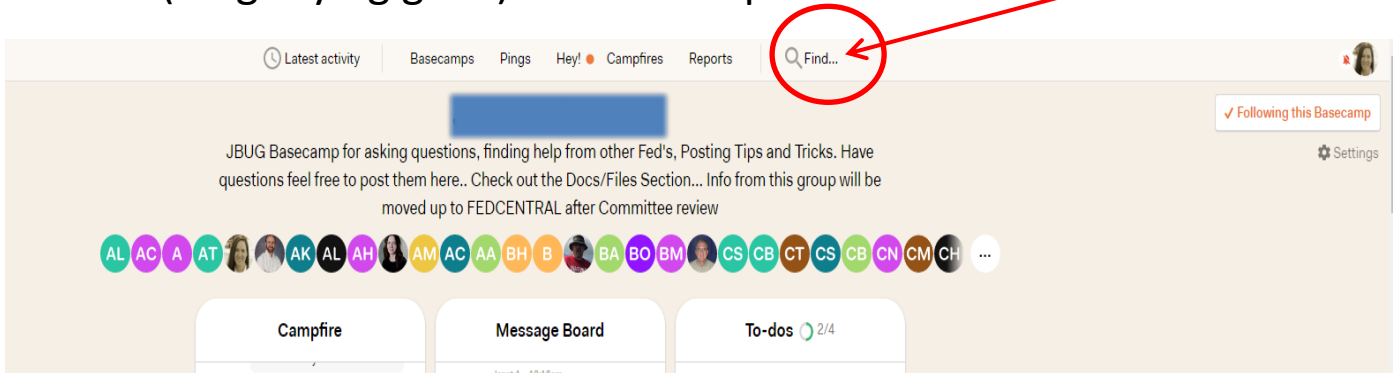
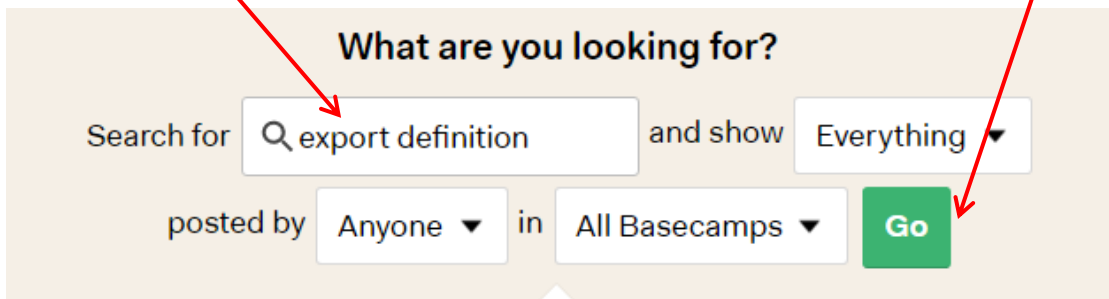


Basecamp Searching Tool

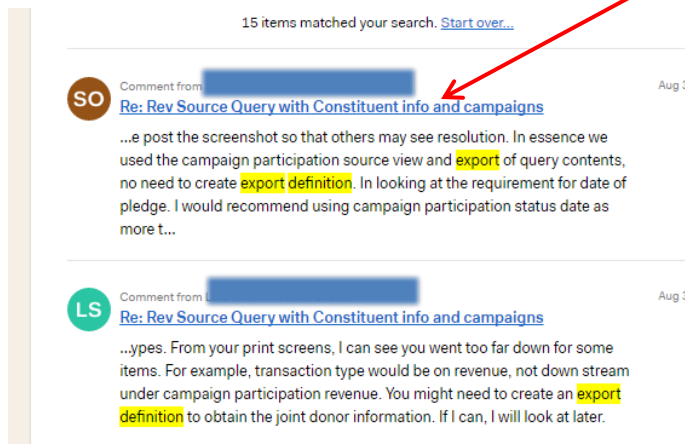
1. After navigating to the basecamp homepage, select the “find box” (magnifying glass) from the top menu bar.



2. Enter a keyword or phrase of your choice and select Go.



3. Review the list of results and select the item name to view.



If assistance is needed with the above process please contact: alexa.taylor@[redacted].org

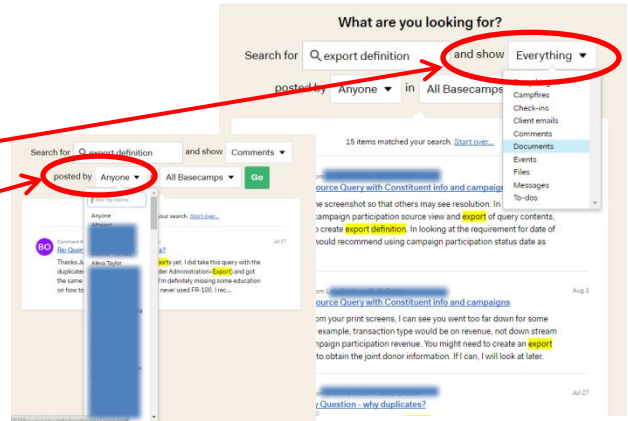
4. If necessary, choose filters or add other keywords/phrases to narrow your results.

4a.

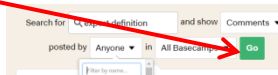
show: Narrow your search to include specific types of actions, e.g. documents, campfires, etc.

posted by: Search only items posted by specific a user.

in: Users of other Basecamp sites can filter by the Basecamp site, [redacted] Basecamp for example.



5. Select “Go” to receive new results.



6. To clear your search/begin a new search, select “Start over...”

