How to use the Document Library

The Document Library is the central repository for documents issued by, and relating to the Church of Ireland. There is a plethora of information here, with documents going back as far as the Journal of the General Convention of the Church of Ireland in 1870.

All documents have one or more flags applied to them, so that they may be easily flagged.

To successfully navigate this Document Library, filters have been added to enable users to check as many of the flags as they require.

In the following exercise, we will try to find a **Response** document from the **Church in Society** committee in **2007**.

When we first log on to www.ireland.anglican.org/resources we are presented with a number of main headings (these areas may be updated in the future):-

1. Committees, Commissions, Working Groups & Areas of Interest
2. Constitution (the Constitution of the Church of Ireland)
3. General Synod (Reports, Bills, Journal etc for General Synod year by year)
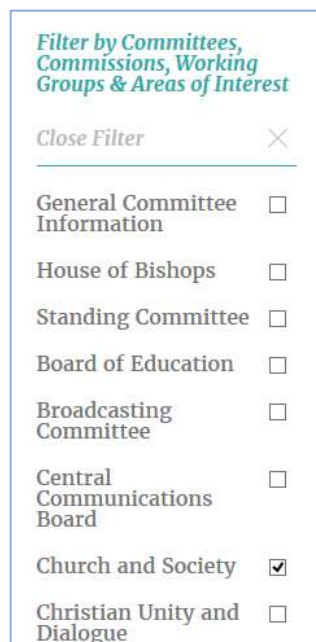4. Types of Document
5. Year

What are we looking for? Something issued by a Committee – so click on 'Committees, Commissions, Working Groups & Areas of Interest'

Scroll down the list until the option for 'Church in Society' is found.
Click on it, and all documents issues by Church in Society will appear in the right-hand pane.

There are five pages of results, so we will need to add more filters to find the response issued in 2009.

What type of document are we looking for? A Response by a particular committee, we have already selected the committee, now we need to select the type of document.

Click on the filter 'Types of Document' to expand it, and scroll down until you see 'Responses' and click on that.

The documents in the right-hand page are now filtered to show only Responses from Church in Society and has reduced to 2 pages of results.

Journal	☐
Newsletters	☐
Presentations	☐
Protocols	☐
Regulations	☐
Responses	☑
Reports	☐
Papers	☐

But, we are looking for a Response from 2007, so we can filter further, but clicking on year, and selecting 2007.

2009	☐
2008	☐
2007	☑
2006	☐

We now have three filters applied to the Document Library:

1. Church in Society
2. Responses
3. 2007

And this will return 4 documents which are in those categories.

Applied Filters

Clear all filters

Church and Society ✕

Responses ✕

2007 ✕

Add Filters

Committees, Commissions, Working Groups & Areas of Interest ›

Constitution ›

Document Library

Chairman's Response to the High Rate of Suicide Amongst Young People in the Diocese of Armagh
LAST UPDATED: 08/07/2007

> READ MORE

Response to Proposed Changes to Betting and Gaming Law by the Social Justice and Theology (NI) Sub-Committee (Church in Society)
LAST UPDATED: 08/03/2007

Applicable to Northern Ireland and subject to review by Church and Society Commission.

You can either click the check mark to the right of the filter to remove that filter (red), or click on 'Clear all filters' to reset your search completely (blue).

Applied Filters

Clear all filters

Church and Society ✕

Responses ✕

2007 ✕

Searching for a *Newsletter* issued by *Safeguarding Trust* in *Spring 2011*.

What are we looking for?
What category would best describe *Safeguarding Trust*?
It seems to fall into the first category of 'Areas of Interest', so please click on that option to expand the list.

Scroll down until you see Safeguarding Trust, and put a check in the filter box.

You will now see all documents which have been flagged as relating to Safeguarding trust listed in the pane on the right-hand side.

What is the Type of Document we are looking for?
We are looking for a Newsletter, so click on 'Types of Document' and scroll down to select Newsletters.

What was the year of Publication?
We are looking for Newsletters published in 2011, select that year.

Returned results shows two newsletters published in 2011, click on the Read More link for the Spring edition, then click on the download button to download the PDF.