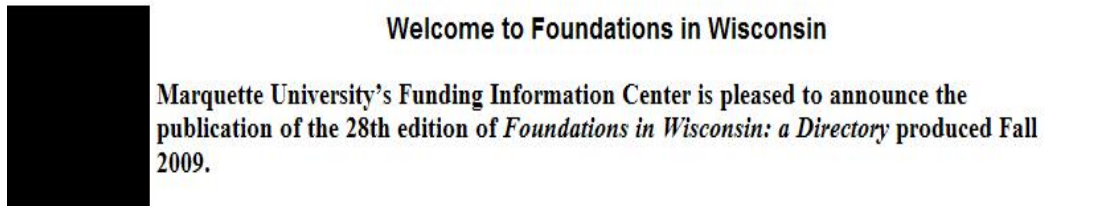
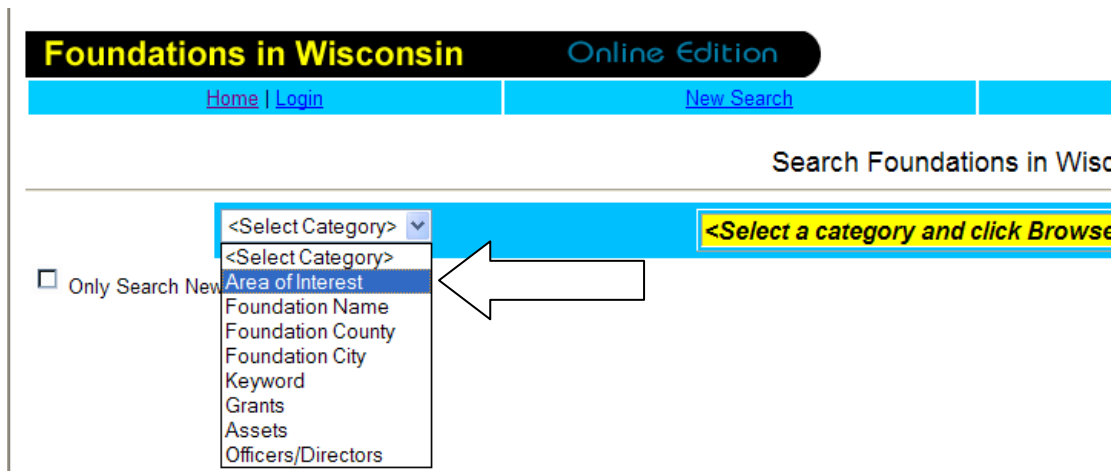


# SEARCHING AND SAVING IN FOUNDATIONS IN WISCONSIN ONLINE

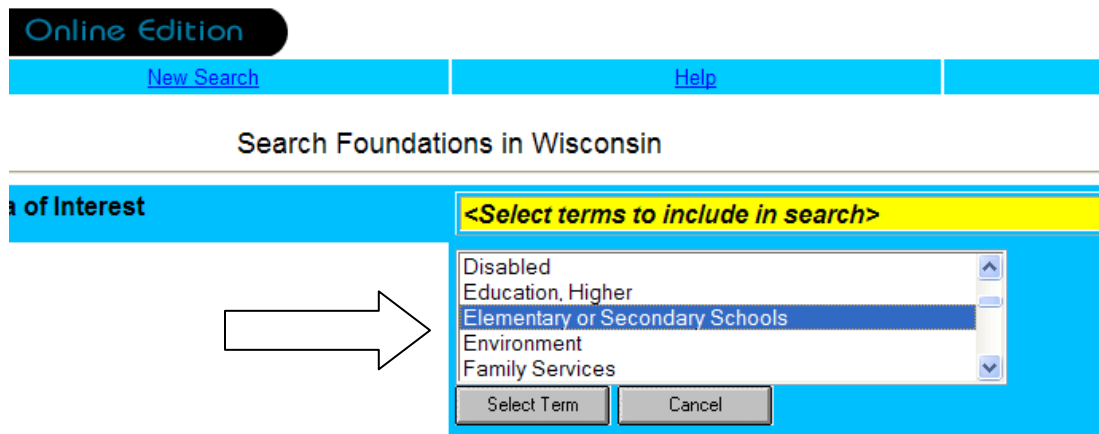
1. Click on the 'Member Login' tab.



