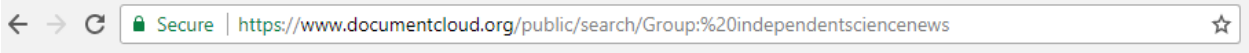
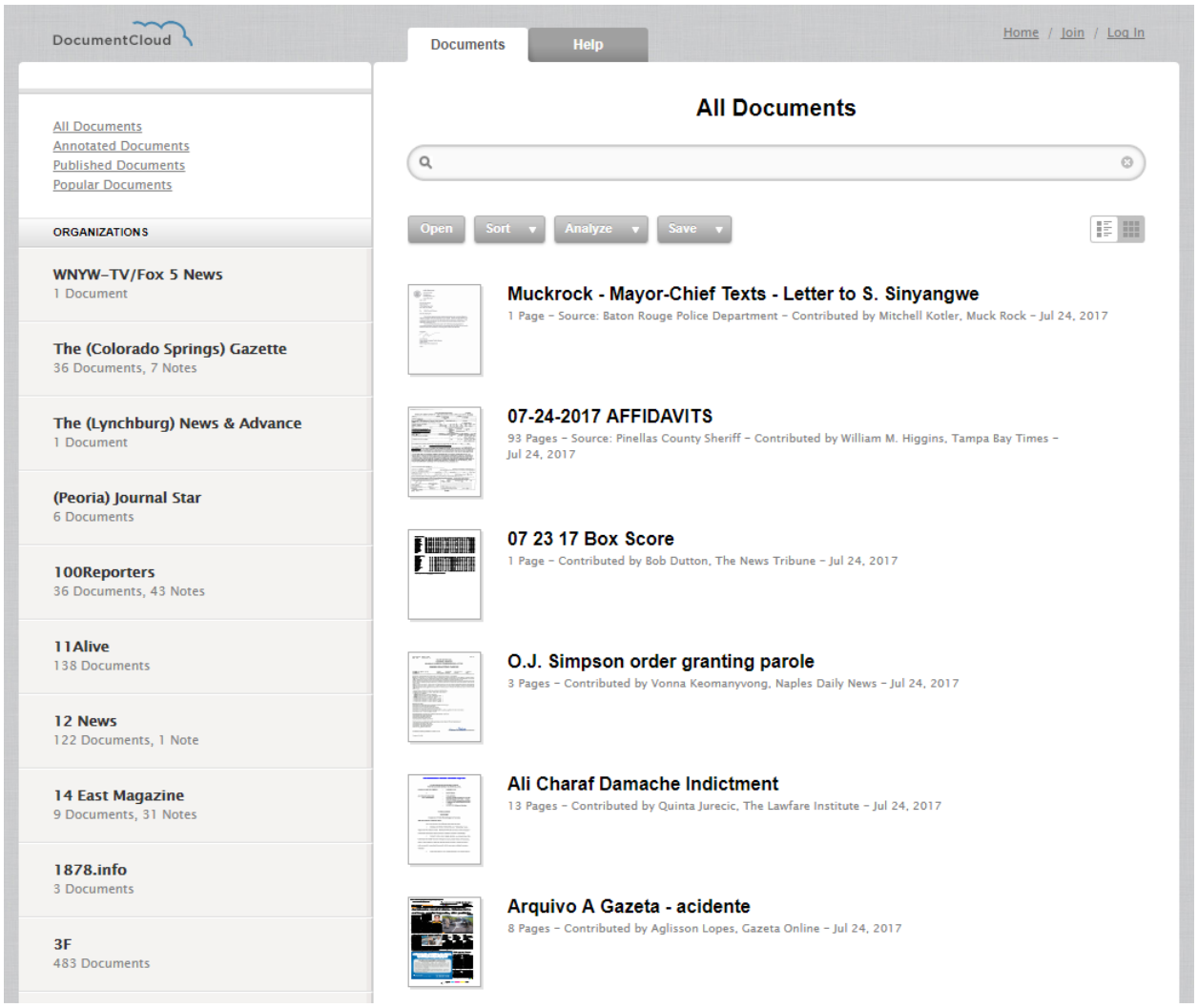
A Quick Tutorial on
Using DocumentCloud

1. Click on a link or copy this URL into your browser
   https://www.documentcloud.org/public/search/Group:%20independentsciencenews

