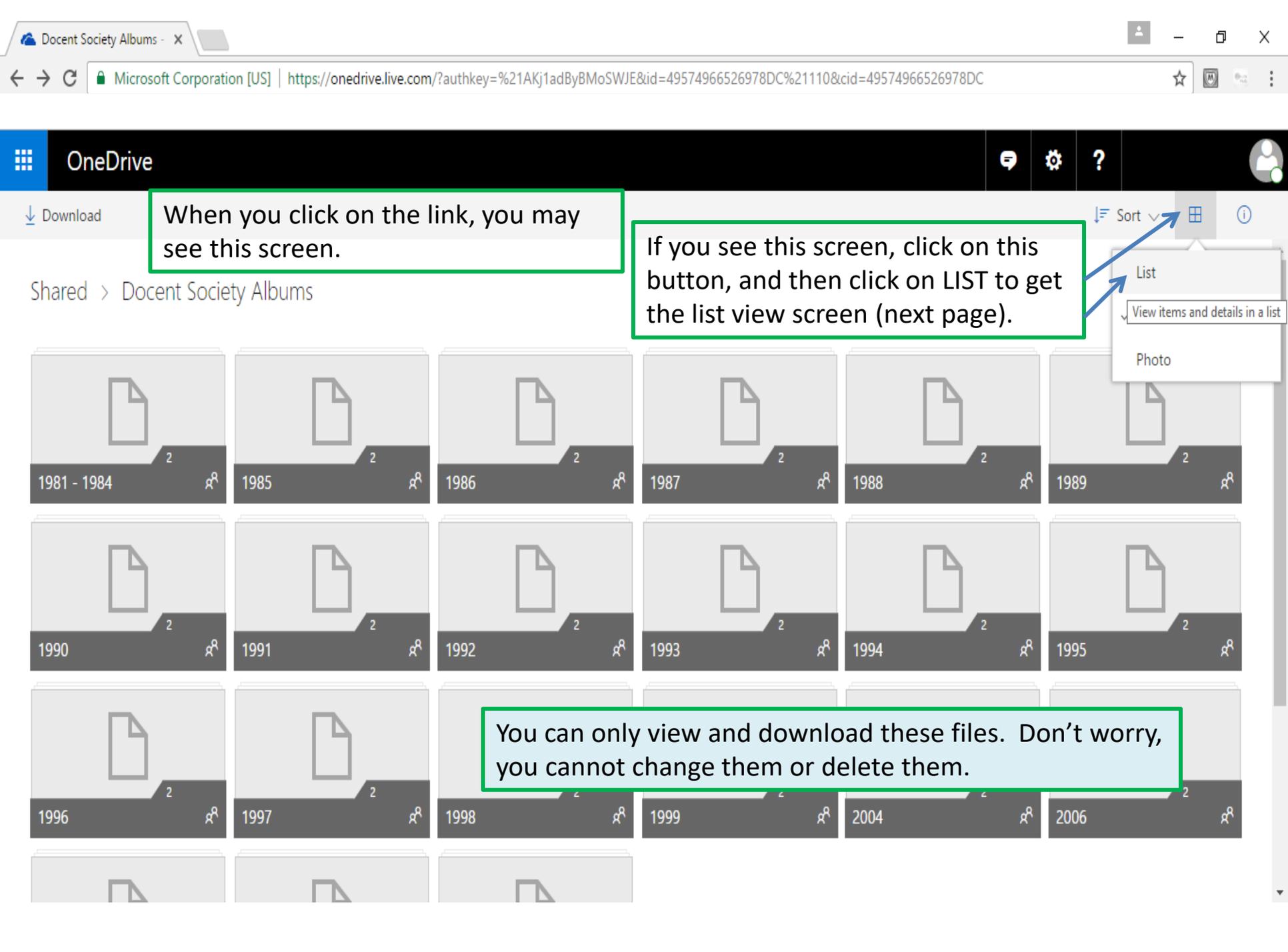


# Instructions for Viewing the Mission SJC Docent Albums

that are on a Microsoft One Drive account  
(in “The Cloud”)

[https://onedrive.live.com/redirect?resid=49574966526978DC!110  
&authkey=!AKj1adByBMoSWJE&ithint=folder%2c](https://onedrive.live.com/redirect?resid=49574966526978DC!110&authkey=!AKj1adByBMoSWJE&ithint=folder%2c)

You can click on this link and it should take you to the albums. If that does not work, you can also COPY this link and PASTE it into the address bar at the top of your browser (where you see <https://>). Then hit ENTER.



