

# Finding Documents in DocsTeach

1. Go to [www.docsteach.org](http://www.docsteach.org)



2. Click on Menu

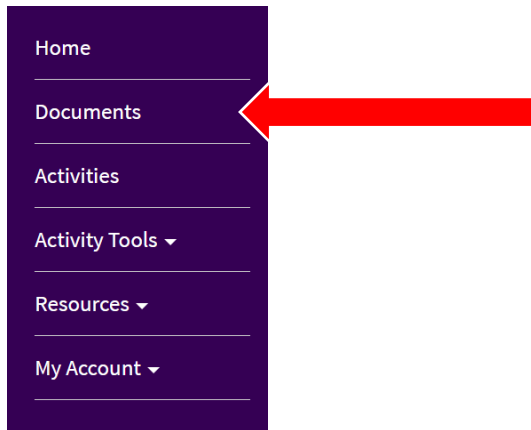


3. Register (free) and login. If you were already registered in the old version of DocsTeach, use the same username and password you had in the past. Once you are registered, you never need to do it again but you will have to login every time unless you check the "remember me" box and are on the same computer. You or your students do not have to log in to find documents, but you can't save them unless you log in.

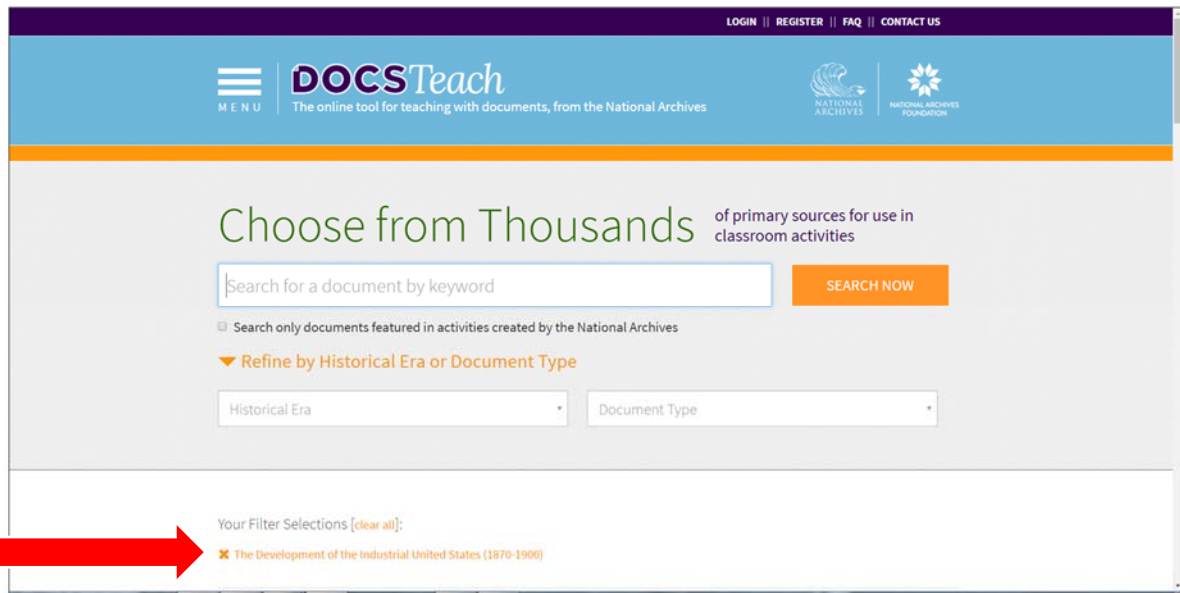


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4. (Once you are logged in, another choice appears in the drop-down menu box, “My Account.”) Now click “Documents” in the drop-down box.



5. Try several keywords to search for your topic. You may get different results, depending upon how each document was meta-tagged.
6. You may want to narrow your search by Historical Era or Document Type.
7. Notice the X in the “Filter” section and click the X to clear one filter or “clear all” when you want to remove a all filters.



8. Click “Search Now.”