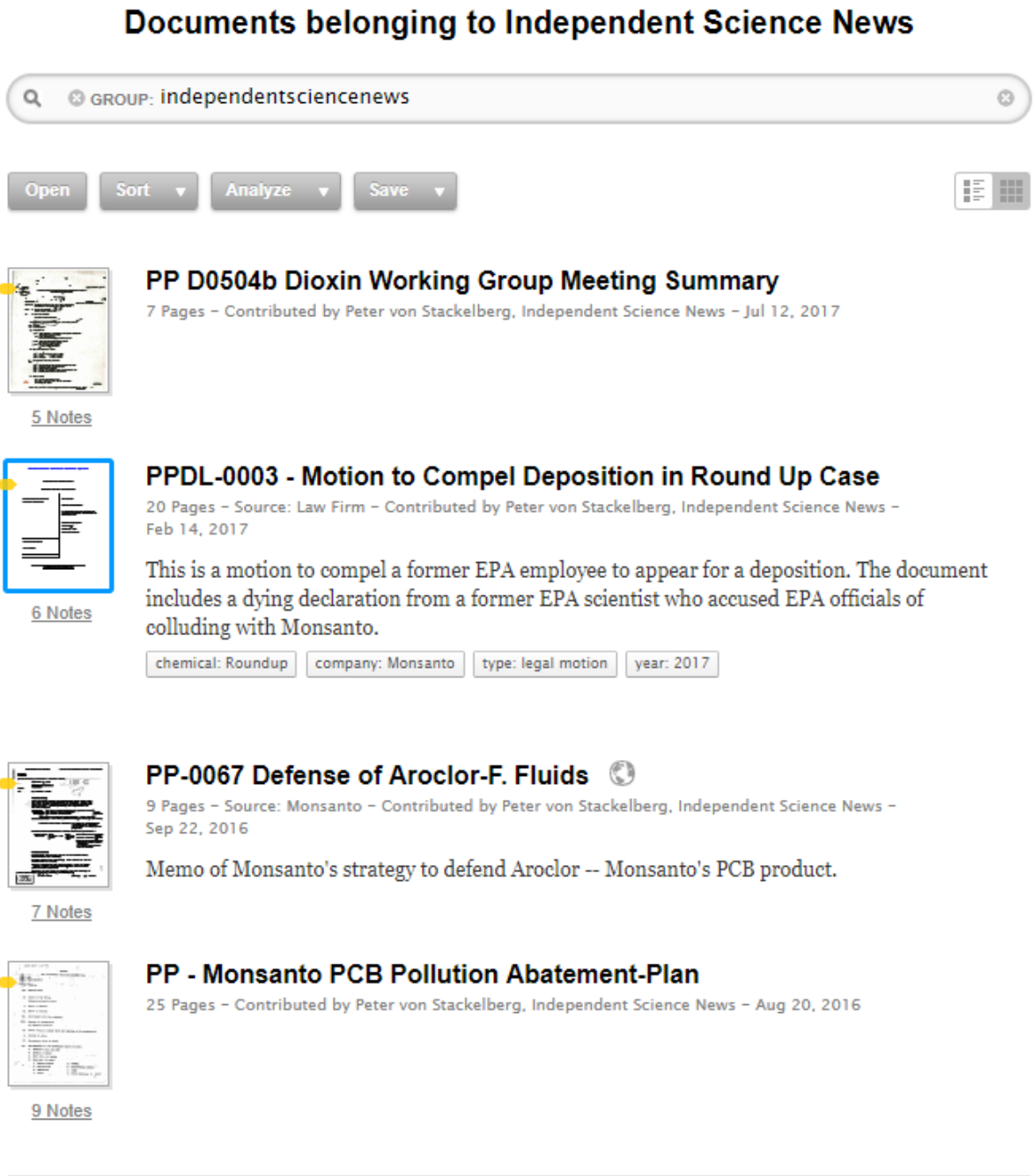


2. If you are in DocumentCloud but do not have the documents belonging to Independent Science News, you can use the search bar in DocumentCloud.