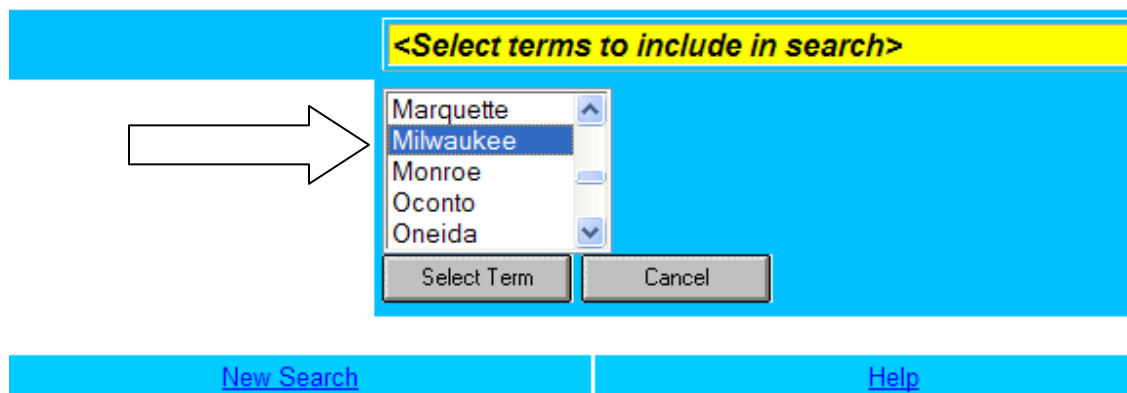
2. Choose a category from the list. For this example, we'll choose 'area of interest.'



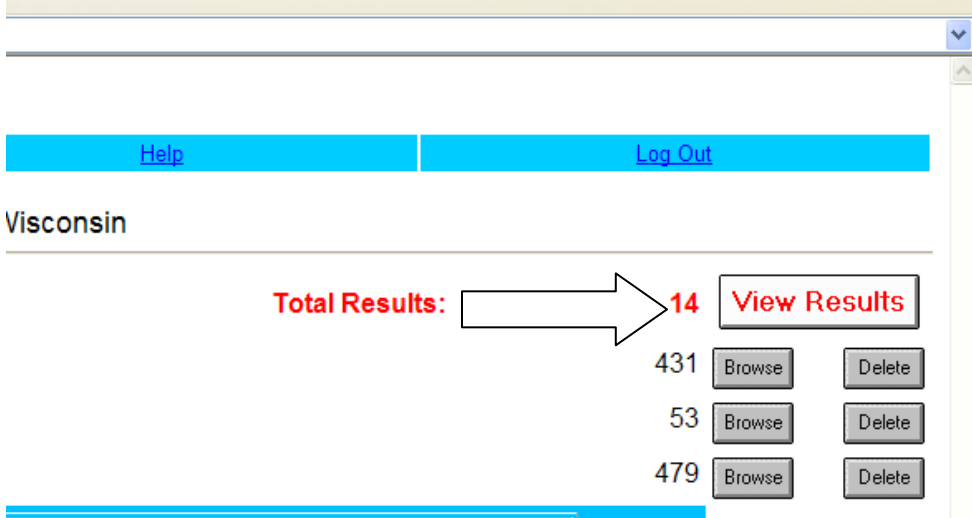
3. Now, select a term from the list provided. For this example, we will choose, 'Elementary or secondary schools.'



4. You can add in other categories to either narrow or broaden your search. For this example, we added another area of interest ("Alcohol drug & substance abuse") and chose to limit our search to foundations within Milwaukee County.



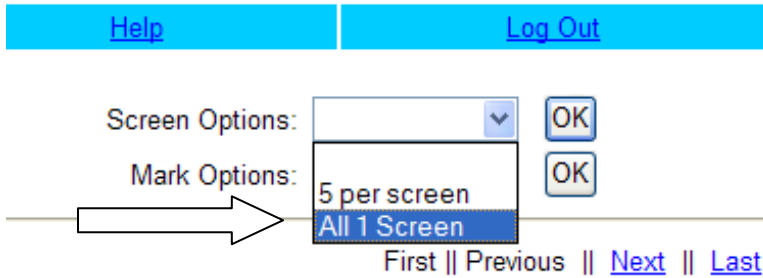
5. When you are satisfied with the number of your results, you can click on the ‘view results’ button.



