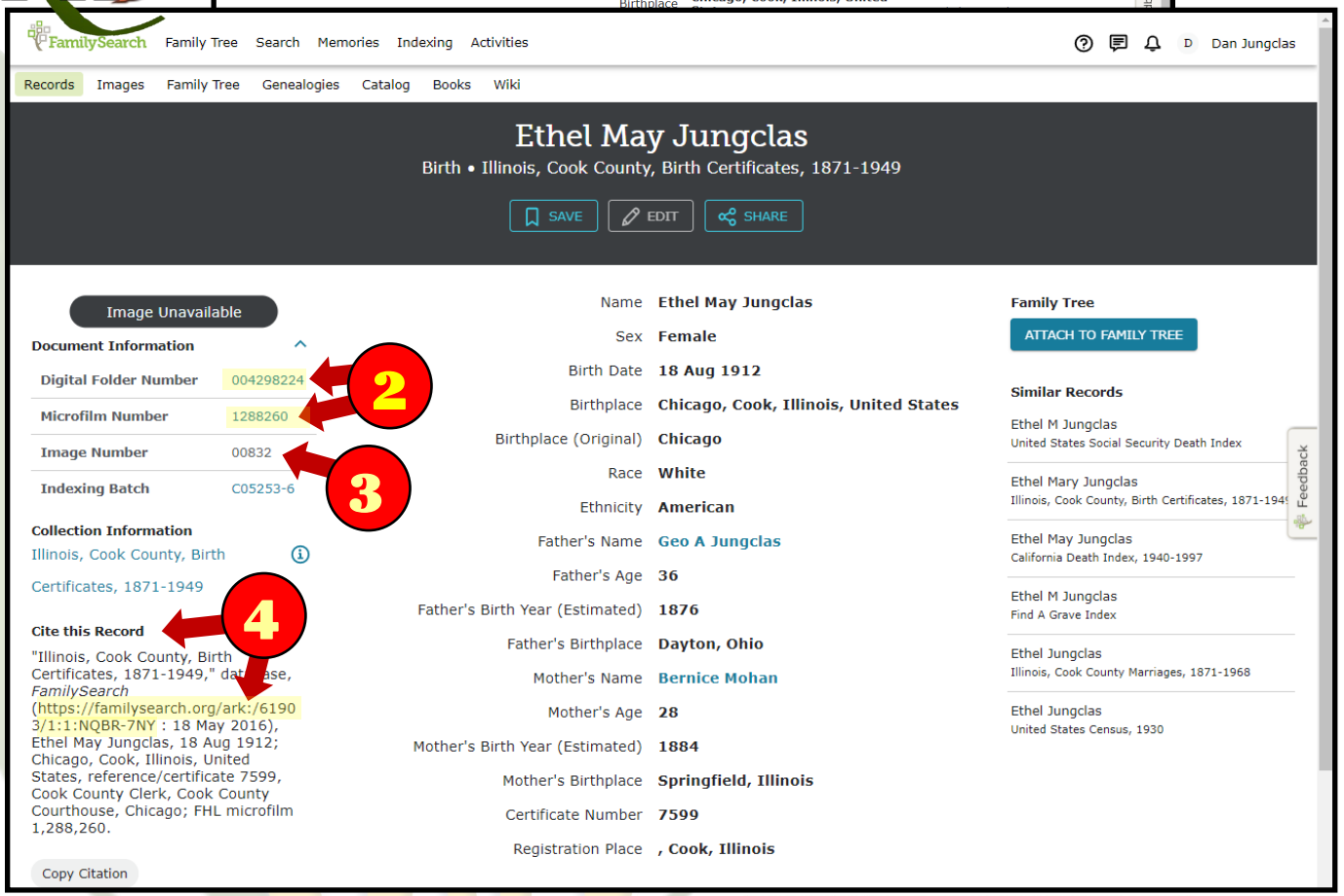
Use The Document Information To Do A Reverse Catalog Look Up:

1) Click On The Drop Down Arrow To Expand & See The Document Information
2) Highlight & Use Ctrl C To Copy Either The Digital Folder Number (DGS) or the Microfilm Number (Film). Do NOT Click On The Link
3) Note the Image Number
4) Also Note The Source Citation
5) Go To Catalog, Right Click, Choose Open In New Tab. Go To The New Tab
6) Click On Film/Fiche Number, A New Field Will Appear.
7) Click In The New Field and CTRL V To Paste Either The DGS Number Or The Film Number That You Copied.
8) Once the Number Appears Click on Search. The Search Results Will Appear
9) Click on The Title/Collection Link. A new Page Will Open With A List. The List May Span Over Several Pages. Scroll Through The List To Find The DGS Number Or The Film Number. You Can Use CTRL F & Click In The Search Pop Up Field & Use CTRL V to Paste Either The DGS Number Or The Film Number To Make The Search Easier.
10) Find The Appropriate DGS Number Or The Film Number. Once You Find The Appropriate Number Click On The Camera Icon That Is On The Right (Restrictions May Apply)
11) Once The Film Opens Type In The Image Number You Noted In Step 3 & Press Enter. You Will Be Taken To That Image. Double Click On The Image To Expand The Image Of The Record. Click On Download To Save The Image.

HOT TIP





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