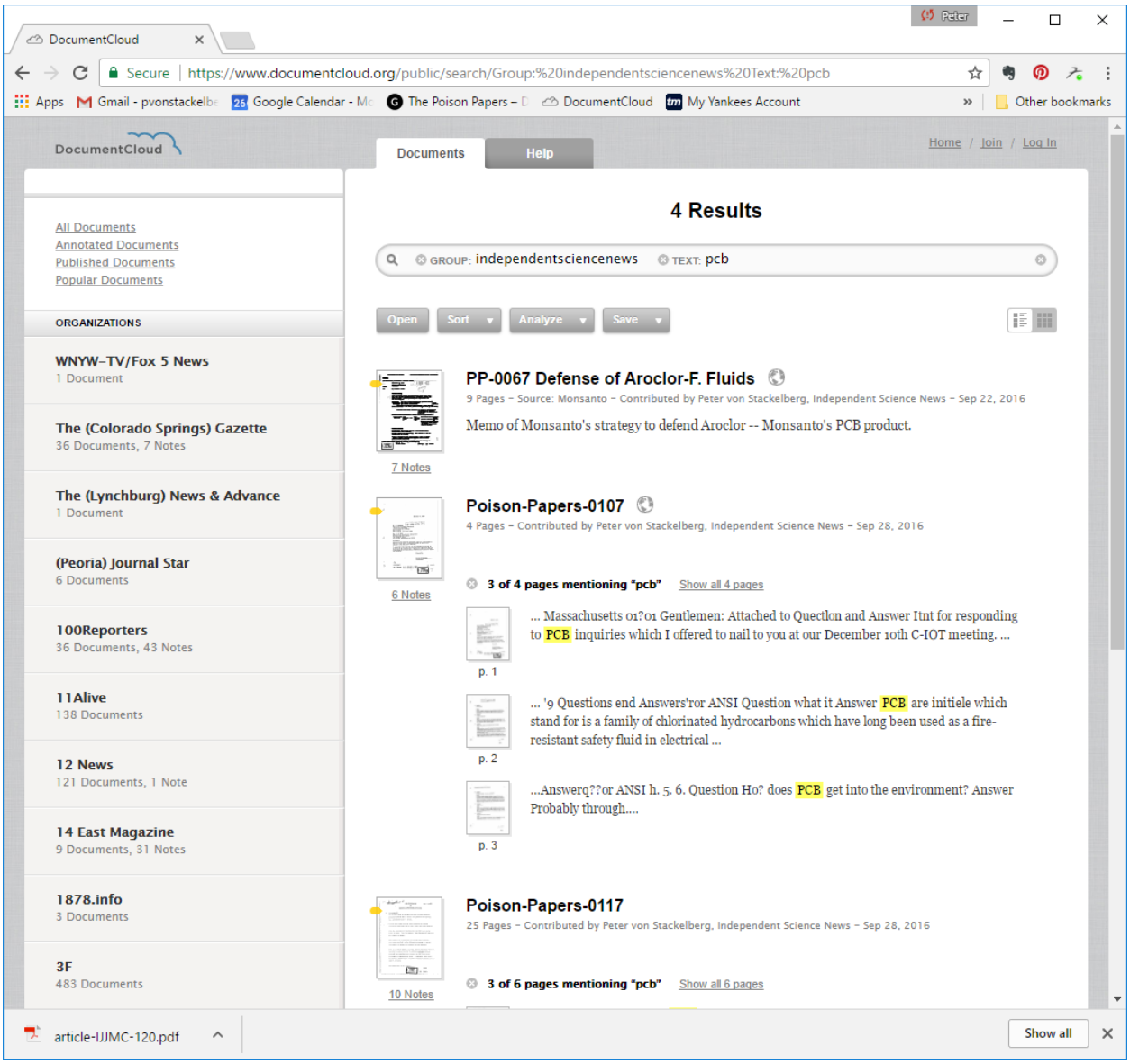
3. Click on the search field at the top of the DocumentCloud page, select “Group” from the dropdown list, and enter “Independent Science News”.

