

Quick Instructions – (A more detail description with Screen Shots follow.)

You will need to use the following items when logging in to ImageSilo.

Entity ID: 11460

Username: Your complete email address.

Password: Your last name

1. Go to the new website address: <https://login.imagesilo.com/Home/Login> and enter your credentials.
2. 1st time only: The first time you log in on a particular PC we recommend downloading and installing the ImageSilo Client from the website for optimal performance.
3. Click on the button that says **Bulletins** in the Projects Box on the first page.
4. The first time we would recommend doing a blank search to see how the information is indexed. Just hit the Search button once you see the screen.
5. Pick an article to view by double clicking on the article.

The Help Button - (found in the top right corner has lots of detailed information and instantly provides information for the screen you are in when you hit the Help button.)

Viewing a document – after double clicking

1. The left side of your screen shows the Index Information, the middle section shows you the article and the right side shows you thumbnails of each page.
2. On the top of middle section, you can see two tabs – one for the scanned image of the article and the other for the full text that the system pulled off each page as it was scanned.
3. In the thumbnail portion you can click on a page to jump to the page.

Searching Pointers:

1. Use the asterisk as a wild card for searching – for example in the date field enter *1985 to find all articles published in 1985.
 2. Full Text Search – towards the bottom of the search criteria you can enter words to find within the articles. These are older publications so not 100% of the words are there but it works well.
 3. The Quick search button on the top of the page lets you select Index Fields and Full Text for particular words.
- Article Title: These represent the name of the articles as they were published.
 - Author: The name of the author if it was available from the publication.
 - Author's Company: The name of the company the authored worked for if it was included in the publication.
 - Date: This is the Month, Year the article printed on each page. For example, January 1985

Enter search criteria into one or more of the boxes and hit the Search Button.

Enter your credentials then Click on Login button

Welcome to ImageSilo®

User Name is required.

Entity ID

User Name

Password

Source IP


Language

Use Multi-Factor Authentication


Login


Forgot your password?

By selecting the Login button, you are indicating that you agree to the terms of ImageSilo's
Acceptable Use Policy



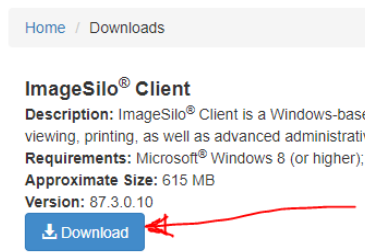
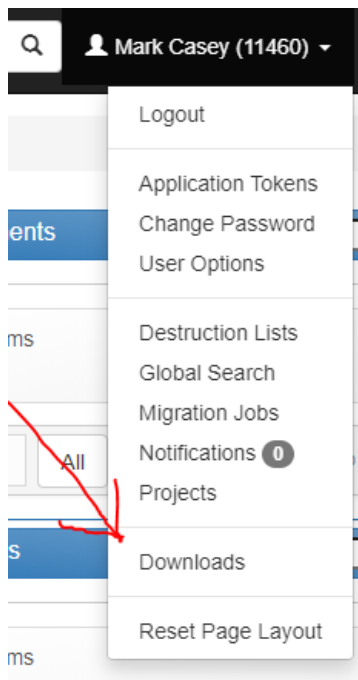
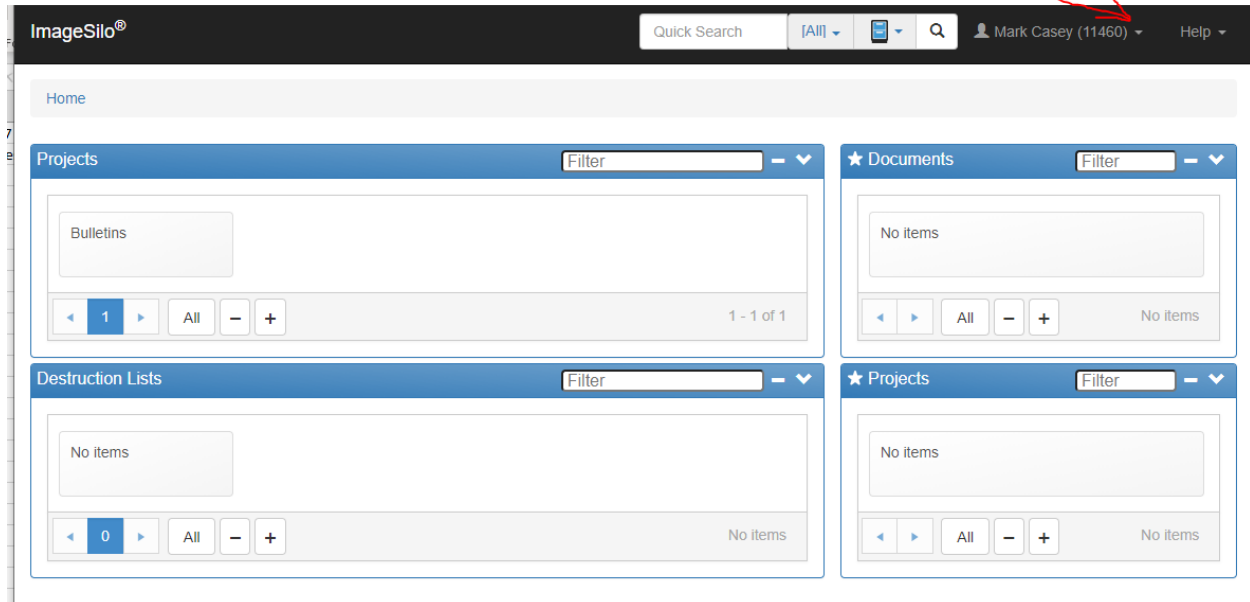
Would you like your
ImageSilo experience
to go even further?



