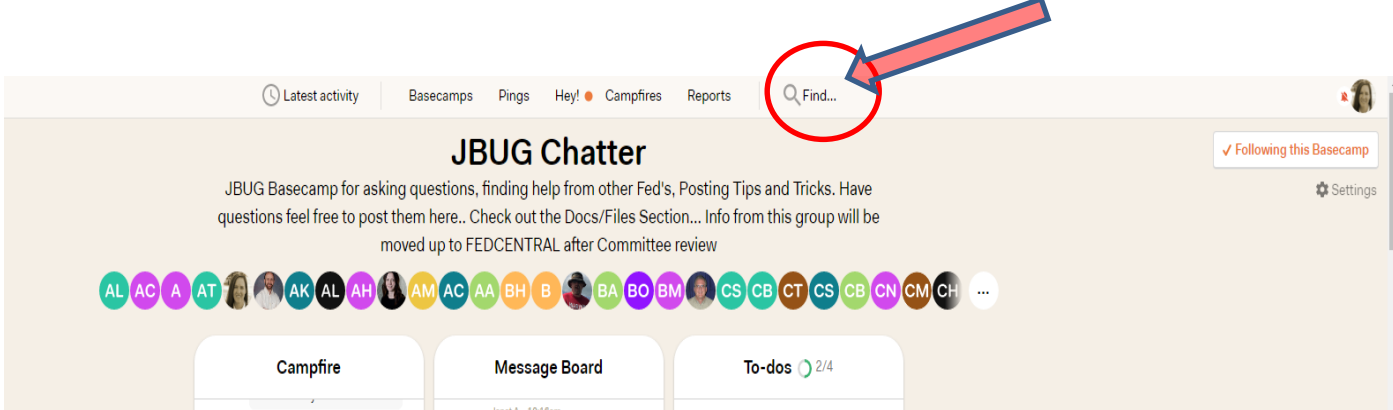
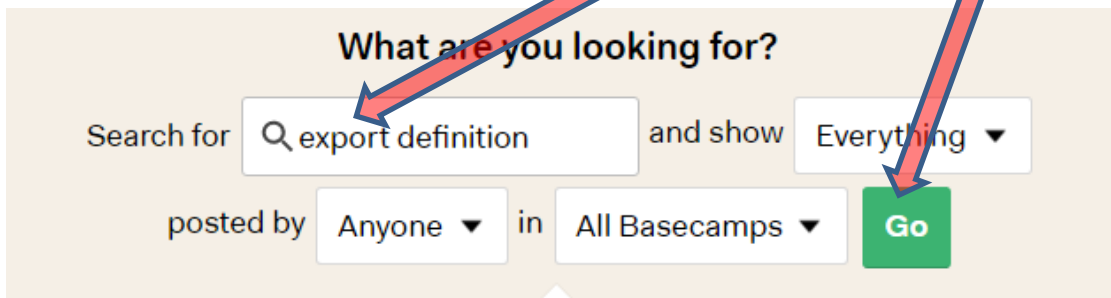


How to Search in Basecamp

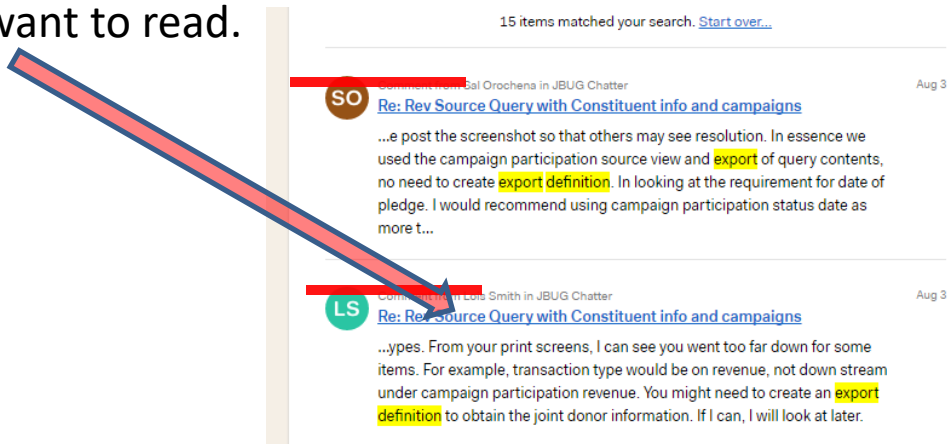
1. From the homepage, select the find box on the upper menu.