When you click on the link, you may see this screen.

If you see this screen, click on this button, and then click on LIST to get the list view screen (next page).

You can only view and download these files. Don't worry, you cannot change them or delete them.

Download **You can always get back to a previous screen by using the BACK ARROW**

Shared > Docent Society Albums

**List View**

✓	↑ Name	Date modified	Sharing	Size
	1981 - 1984	5/1/2016	Can view	48.3 MB
	1985	5/1/2016	Can view	172 MB
	1986	5/1/2016	Can view	119 MB
	1987	5/1/2016	Can view	123 MB
<input checked="" type="radio"/>	1988	5/1/2016	Can view	122 MB
	1989	5/20/2016	Can view	194 MB
	1990	5/25/2016	Can view	37.8 MB
	1991	5/18/2016	Can view	27.4 MB
	1992	5/18/2016	Can view	80.3 MB
	1993	5/18/2016	Can view	33.2 MB
	1994	5/18/2016	Can view	18.7 MB
	1995	5/25/2016	Can view	319 MB

**From here, click on the year you want to view**

## OneDrive

Download

Shared &gt; Docent Society A... &gt; 1986

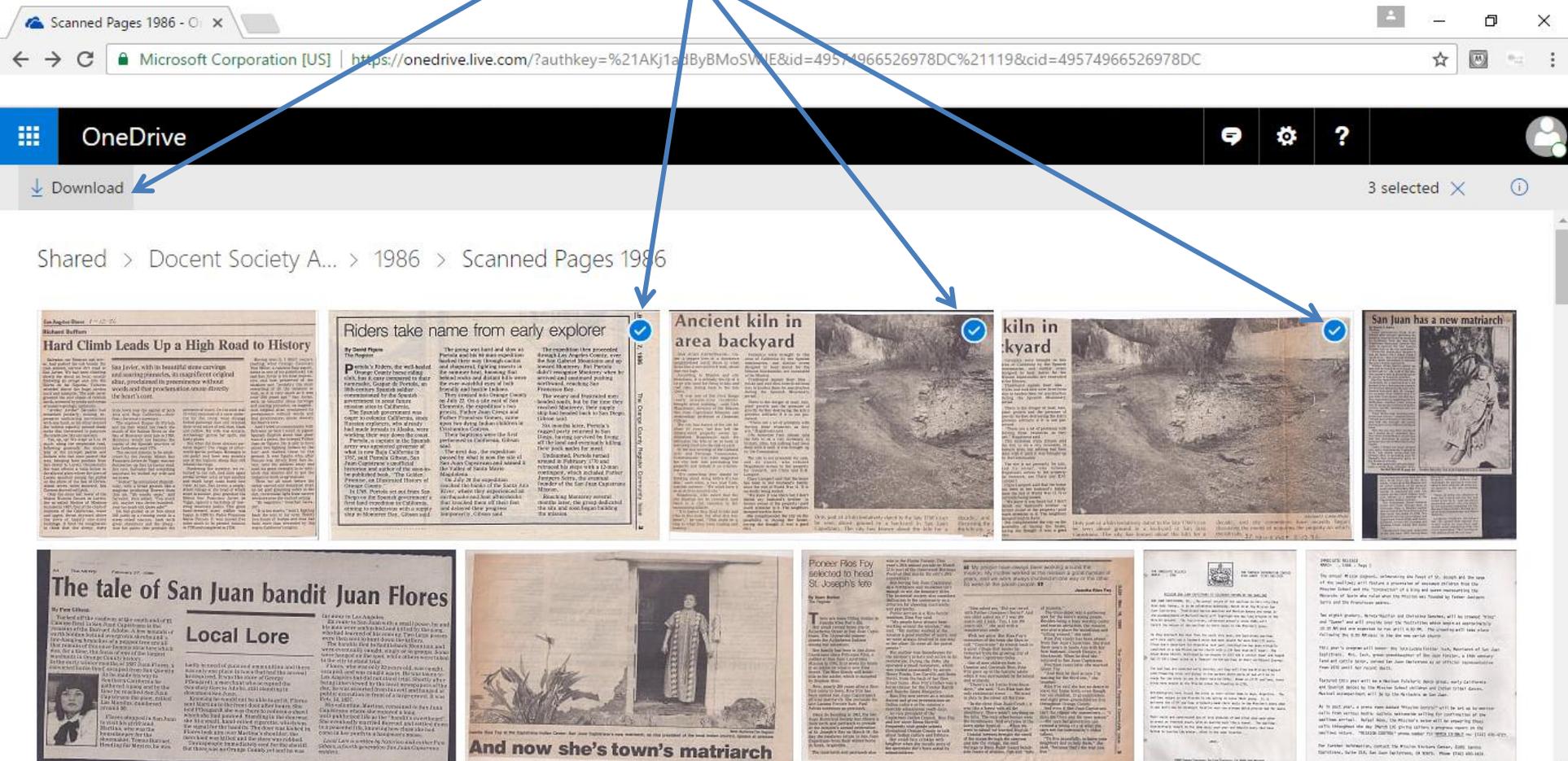
You will see these 2 folders for any year.

