Getting Started Guide

Finding Answers with...

A tech question or keywords:
- On the home page, expand the ‘Find an Answer to a Tech Question’ module by clicking the plus sign (+) in the upper right corner. You may also click the link in the Home menu from other pages on the site.
- Type your question or keywords into the text field.
- Set any filters you’d like to use in the dropdown menus below. You may select the checkbox next to “View only preferred filters” to limit results to your preferred training.
- Click the ‘Search’ button.
- The resulting list contains application titles. Click an application title to expand the list, displaying individual lessons. Click a lesson title to view the tutorial.

The Browse feature:
- On the home page, expand the ‘Browse Available Training’ module by clicking the plus sign (+) in the upper right corner. You may also click the link in the Home menu from other pages on the site.
- Make filter selections in the dropdown menus below. You may select the checkbox next to “View only preferred filters” to limit results. Click the ‘Find’ button or a workshop title.

Using the “My Training” Feature
On the home page, expand the My Training module by clicking the plus sign (+) in the upper right corner. You may also click the link in the Home menu from other pages on the site.

Favorites
As you browse and search for tutorials, you’ll notice a gray star icon next to each tutorial in the list. Clicking the star will turn it gold, indicating that it has been added to your Favorites list. Here is where those tutorials end up, and they’ll be conveniently organized by application and collection.

- To view a tutorial in your Favorites list, click the tutorial title.
- To view an entire series, click the series title to go to that application’s index page.
- To collapse an application list, click the application title.
- To remove a tutorial from your Favorites, click the trash can icon in the right-hand column, and then click OK in the confirmation pop-up box.

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