4. A list of documents available to the public should appear under Independent Science News.

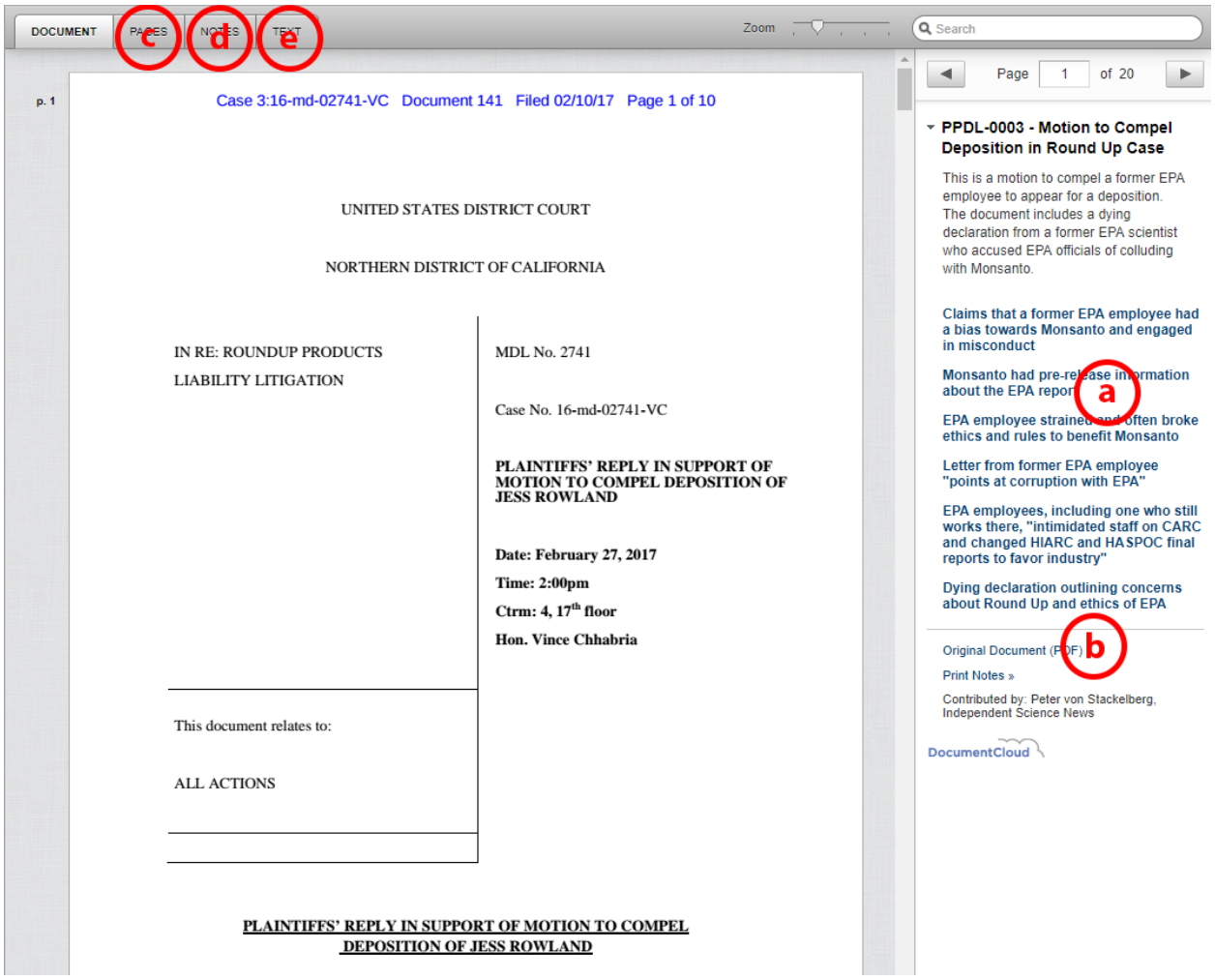


5. Thousands of documents uploaded by Independent Science News are available. To narrow your search, you can use the search field to enter key words from the text of documents, document titles, and more.

   To do a search, click in the search bar and (for this example) select “Text” from the dropdown list and then type “PCB” (or whatever search term you want to use).



6. To open a document, double click on its title. This will open the document in a separate tab in your browser.



7. You can scroll through the document to read it.
    a. Links along the right side can take you to individual notes added to the document.
    b. You can download a copy of the original PDF document by clicking the link.
    c. You can view a list of all the pages in the document.
    d. You can view all notes in the document.
    e. You can read the text of the document. (NOTE: The quality of the text depends on the quality of the original document. Poor quality documents can contain errors in the text.)