

By a unanimous vote at the July 7, 2018 quarterly CAS Board Meeting, printable PDF versions of each issue of the Southwestern Lore journal will be posted online (Member365 portal) beginning with the Winter 2017 issue.

The PDF issues are available for free download by active members in a membership category that receives Southwestern Lore.

Active CAS members will see a “File Library” link on their dashboard (home page) when they log into Member365 where they can download PDF issues of Southwestern Lore.

### Printed Hardcopy of Southwestern Lore

All active CAS members who currently receive the institutional quality printed Southwestern Lore journal through the mail, will continue to receive the printed hardcopy in the mail. On Member365, the default for eligible CAS members is set to “Opt-In” for the printed hardcopy.

### Online Version of Southwestern Lore

A survey, provided to CAS members in February 2018, showed that nearly 50% of the respondents would prefer the online version of Southwestern Lore, and not receive the printed hardcopy. An active CAS member may Opt-Out of receiving the printed hardcopy but will always have access to the free online PDF for download. On Member365, there is an easy way for members to Opt-Out or Opt-In at any time, using their dashboard (see below). Since a new mailing list is generated for each printed hardcopy issue of SW Lore, there will always be an accurate mailing list of members who want to get the printed hardcopy.

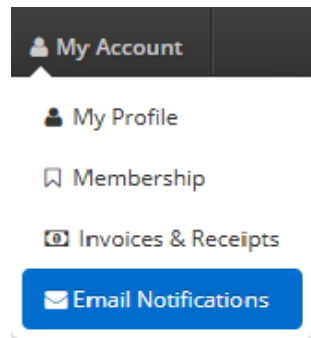
### To download the online PDF of Southwestern Lore:

1. Log into Member365 ... <https://coloradoarchaeology.member365.com/>
2. On your dashboard menu, click the “File Library” link.
3. Click on the title of a Southwestern Lore issue to download the PDF.
4. **NOTE:** where the PDF is saved on your computer is dependent on your browser’s setting. Typically the PDF will be in the “Downloads” folder on a PC or Macintosh, unless you’ve changed your browser preferences.

### How To Opt-Out of the Printed Hardcopy:

IMPORTANT: as an active member, you will always have access to the free online PDF version of Southwestern Lore.

1. Log into Member365 ... <https://coloradoarchaeology.member365.com/>
2. On your dashboard menu, click on “My Account” then “Email Notifications” in the drop-down menu.



3. Under the title: “Email Subscription Lists” you will see the List Name “Southwestern Lore ...”.  
**NOTE:** The default is “On ( All )” (checkmark in green box) meaning you will receive the printed hardcopy.
4. If you DO NOT want to receive a printed hardcopy in the mail, click the “x” under “Off ( All )”.
5. Log off.