

Searching Effectively on SkillSoft

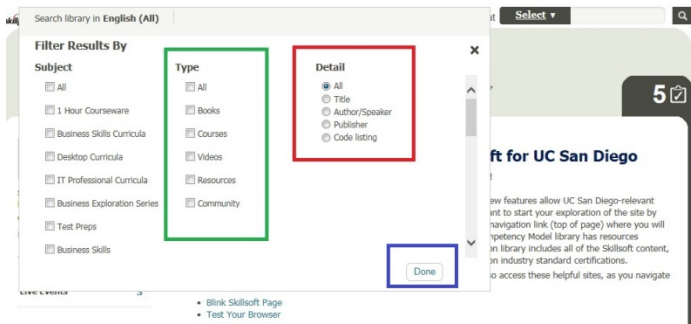
To be able to zero in on the resource you are attempting to locate, it is best to enter search criteria to narrow down the results returned.

To search on title(s):

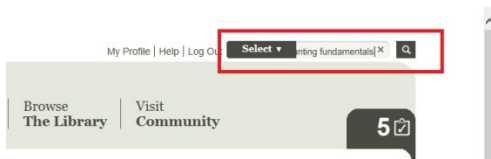
Step 1: Click on the Select link next to the search field in the upper right hand corner.



Step 2: Check the resource type, check title (under Detail heading); click Done button.



Step 3: Enter the exact title; click the magnifying glass.



Step 4: The search results should be limited to the resource or just a few resources that match the title.



To clear the Search criteria:

Step 1: Click the checked Select link; click on the Clear All; click the Done button to clear search criteria.

