

# How to Use the Search Feature on the College Website

The College's professional practice service receives calls from dietitians who are not aware that our website has a robust search feature. The search box is in the upper right hand corner of the website (see illustration below) and is designed to respond to a search by topic.

## USE THE SEARCH BOX TO FIND INFORMATION

You can type in a word or a string of words in the search box. If you have a specific phrase, use quotation marks to let your browser know that it should only search for those words together. For example, when you type in guidelines, you will get the list of all College guidelines; and when you type "Record Keeping Guidelines" with quotation marks, only those guidelines will appear.

## HOW DO I SEARCH FOR ARTICLES THAT APPEARED IN PAST RÉSUMÉ NEWSLETTERS?

There is no need to search for old *résumé* newsletters to access articles that were published in the past. All the articles have been pulled out of the newsletters and posted as separate documents on the website. This allows anyone to search for an article by topic, key word or "title", and access all the information ever published by the College about a subject. Articles with outdated information were removed from the website.

The archive section for old *résumé* newsletters no longer exists. We only have complete newsletters dating back to Winter 2012 posted on the website. You can search for the *résumé* newsletters by typing in *résumé* or "*resume fall 2012*" for a specific issue dating back to 2012 only.

## RESOURCES LIST

A list of resources appears on the right hand side of each web page. This list replaces the old FAQs. The topics listed in the *Resources* column are related to the subjects discussed on that page. When you click on a topic link, College publications and documents related to that subject appear in the search. See the illustration below.

## ASK FOR HELP

We have tried to think of all the words that might help with your search. If you cannot find the information you are looking for, it is possible you are using a key word we have missed. Please call the Practice Advisory Service. The practice advisors will help you find the information you need and also make sure that your keyword is added to facilitate future searches. Your input will help strengthen the search feature.

## Search by topic

The screenshot shows the top navigation bar of the College of Dietitians of Ontario website. A search box is located in the upper right corner, with a red arrow pointing to it from the text "Search by topic". Below the search box is a navigation menu with links for "home", "français", "public meetings & hearings", "contact us", and "login". The main content area is divided into several sections. On the left, there are blue buttons for "public", "employers", "members", and "apply to the college". The central section is titled "MEMBER SUPPORT" and "PRACTICE ADVISORY SERVICE". It contains a paragraph about the College's mandate to protect the public by supporting Registered Dietitians. Below this is a "Staff Directory" link and a list of resources available through the Practice Advisory Program, including "Individual practice advice" and "The Jurisprudence Handbook for Dietitians in Ontario". On the right side, there is a "Resources" section with a list of links: "Consent to Treatment", "Infection Control", "Liability Insurance", "Medical Waste", "Name Change", "Pandemic", and "Practice Advisory Service". A red arrow points from the text "Resources related to the page are listed by topic on the right." to this list. Another red arrow points from the text "Click on a topic link to access information about that subject." to the "Practice Advisory Service" link in the resources list. The footer of the page includes the College of Dietitians of Ontario logo and the text "WINTER 2012".