WV State Bar Online Membership Directory Functionalities
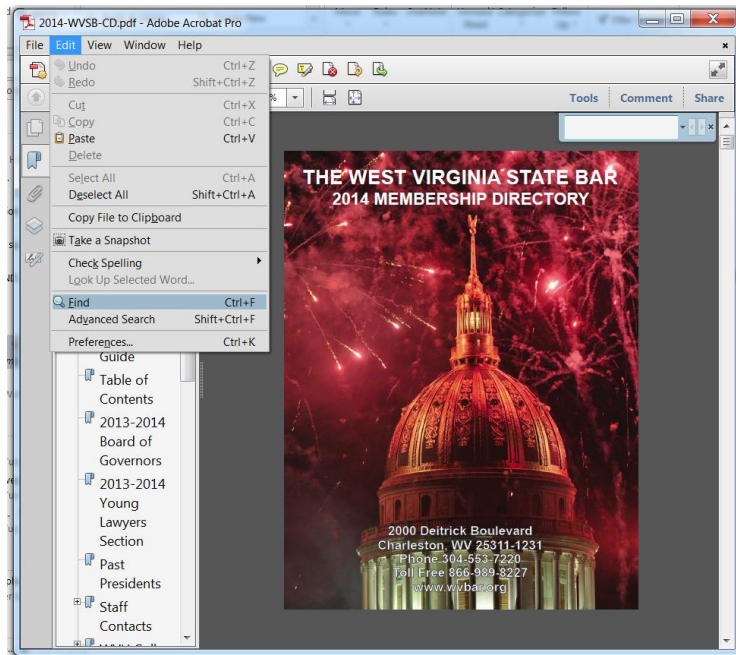
To access the Membership Directory you need to complete the following steps:

1. Go to https://www.mywvbar.org/directory
2. Log in using your WV Bar email address and password (If you do not remember your password click here to request a new password).
3. Click on Members > Membership Directory.
4. Once on that page you can click on the link to download the membership directory.

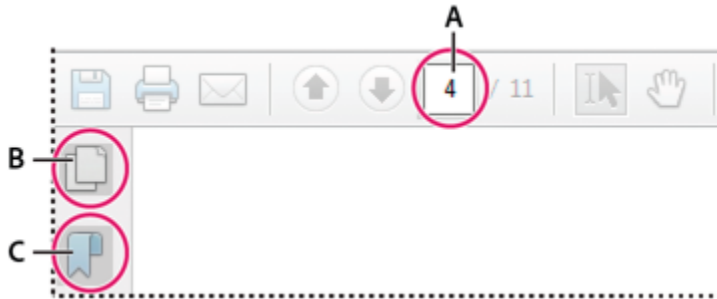You will then see the membership directory in your internet browser window. (See below)

I. **Save** a copy of the Membership Directory to your computer (as a PDF)

- To save a PDF, click the disk icon in the toolbar at the upper left of the window.

II. **View** and **Navigate** the Membership Directory

- To enlarge or reduce the page, use the zoom, magnification, and fit options In the toolbar at the top of the window.

Zoom, magnification, and fit options in toolbar

- To go to a specific page number, enter it to the right of the Show Previous ⬆ and Show Next ⬇ buttons in the toolbar.
- To navigate visually, click the Page Thumbnails icon ⬜ at the upper left of the window.
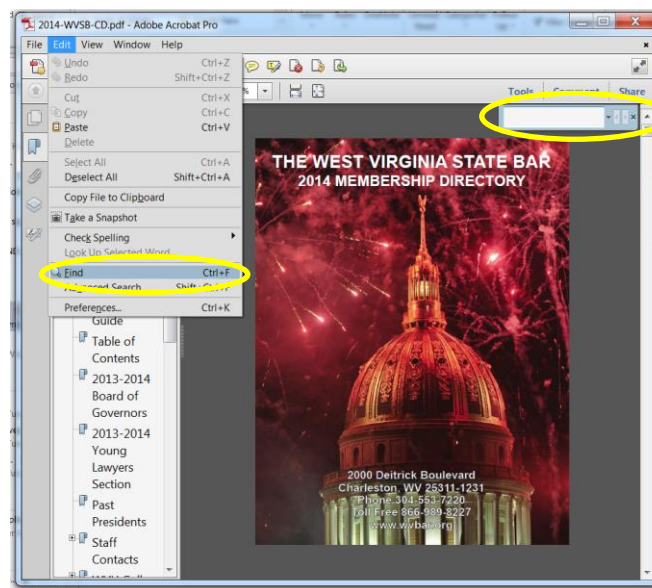- To jump to areas of interest, click the Bookmarks icon 🔖 at the upper left of the window.

Quickly navigate with these options:
- A. Page number box
- B. Page thumbnails
- C. Bookmarks

For more information, see Navigating PDF pages in Acrobat Help

III.   Search and Find information in a PDF

To search page content, do one of the following:

- Right-click the document, and choose Find from the pop-up menu.

or

- Hold down the CTRL + F keys on your keyboard to bring up the search box

In the upper right of the window, enter your search term, and click the arrows to navigate to each instance.

** For more information or assistance please email Mike Mellace at mellacem@wvbar.org