2. Enter a keyword or phrase of your choice and select Go. In this example they searched for “export definition”.



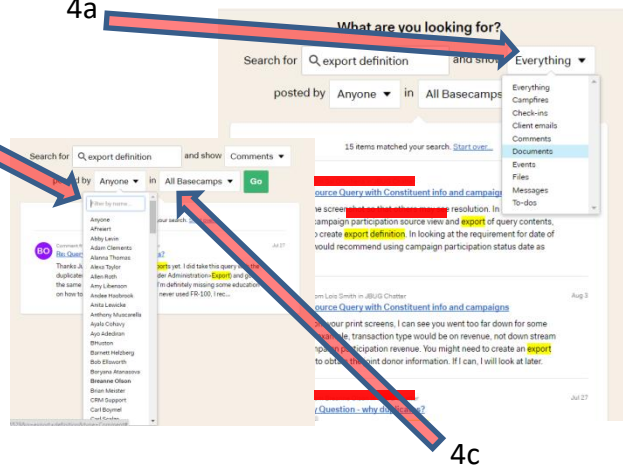
3. Review the list of results and select the blue hyperlink of those you may want to read.



How to Search in Basecamp

4. Choose filters or add other keywords/phrases to narrow your results.

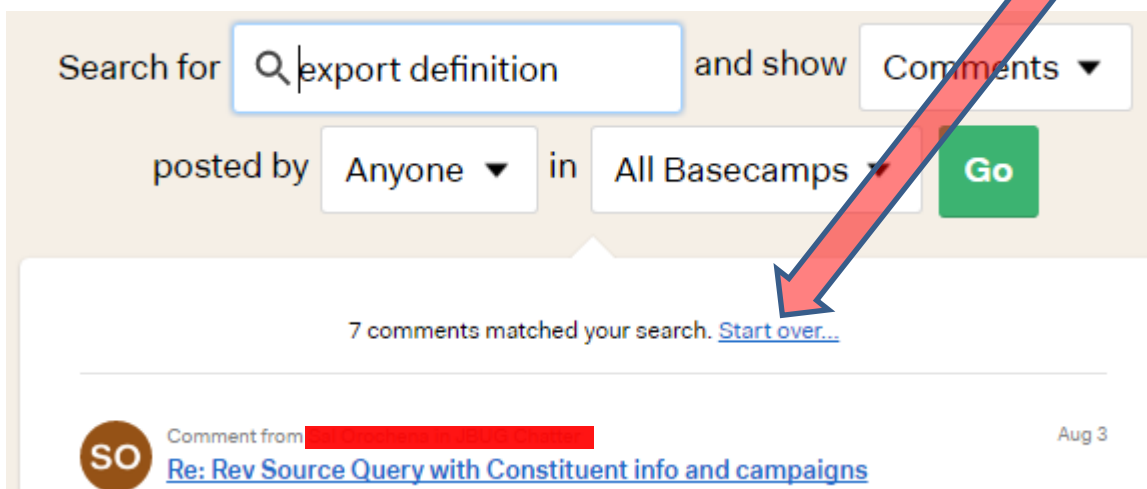
- 4a. **show:** Narrow your search to include specific types of actions, e.g. documents, campfires, etc.
- 4b. **posted by:** Search only items posted by a user.
- 4c. **in:** If you are a member of other Basecamps you can filter for the Basecamp of your choice, JBUG Chatter Basecamp for example.



5. Select "Save my changes".



6. To clear your search and start over, select "Start over..."



For assistance with the above process please contact tana.alexataylor@gmail.com.