

# **COUNTRY DAY NEWS: NOW AVAILABLE ONLINE AND IN SEARCHABLE FORMAT**

The COUNTRY DAY NEWS diligently reported on school and student activities for 75 years, beginning a few weeks after St. Louis Country Day School opened in 1917 and continuing until the merger with Mary Institute in 1992. Now, all 1,765 issues known to have been published through the years -- over 8,300 pages in total -- have been professionally digitized by the Country Day Archives and are available online, in searchable form. These instructions will show you how to access the NEWS site and use it to re-visit your own Codasco experiences...or search for mentions of friends or other family members who attended the school.

## **ACCESSING THE NEWS WEB SITE**

Option One:

1. Go directly to <https://www.micds.org/alumni/cds-centennial/>
2. Click on the red arrow by "Search Country Day News 1917-92."
3. Proceed to the BASIC SEARCH details below.

Option Two:

1. Go to [MICDS.org](http://MICDS.org).
2. In the upper left-hand corner, click on MENU or the three horizontal bars.
3. Click ALUMNI
4. Under the "Contents," click on "CDS News".
5. Proceed to the BASIC SEARCH details below.

## **BASIC SEARCH — SEE HOW IT WORKS**

1. Click on **CLICK TO ENTER**. You will see a largely blank screen with various options along the left border.
2. For **SEARCH OPTIONS TYPE**, select **PHRASE**.
3. At the top is a long horizontal box -- **ENTER YOUR SEARCH TERMS HERE**. As a demonstration, type ABC League with the words separated by a space. **DO NOT** put quotation marks around the words. And **DO NOT** click **SEARCH** yet.
4. The next box to the right will read **ALL DATES**. Click the down arrow beside it and choose, say, the 1950s.
5. A box appears reading **ALL YEARS**. Click the down arrow and specify a year in which you are interested -- for example, 1950.
6. The next new box is **ALL ISSUES**. (You don't have to specify anything here unless you have a particular **NEWS** issue in mind. If you do, click the down arrow which produces a list of all issues published during that calendar year, then click on the specific issue.)
7. Now click **SEARCH** located to the right of your search terms bar. To the right you'll see a synopsis of the first 25 **NEWS** pages containing mention of ABC League. To see results beyond the first 25, click the double arrows to the right of the box 1~25.
8. To look at a particular page, place your cursor over the synopsis box, and a small version of that **NEWS** page will appear on the left. Click on either the small page or the synopsis box, and a larger, readable page will appear.
9. To return to the synopsis boxes and look at other articles, click **BACK**.

**IF YOU HAVE QUESTIONS...**

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