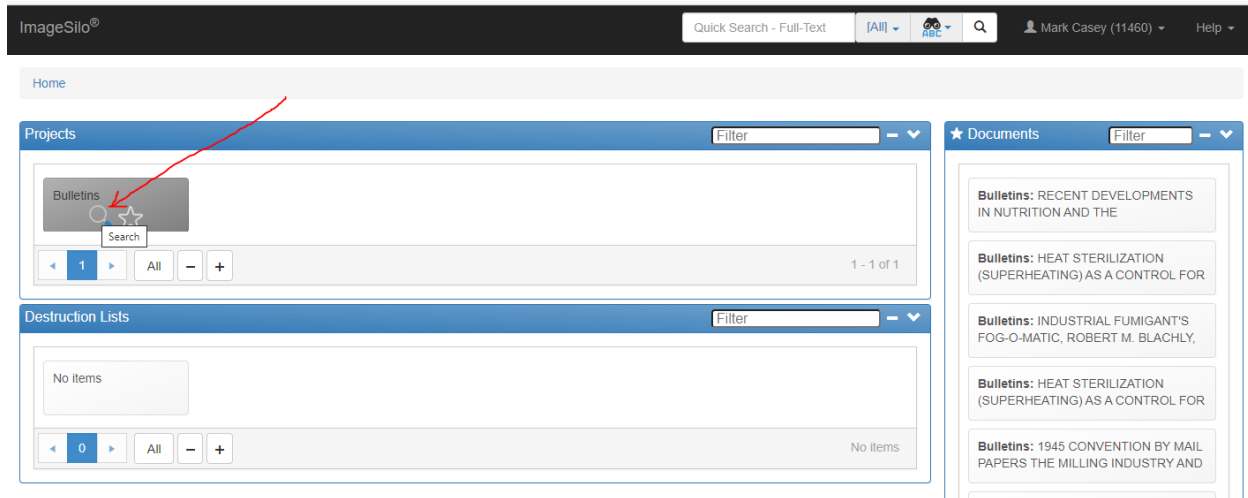
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ImageSilo® is a registered trademark of Digitech Systems, LLC

