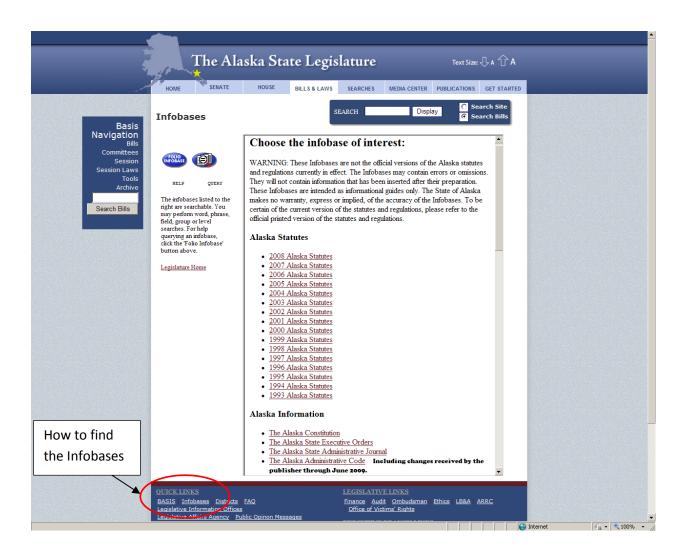
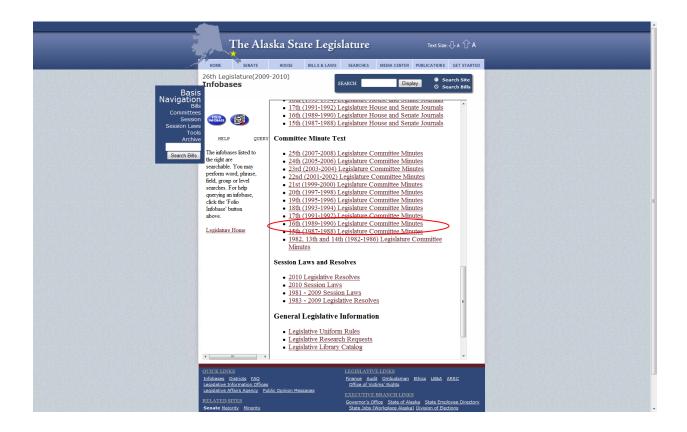
Guide to Using INFOBASES on the Alaska State Legislature Web site

ALASKA STATE LEGISLATURE LEGISLATIVE REFERENCE LIBRARY <u>legislative.library@akleg.gov</u> 907 465-3808 December 2016 Guide to Using INFOBASES on AK State Legislature web site:



To find the Infobases use the Quick Link at the bottom of any page on the legislative website at <u>www.akleg.gov</u>.

Choose an Infobase, such as Committee Minutes 1989-1990.



Click on the oval Query button.

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When you query put quotes around a phrase or bill number: "hb 4" Put a check by "Records with Hits" and "Headings with Hits" display options. Click on Search.

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After you get the number of results, click on the "records with hits" bar



Then click on the "Contents" button



This displays the table of contents (clicking on 4 expands to date level)

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Use "next hit" and "prev hit", rather than "next" and "previous".

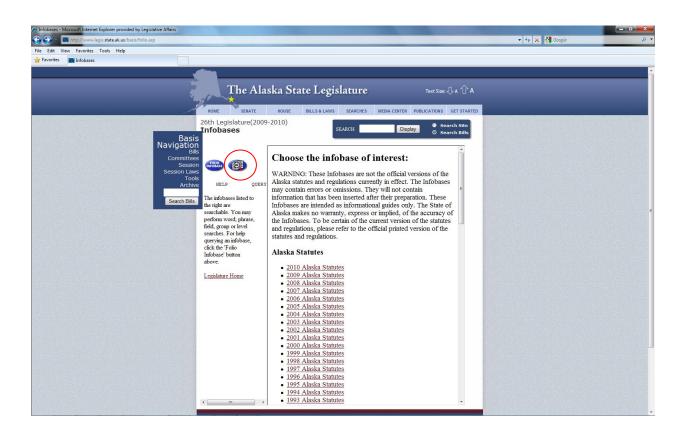


To print: Highlight what you want, then select "File", "Print"

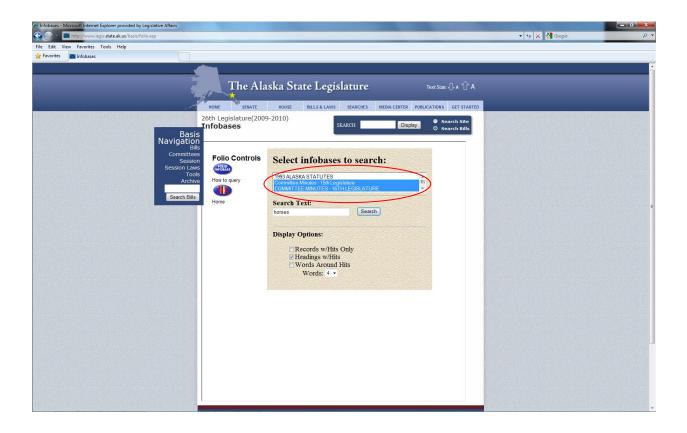
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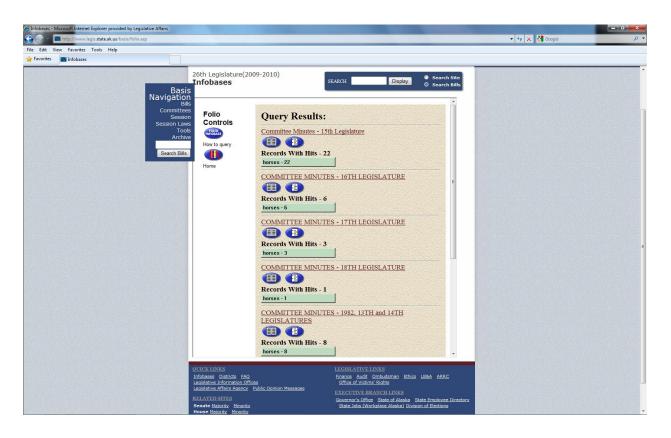
To search multiple infobases, go to Infobase main page, select Query



Highlight the infobases you want to search, in "Select Infobases to search" box. To select Infobases that aren't next to each other on the list, hold down the Ctrl key while you click on the infobases.



Query results will appear for each Infobase which has your search term.



To get back to these results, you need to use the browser "back" button. "Contents" will only view the Infobase you click into.