

DIGITAL OUR LADY OF LOURDES RESOURCE DIRECTORY AND MANUAL GUIDELINES AND NAVIGATOR HINTS

HOW TO SEARCH in the computer directory

Click on icon on desk top “Resource Directory”

- Search in computer directory using the table of contents instructions:
 - Find the subject matter, which you wish to search in TOC
 - Press and hold down the control button
 - Click on page number of subject which you want to search
 - You will automatically go to that page.
- Subject of searches in the Digital format can also be found by:
 - Scrolling the Document
 - Go to Edit and click on Find Or use the spotlight
 - Type the name of the agency. *Recommend using the Advanced Search*
 - Correct spelling is needed for search
 - Click next or previous to find the agency or subject matter that fits the search. Example: Jewish Family and Children Services can be found in multiple sections because they provide children’s services, counseling, veterans’ services, homeless services, etc.
 - Type the name of the search. *Recommend using the Advanced Search*
 - Example: Type shelter in advanced search and each time shelter is listed in document the word shelter will appear in the context, in which it is listed.

HOW TO PRINT from the computer directory:

- Go to File menu and click on print.
- Under the pages click only on *current page*. Internet fill in page number
 - Never click on All pages or page ranges because the directory is set up in book format. Clicking on all or page ranges would print the entire manual.

FORMAT:

- The Sarasota Directory is the master directory for national, state and county resources in addition to city resources.
- The Venice, North Port and Englewood directories have agencies, which are physically located in those communities. *Refer to Sarasota Directory for all national, state and county agencies.*

- **All Resources are listed in Sections arranged in alphabetical order in the Table of Contents.**
 - a. **Example: Section A is Resources for Abuse**
 - i. **Subcategories are listed to refine the search for specific situations**
 - b. **Section B is Resources for Advocacy**
 - i. **Subcategories are listed to refine the search for specific situations**
 - c. **Agencies are listed in alphabetical order in each section and subcategory**
 - d. **Final Section in each city directory is the index.**
- **Each section starts with page 1. A-1. B-1, C-1.** This allows for reprinting of only the sections, in which there is changes to be reprinted rather than the whole directory which totals 315 pages.
- **Index has pages listed as A-1, K-8, S-2, ect.to indicate the section and page number within the section.**
- **Index indicates multiple pages for some agencies - Example: WIC C-11, J-6, K-7, S-2 because WIC is listed in C-Children Services, J-Food/Nutrition Programs, etc.**
- **Agencies are listed with a description of the program services, addresses, telephone numbers and websites.**
- **Telephone numbers are highlighted in yellow**
- **Websites are listed and can be directly accessed in the digital directory by clicking on website.** This links to the agency for more information. Close the website to return to the directory.
Example: <https://svdpvenicefl.org>

If website is locked type in name of agency or copy and paste website in search box

- **Find the subject of the search by using Table of Contents or the Index.**
- **The Index includes the agency name, each section subject and subcategory subject.**

SEARCH:

MANUAL FORMAT:

- **Find the subject of the search by using Table of Contents**

EXAMPLE: SARASTOTA SECTION C - CHILDREN SERVICES

CHILD CARE.....	C-1
EARLY LEARNING AND YOUTH DEVELOPMENT.....	C-2
SOCIAL SERVICES AND SOCIAL AGENCIES.....	C-6

- Find the subject of the search by using the Index

EXAMPLE:

Child Care C-1
 Child Care Aware Subsidy C-1
 Child Care Aware Subsidy Hotline M-2
 Child Care Connection C-1
 Child Health Center K-1
 Child Protection Center, Inc. A-1, A-2, C-7
 Child Protection Center, Inc. - Kid Kindness Program R-2

- Find an agency by using the subject for the search in the table of contents or index. Example: Find Child Protection Center, Inc. Go to that section, in which the subject of search is listed and find the name of the agency (Agencies are listed in alphabetical order).

EXAMPLE: SECTIONS ARE ALPHABETIZED

ABUSE

ADVOCACY

CHILDREN SERVICES

EXAMPLE: SUBCATEGORIES IN SECTIONS ARE ALPHABETIZED

ABUSE

Children

Domestic Violence

Elder

EXAMPLE: AGENCIES IN SECTIONS ARE ALPHABETIZED

- **ABUSE**

- **Children**

- 12th Judicial Circuit Guardian Ad Litem (GAL) program
- Abuse Hotline
- Child Protection Center, Inc.
- Project Safe Place

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