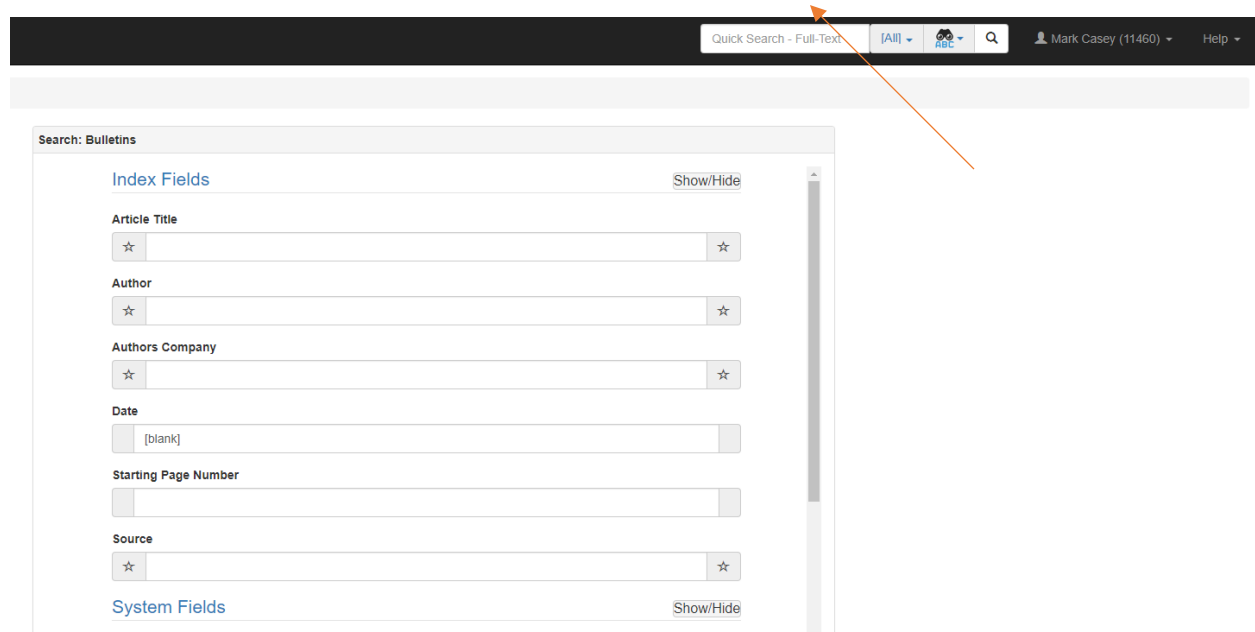
The first time you log in on a particular PC we recommend you download the viewer that comes with the software for the best experience. You can access this file by clicking on the arrow next to your name in the top right corner of the screen, click on downloads then click on the Download button by ImageSilo Client. Once it is saved, if possible, right click and “Run as Administrator”.



Hover the mouse over the Bulletin Box to show the Search Button or simply click on the Bulletin button.



The next screen – top section for Quick Search, enter a word, pick the down arrow by the binoculars, and change to Full Text then hit the search button to find bulletins that have the word contained in the article.



To search by article information put the known information in the appropriate box.

- Article Title: These represent the name of the articles as they were published.
- Author: The name of the author if it was available from the publication.
- Author's Company: The name of the company the authored worked for if it was included in the publication.

- **Date:** This is the Month, Year the article printed on each page. For example, January, 1985
- **Starting Page Number** – is the first page the article started on in the bulletin.
- **Source** is the name of the binder the article was scanned from and do not need to use.
- **System Fields:** Show these in results – do not need to use.
- **Search Type:** This is important – you can make your search either and AND or an OR type search- for example if you put the last name in the author section PARTRIDGE and *1985 in Date you get ZERO results if you use a search type: AND but if you do the same search with an OR search type you get many results because it brings back articles that were either published in 1985 or written by PARTRIDGE (all in the 1930's).
- **Sort By** – just lets you pick the order your results are displayed. We might recommend starting page number to keep them in order.
- **Full Text Criteria** – here you can put in a word to search all articles to try and find. Anything you put in the top of the page still applies to your search criteria so if you leave those blank you will search all articles for a word, but you can also do that with the Quick Search button on the top of the page. Another example: If you leave everything blank and put CORRUGATE we find many articles with this word. If you add *198_ (where the * means can start with anything but must have 198 in the date plus the _ represents a single digit – anything published in the 1980's) you get one article written.

