

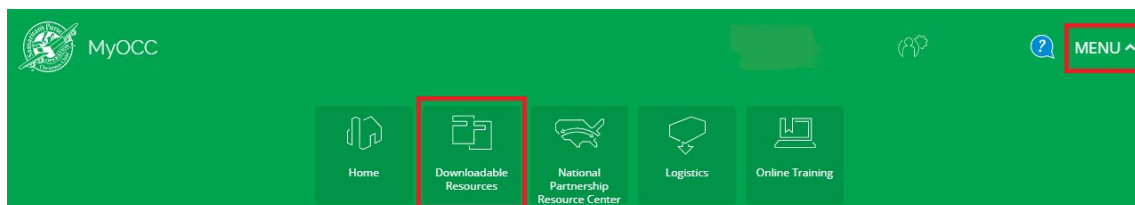
# OPERATION CHRISTMAS CHILD VOLUNTEER RELATIONS



## How to use the Downloadable Resources Page

### Navigating to Downloadable Resources

1. To access the Downloadable Resources Page, click on **MENU** in the top right hand corner of MyOCC.
2. Select the **Downloadable Resources** tile.

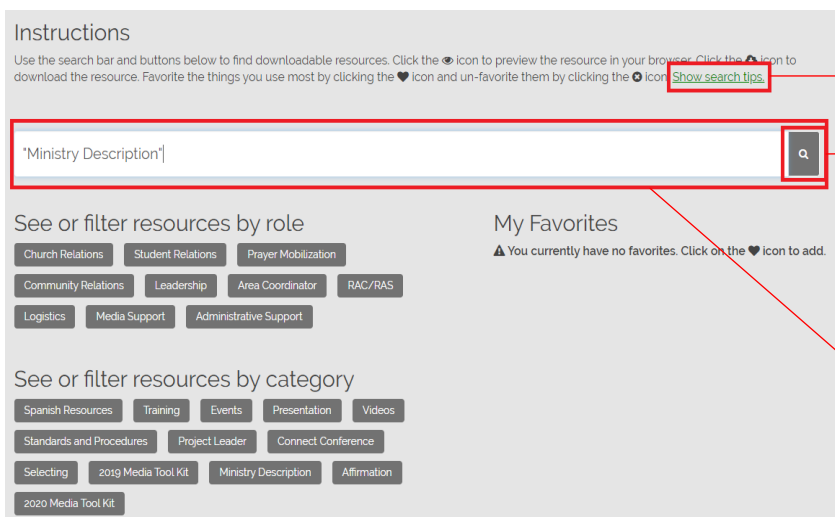


### Searching for a Resource

There are several ways you can search for resources:

#### Search Using Your Own Terms

1. Type any term into the Search box field.
2. Click the **Search** button to display results.



Search Tips

Search

Search Box

\*Use the **Search Tips** to better search for the topic you are looking for.

**For Example:**

If you search for **Logistics volunteer questions**, the search engine will find all documents that contain the words “logistics,” “volunteer” and “questions.”

The screenshot shows a search bar with the text "logistics volunteer questions" and a magnifying glass icon. Below the search bar, the word "Results" is followed by a grid icon. The results are displayed in a 2x4 grid of document cards. Each card shows a date and time at the top, a document icon, the title of the document, and the file size at the bottom. The documents are:

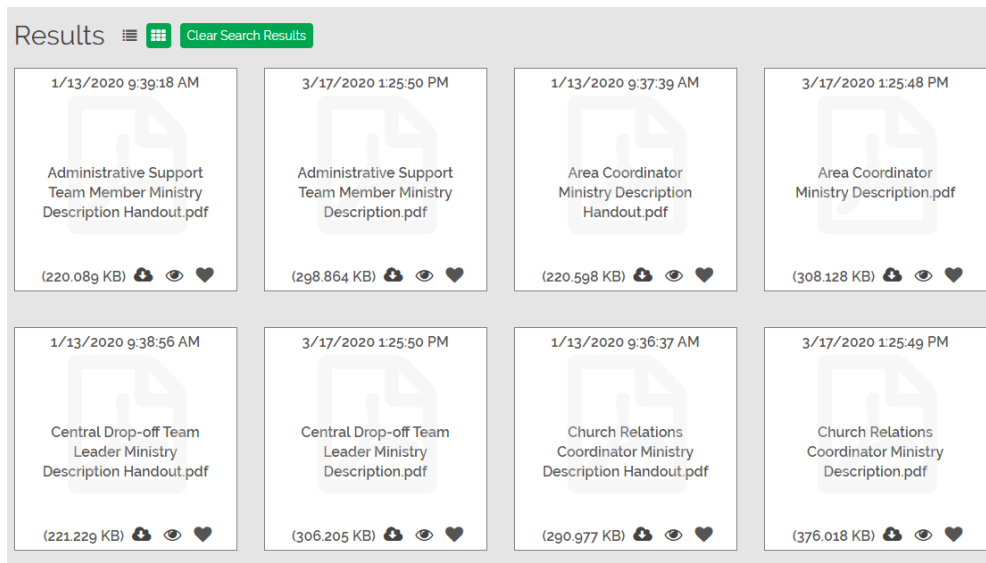
- 1/9/2020 9:50:31 AM: 2020 MONTHLY UPDATE QUESTIONS.PDF (201.117 KB)
- 1/22/2020 12:42:44 PM: BACKGROUND CHECK FAQs VOLUNTEER.PDF (720.16 KB)
- 8/15/2017 5:45:12 PM: CHURCH PARTNERSHIPS OVERVIEW COACHING CONVERSATION QUESTIONS.DOCX (95.211 KB)
- 1/24/2019 6:31:20 PM: CHURCH RELATIONS SUPPORTING PROJECT LEADERS COACHING CONVERSATION QUESTIONS.DOCX (95.704 KB)
- 4/22/2020 9:45:06 AM: CHURCH RELATIONS VOLUNTEER QUESTIONS.DOCX (234.197 KB)
- 7/6/2018 11:06:02 AM: COMMUNITY RELATIONS PARTNERSHIPS OVERVIEW COACHING CONVERSATIONS QUESTIONS.DOCX (97.194 KB)
- 8/15/2017 5:45:49 PM: COMMUNITY RELATIONS PROJECT LEADER COACHING CONVERSATION QUESTIONS.DOCX (95.898 KB)
- 8/15/2017 5:45:37 PM: COMMUNITY RELATIONS ROLE OVERVIEW COACHING CONVERSATION QUESTIONS.DOCX (96.879 KB)