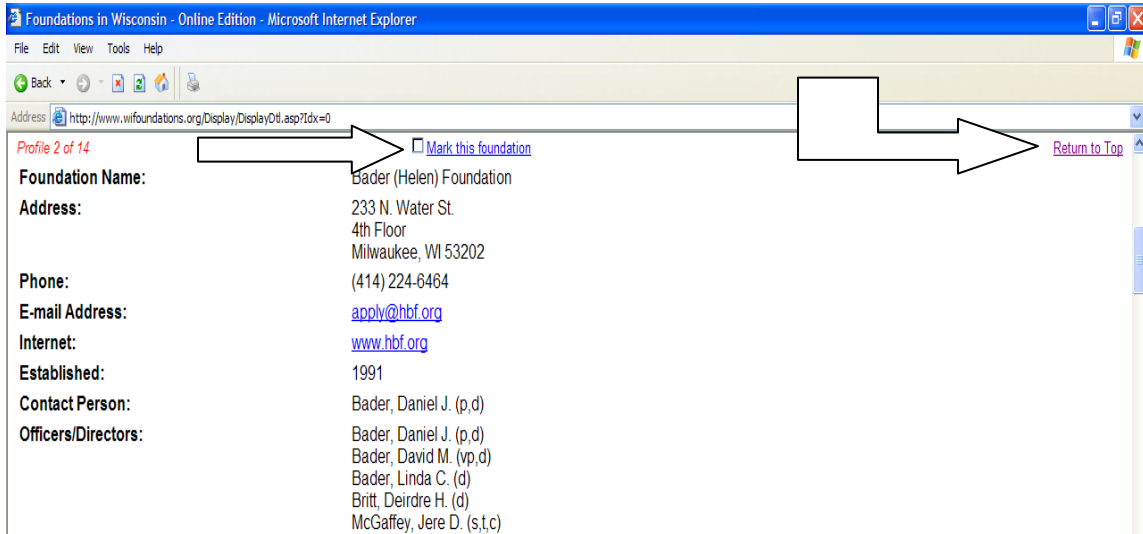
6. Here are your results. Now click on ‘view profile,’ to read through the individual foundation profiles.



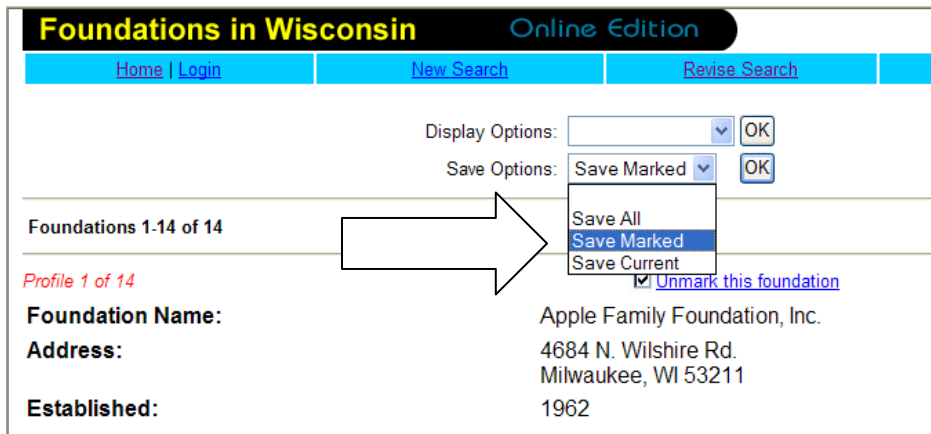
7. In the upper right hand corner, click on screen options and select, 'all 1 screen.' This will display your results in one screen.



8. You then can scroll down. When you find one you like, mark the box that reads: "mark this foundation." (At any time you can click: 'return to top,' in the top right corner.)



9. When you are done marking your selections within a particular search, you can return to the top to save. You can 'save all' or 'save marked.' Then press, 'ok.' (Note: you can only maintain marked selections within one search, not across multiple searches.)



10. You will be saving a 'text' document. When you choose the 'save' button below, you can either choose to save it to a disk (a-drive), CD (d-drive), ISB port, or to the desktop (c-drive). If you choose the c-drive you can then attach it to an e-mail and send it to yourself.

