



**ST. LOUIS COUNTRY DAY SCHOOL NEWS:**  
**ALL ISSUES ONLINE AND SEARCHABLE!**

Now you can access all 1,765 issues of the COUNTRY DAY NEWS published between the fall of 1917, when the school opened, until mid-1992 and the Mary Institute merger. Search for your own name, classmates, teachers, sports contests, plays -- it's all there waiting for you. Here's how to use the site:

**WAYS TO ACCESS THE SITE**

- Go to the original link: <http://edu.arcasearch.com/us/cd/?paper=>
- Via Country Day School Centennial web page: <https://www.micds.org/alumni/cds-centennial/>
- From the MICDS homepage: [MICDS.org](http://www.micds.org)
  - In the upper left corner, click on MENU
  - Select ALUMNI
  - Under "Contents," click on "CDS News"

**BASIC SEARCH INSTRUCTIONS**

1. Click on **CLICK TO ENTER**. A new window will open; 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. For example, if you are an alumnus, type your first and last names, separated by a space (DO NOT click SEARCH yet).
4. The next box to the right at the top will read ALL DATES. Click the down arrow beside it and choose a decade when you attended Country Day.
5. A box appears reading ALL YEARS. Click the down arrow and specify a year when you were in school.
6. The next new box is ALL ISSUES for the particular year you chose. *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 date.
7. Now click **SEARCH**. To the right you'll see a synopsis of each page which includes mention of your name (or anything spelled like it). *If more than 25 pages are found, to see the next 25 results click the double horizontal arrows to the right of 1-25 in the line at the top.*
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 readable page will appear.
9. To return to the synopsis boxes and look at other articles, click BACK at the top.
10. With most web browsers, your search should activate a "highlighting" feature that bolds the name or term for which you are searching.

**IF YOU HAVE QUESTIONS...**e-mail or call Country Day Archivist Cliff Saxton ([cliffsaxton@aol.com](mailto:cliffsaxton@aol.com); 314-821-7917).