SEARCH BUTTON – initiates the search

CLEAR CRITERIA – blanks out your search screen to start over more easily.

Once you hit SEARCH you get a screen with the results:

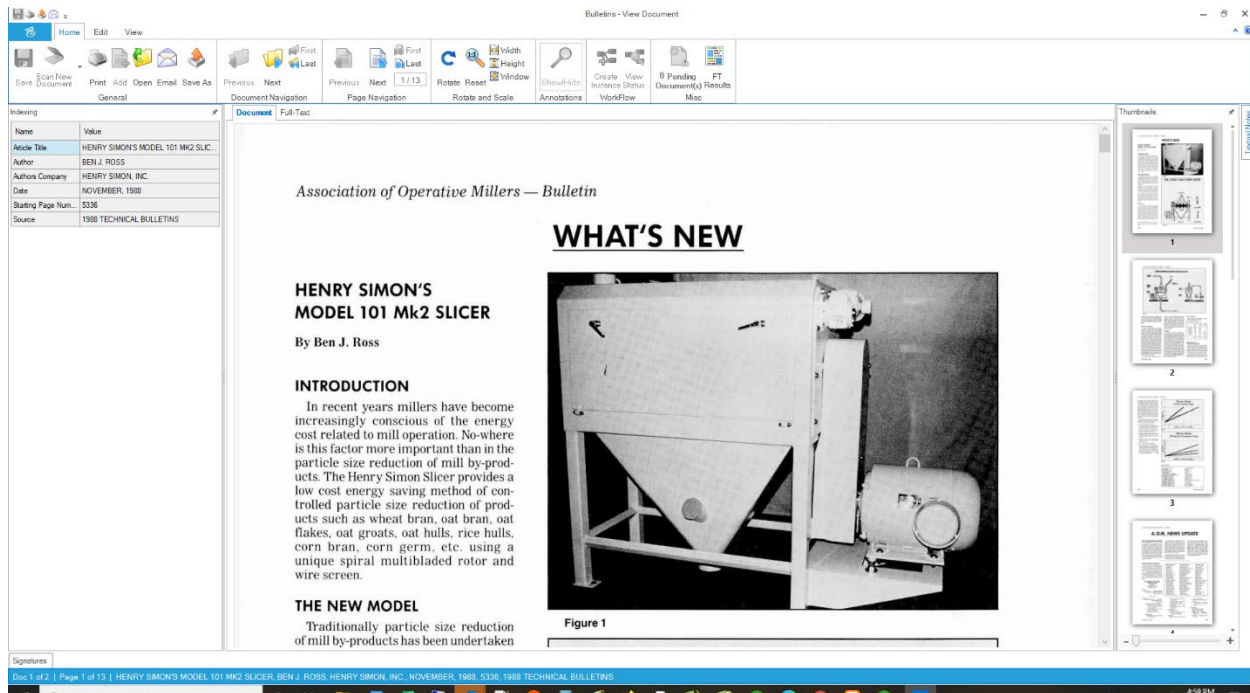
Home / Projects / Search / Bulletins

Expand Select Detail Refresh Save Email Print List Results

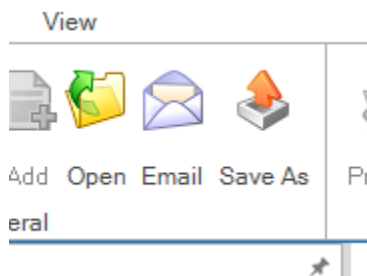
Drag and drop here to group by columns

Article Title	Author	Authors Company	Date	Starting Page Number †	Source	@Document Creation Date	@Document ID	@Duplicate ID	@Status
HENRY SIMON'S MODEL 101 MK2 SLICER Score: 66, Hits: 1, Title: Association of Operative Millers - Bulletin WHAT'S NEW HENRY SIMON'S MODEL 101 MK2 SLICER. By Ben J. Ross 16 1 INTRODUCTION * 4] In recent years millers have become increasingly conscious of the energy cost related to mill operation. No-where - "11 4 is this factor more important than in the / particle size reduction of mill by-prod-ucts. The Henry Simon Slicer provides a 3 low cost energy saving method of con- trolled particle size reduction of prod- ~ 1. ucts such as wheat bran, oat bran, oat k *	BEN J. ROSS	HENRY SIMON, INC.	NOVEMBER, 1988	5336	1988 TECHNICAL BULLETINS	2021-08-11 11:39:42	5471	0	
HENRY SIMON'S MODEL 101 MK2 SLICER Score: 66, Hits: 1, Title: Association of operative Millers - Bulletin WHAT'S NEW HENRY SIMON'S "F1 MODEL 101 MK2 SLICER fl. By Ben J. Ross * 6 1 ZI INTRODUCTION ~ ~ _ 1.Ct In recent years millers have become f, increasingly conscious of the energy * =, Jr FS, cost related to mill operation No-where - is this factor more important than in the particle size reduction of mill by-prod- T ucts. The Henry Simon Slicer provides a 0, - ~ - => & low cost energy saving method of con- ==@ 1 / X 1. «3. trolled particle size reduction of pr	BEN J. ROSS	HENRY SIMON, INC.	NOVEMBER, 1988	5336	ASSOCIATION OF OPERATIVE MILLERS - BULLETIN	2021-08-11 14:28:36	5521	0	

