

## **Homepage Instructions:**

Welcome to ***CollierClerk.com***.

Please read about the design features on our homepage to help you navigate our website and to find the information and services you are looking for.

The ***main menu*** represents major categories of work or resources. By “clicking” on any main menu item, an ***expanded list*** appears, each leading to specific information about a department or service. Each department page includes a description and details of location and contact information.

As you navigate from one page to another, ***your path*** will appear just below the main menu, showing where you are and how you got there. You can return to any one of the pages in the path by clicking on that location.

In the upper right hand corner there is a ***“site search”*** box where you can enter a key word, or, you can click on ***“site map”*** to view a complete outline of the website.

There are 10 icons or ***“quick links”*** on the bottom half of the page which represent our most sought after services. Each icon is a direct link to the information you need to complete that particular transaction.

Quick links also has a centralized list of ***forms and fees***.

A ***Notices section*** displays legal notices; a *Newsroom* lists audio, video and electronic messages of public interest.

At the bottom of every page there are links to the ***Homepage, Site Map, Search Box, and “Contact Us”*** to help you get where you want to go.