✓	↑ Name	Date modified	Sharing	Size
	Digital Album 1986	5/1/2016	Can view	41.1 MB
	Scanned Pages 1986	5/1/2016	Can view	78.1 MB

The SCANNED PAGES are the .jpg (picture format) files for each page that was scanned. This is the original source material. Click on the name to see the files. You can download any file, or files, in the folder to your computer if you want to. See next page.

NOTE: When you are in the One Drive system, you will be using the “On-Line” versions of the software programs, such as Adobe Acrobat and Excel. These on-line versions are a little different from the desktop versions that we normally use, and often do not have the full functionality of the desktop versions. If you are having trouble, try downloading the file to your own computer. Then when you open the file, it will use the desktop version of the software that is on your computer.

This is the SCANNED PAGES folder. If you want to download a file to your computer, click on the little circle in the corner of the page. All that are checked will download when you click on the word DOWNLOAD.



Your file(s) should appear here. Click in this area and your file(s) will show in the "Downloads" folder on your computer. Just double click on a file name to open it. You can move the files to another folder where you want to keep them permanently.

[Download](#)

Shared &gt; Docent Society A... &gt; 1986

You will see these 2 folders for each year.

✓	↑ Name	Date modified	Sharing	Size
	Digital Album 1986	5/1/2016	⌘ <sup>R</sup> Can view	41.1 MB
	Scanned Pages 1986	5/1/2016	⌘ <sup>R</sup> Can view	78.1 MB

When you click on the words DIGITAL ALBUM you will see the following screen.

Shared > Docent Society A... > 1986 > Digital Album 1986

✓	↑ Name	Date modified	Sharing	Size
	Mission SJC Docent Album - 1986 -.pdf	5/25/2016	Can view	41.1 MB
	Table of Contents - 1986.xlsx	5/31/2016	Can view	12.0 KB

Click here to see the album itself.

Each album was created by scanning the pages of the original album, and then putting those pages into PowerPoint. This allowed us to add titles and labels to the pictures, such as the names of the people in the pictures. The PowerPoint “album” was then transferred to PDF (Adobe) format for presentation here.

When you click on MSJC DOCENT ALBUM you may get this view. You can click on the INFORMATION (I) button to get the view on the next page.

