How to search the Knowledgebase archive

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# How to search the Knowledgebase archive

The Knowledgebase archive search and browse tools are loacated at the bottom of the Knowledgebase archive page.

## How to search the Knowledgebase archive

1. Enter the search term e.g. *adoption* in the text field below the Search KB archive heading and click the *Search* button.
2. A list of metadata items matching the search term will be displayed.
3. The item name is hyperlinked, clicking it will open the PDF document in your internet browser.

The Knowledgebase archive search will not find a string of text. e.g. *ado* will not find the item *adoption*. If you do not know the complete term you are searching for, use an asterisk (\*) after the first few letters of the term. e.g. *ado\** would find adoption, adopt and adolescent.

## How to browse the Knowledgebase archive

1. Click on any letter of your choice from the alphabet wheel.
2. A list of all the metadata items begining with the letter clicked will be listed. The listing includes the version number, sector and the date on which the item was superseded.
3. The metadata item name is hyperlinked, clicking it will open the PDF document in your interent browser.