

Navigating the Knowledgebase

If you are reading this, you've made it to the Knowledgebase where we mainly post support guides for digital tools used across the district. Most of these are already the subject of a Tech Tip Tuesday, yet there is a better way to search for these articles when you need them. In this article we will cover searching for articles using keywords and tags.

Basic Search

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To begin a search, we can click on the magnifying-glass icon toward the top right of the site. From this search bar we have a few options for searching...

- **Keywords:** If I simply search "chrome" and hit [Enter] then it will return with every article that has the word "chrome" in it, not just in the title.
- **Tags:** Similarly, searching "chrome," instead of pressing [Enter] I can select an option with a tag icon (second and third result in the figure above) to search any article *tagged* as being chrome-related. This will return topics that are specifically about the chrome browser.
- **Users:** You can also search by the name of an author (one of the tech staff) to pull up all the posts they've made. I suggest typing @username as this will pull up their posts instead of their whole profile page. For example, if you want to view all of my posts (because you can't get enough of them) simply search [@Hale Stephen](#) and hit enter.

Within Posts

Another option is to click on tags and such within posts, this will return posts with the tag similarly to using the search icon.

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From Sidebar

Finally, you can also use the sidebar on the website to navigate to content you are looking for. To view all tags to search from, click on the “All tags” button.

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