However, if you add quotation marks around the phrase “**Logistics volunteer questions**,” it will only find documents that contain that exact phrase.

The screenshot shows a search bar with the text "Logistics volunteer questions" and a magnifying glass icon. Below the search bar, the word "Results" is followed by a grid icon. The results are displayed in a single document card. The card shows a date and time at the top, a document icon, the title of the document, and the file size at the bottom. The document is:

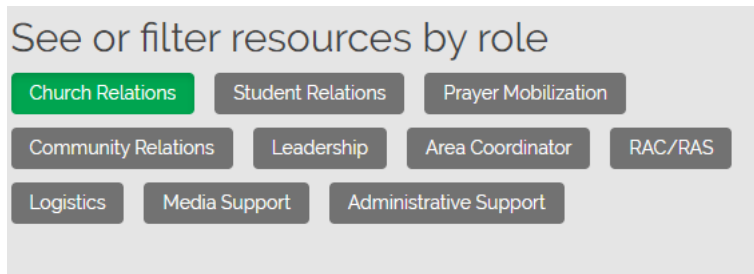
- 5/9/2019 10:28:41 AM: LOGISTICS VOLUNTEER QUESTIONS.DOCX (232.635 KB)

3. Your results will display at the bottom of the page.



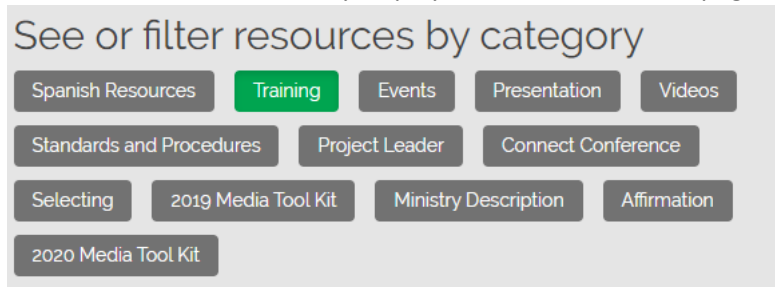
### Search by Role

1. Click on a role tag to filter by that role position.
2. The results will automatically display at the bottom of the page.



### Search by Category

1. Click on a category tag to filter results by that category
2. The results will automatically display at the bottom of the page.



## Clear Search Results

1. To start a new search, click the **Clear Search Results** button.

Clear Search Results




## Previewing a Resource

Before downloading a resource, you may want to preview it to make sure you're downloading the correct document.

1. To preview a resource, click the Preview icon on at the bottom of the resource. A preview of the document will load in your browser.

3/17/2020 1:25:50 PM



(298.864 KB)   

2. To return to download the resource, or select a different resource, click on the **X** in the upper right hand corner of the preview box.

## Downloading a Resource

After you find the resource you're looking for, you can download and save it to your computer.

1. To download a resource, click the **Download icon** at the bottom of the resource tile. The resource will download in the bottom of your browser window.

3/17/2020 1:25:50 PM



(298.864 KB)   

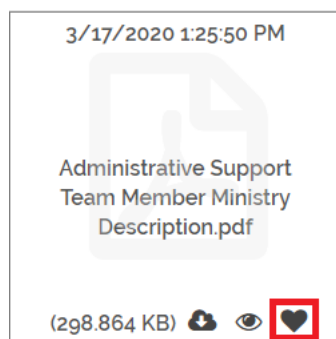
2. To save the resource, open the downloaded resource.

Note: If the resource is a Microsoft Word document, it should open in Word. If the resource is a pdf, it will open in your web browser. Right click the image and click **Save As** to save it to your computer.

## Favoriting a Resource

By favoriting a resource, it will remain in the “My Favorites” column. This is a convenient way to keep track of the resources you download often.

1. To favorite a resource, click the **Favorite** icon at the bottom of the resource. The resource will appear under “My Favorites.”



2. If you choose to remove a resource from your favorites, click the **x** icon. The resource will disappear from “My Favorites.”