Mission SJC Docent Album

Microsoft Corporation [US] | <https://onedrive.live.com/?authkey=%21AKj1adByBMoSWJE&cid=49574966526978DC&id=49574966526978DC%21881&parId=49574966526978DC%21881>

Open Print Download

1 of 2 Next

# Mission San Juan Capistrano Docent Society Album - 1986

Suzann Benchetler— President  
Margaret Tattam – Historian

Scanned by Walter Moon - 2016

1

Mission SJC Docent Album...  
41.1 MB - 5/25/2016

Information

Type  
PDF File

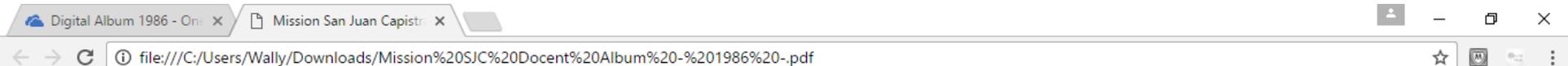
Modified  
5/25/2016 11:57 AM

Added  
OneDrive user

Date created  
5/2/2016 11:38 AM

Size  
41.1 MB

View after using the INFORMATION button



# Mission San Juan Capistrano Docent Society Album - 1986

Suzann Benchetler— President  
Margaret Tattam – Historian

Scanned by Walter Moon - 2016

From here you can scroll down through the pages of the album.  
Some are only a few pages. Others are almost 400 pages long.

Or you can **DOWNLOAD** the whole file to your computer. Then you can use the **VIEW** pull-down menu to select the view you want, and work with the file off-line.

The screenshot shows a web browser window displaying a OneDrive document. The document title is "Mission San Juan Capistrano Docent Society Album - 1986". The content includes the names of the president and historian, and the scanner information. A blue arrow points from the "Download" button in the top navigation bar to the "Downloaded" file in the Windows taskbar.

Microsoft Corporation [US] | <https://onedrive.live.com/?authkey=%21AKj1adByBMoSWJE&cid=49574966526978DC&id=49574966526978DC%21881&parId=49574966526978DC%2>

Open Print Download

1 of 2 Next

Mission SJC Docent Album...  
41.1 MB - 5/25/2016

Information

Type  
PDF File

Modified  
5/25/2016 11:57 AM

Added  
OneDrive user

Date created  
5/2/2016 11:38 AM

Size  
41.1 MB

Mission San Juan Capistrano  
Docent Society Album - 1986

Suzann Benchetler— President  
Margaret Tattam – Historian

Scanned by Walter Moon - 2016

1

Mission SJC Docen....pdf  
41.1/41.1 MB, 0 secs left

Show all

Click on the downloaded file here to see it in your Downloads folder.

Digital Album 1986 - One x

Microsoft Corporation [US] | https://onedrive.live.com/?authkey=%21AKj1adByBMoSWJE&id=49574966526978DC%21118&cid=495749665269

OneDrive

Open in Excel Online Download

Shared > Docent Society A... > 1986 > Digital Album 1986

✓	↑ Name	Date modified	Sharing	Size
	 Mission SJC Docent Album - 1986 -.pdf	5/25/2016	 Can view	41.1 MB
	 Table of Contents - 1986.xlsx	5/31/2016	 Can view	12.0 KB

The TABLE OF CONTENTS is there to help you find something you are interested in researching without having to scroll through the whole album. You can use the FIND command by holding down the CONTROL key (CTRL), then press the F key. Then you can type in a key word such as "swallow." See next page.

# Excel Online

	A	B	C	D	E	F	G	H	I	J	K	L
7		Bandit Juan Flores - Gibson	7									
8		Matriarch Juanita Rios Foy	8									
9		Juanita Rios Foy Article	9									
10		Swallows Day Announcement	10-11									
11		O'Neil Museum	12-15									
12		SJC 25th Anniversary Newspaper	16-25									
13		Tourists & Swallows	26-27									
14		Bellringer Paul Arbiso	28-29									
15		Los Rios Heritage	30-32									
16		Indian Heritage Preserved	33									
17		Birtcher Family	34-37									
18		Arbiso Heralds Swallows	38									
19		Swallows Crowds Back	39									
20		Arbiso & Bells	40									
21		Swallows Meet Schedule	41									
22		Linda Dunn Falk	42									
23		Up from Goya, Argentina	43									
24		Swallows See Tourists Return	44									
25		Missions of Southern California	45-46									
26		Rafael (Googie) Rene	47									
27		2000 Tourists	48-49									
28		Bird Return not Hard to Swallow	50									
29		Dancing in the Park	51-52									