Double click on anything in the list and the article will open in a separate window.



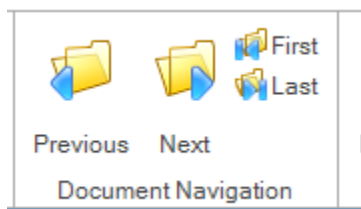
Closer view of icons -



Open – opens the file in the application your PC set to open .JPG files.

Email – lets you send the article as a PDF or TIF file to someone.

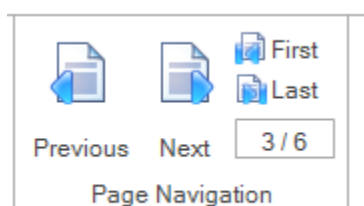
Save As – lets you save the file on to your local PC.



Previous – (Yellow folder icon) – lets you go to the previous article found by your search.

Next – (Yellow folder icon) – lets you go to the next article found by your search.

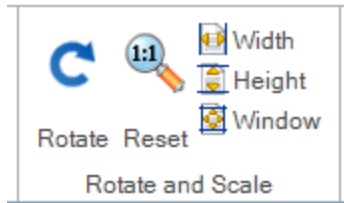
First/Last – goes to the first or last article found in your search.



Previous – (White Page icon) – lets you go to the previous page in the article.

Next – (White Page icon) – lets you go to the next page in the article.

First/Last – goes to the first or last page in the article



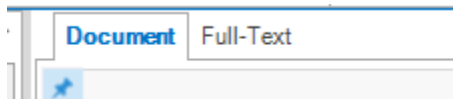
Rotate (Circle) Icon lets you rotate your view.

Reset (Magnifying Glass 1:1) Icon – resets your zoom to fit page

Width – resets zoom to fit width of page on your screen

Height – resets zoom to fit height of page on your screen

Window – resets zoom so whole page fits on your screen.



Found in the middle section

Document – shows you the scanned image of the article

Full-Text – shows you the words the server found in the article. The text is not formatted but can be copied and pasted into Word type application.



Thumbnail Zoom Control – found in bottom right section where thumbnails of images are shown. Move bar to the right to show bigger thumbnails and to the left to show smaller thumbnails.