Page number(s) in the album

Find

Find what: Swallow

Within: Sheet

Match case  
 Match entire cell contents

Direction:  
 Up  
 Down

Find Next Cancel

The program will highlight each entry that contains your key word. Click on the FIND NEXT bar and it will highlight the next entry with that word.

This function may work better if you download the Excel file to your computer and use the desktop version of Excel.

# OneDrive

Download

1993	5/18/2016	Can view	33.2 MB
1994	5/18/2016	Can view	18.7 MB
1995	5/25/2016	Can view	319 MB
1996	5/1/2016	Can view	185 MB
1997	5/31/2016	Can view	132 MB
1998	5/26/2016	Can view	156 MB
1999	6/5/2016	Can view	170 MB
2004	11/26/2016	Can view	122 MB
2006	10/25/2016	Can view	263 MB
2007	10/25/2016	Can view	254 MB
✓ Mission SJC Docent Trivia	5/25/2016	Can view	146 MB
Newsletters & Capsules	6/9/2016	Can view	910 MB

After the dates you will find 2 more folders

Download

Shared > Docent Society A... > Mission SJC Docent Trivia

✓	↑ Name	Date modified	Sharing	Size
	Digital Presentations - Trivia	6/16/2016	 Can view	11.1 MB
	Scanned Pages - Trivia	5/25/2016	 Can view	14.0 MB

You see this page if you click on MISSION SJC DOCENT TRIVIA. The DIGITAL PRESENTATIONS - TRIVIA section contains miscellaneous articles of interest. The SCANNED PAGES are the original documentation as described earlier.

[Download](#)[Shared](#) > [Docent Society A...](#) > [Mission SJC Doc...](#) > [Digital Presentations - Trivia](#)

✓	↑ Name	Date modified	Sharing	Size
	History of Docent Attire.pdf	10/25/2016	Can view	727 KB
	History of the Maggie Awards.pdf	6/16/2016	Can view	737 KB
	Mission Building Chronology.pdf	9/15/2016	Can view	6.72 MB
	The Murals of the Mission.pdf	5/25/2016	Can view	2.92 MB

These are the articles currently available. More may be added over time. Check them out.

Newsletters & Capsules - x

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OneDrive

Download

Shared > Docent Society A... > Newsletters & Capsules

✓	↑ Name	Date modified	Sharing	Size
	 Digital Capsules	6/10/2016	 Can view	433 MB
	 Scanned Pages - Capsules	6/10/2016	 Can view	477 MB

The NEWSLETTERS & CAPSULES section contains all of our newsletters in one place. This is the most important source for the history of the Mission SJC Docent Society.

Shared > Docent Society A... > Newsletters & Ca... > Digital Capsules

✓	↑ Name	Date modified	Sharing	Size
✓	 1981 - 1989 Docent Newsletters and Capsules.pdf	6/10/2016	Can view	162 MB
	 1990 - 1994 Docent Capsules.pdf	7/26/2016	Can view	122 MB
	 1995 - 1999 Docent Capsules.pdf	7/26/2016	Can view	148 MB
	 The 80s - Reader's Guide to Docent Literature.xlsx	6/9/2016	Can view	14.9 KB
	 The 90s - Reader's Guide to Docent Literature.xlsx	7/26/2016	Can view	22.8 KB

Here are the Newsletters and Capsules that have been scanned so far. These are big files and may take a while to load. Be patient.

The "Reader's Guides" are the Tables of Contents that will allow you to search for specific topics using the FIND (CTRL F) command as described previously.