

Puget Sound ESD
Early Learning

CONNECTOR



February 2015

Tools You Can Use: Website “Search Engine”

There’s an old sports adage that says “You can’t tell the players without a scorecard.” The same can be true of a website -- You can’t find the document you want without a good Search Engine.

Over the past year, our website at www.EarlyLearningWA.org has gone through a lot of changes, including the consolidation of all Head Start and ECEAP procedures and guidelines into one master collaboration, the Early Learning Program Manual (ELPM).

With so many documents changing titles and being combined into other documents, it was a bit dizzying. We understand that. You, the users of our website, have communicated the need for a better-functioning Search Engine. And now we can say with confidence that we have corrected some of the technical issues with our Search Engine so that you should be able to find your documents much faster and with ease.

Now by typing a keyword into the Search block in the upper-right corner of the website, the results should produce a list of document titles with that keyword, followed by documents that include that keyword in the body of the content, all highlighted in yellow.

We encourage you to give it try! If you have any questions or comments, please contact Mike Conardo (webmaster) at mconardo@psed.org.

The screenshot displays the search engine interface. At the top right, there is a language selection dropdown and a search input field with a magnifying glass icon. Below this is a green button labeled "Find A Classroom". The search results are listed below, with the first three items circled in red:

- [11.004.03_First_Aid_Procedure.pdf](#)
- [11.004.02_Monthly_First_Aid_Kit_Inspection_Checklist_Form.pdf](#)
- [11.004.01_First_Aid_Kit_Supplies_List_Guidance.pdf](#)

Each result includes a brief description of the document's purpose. A yellow callout box with black text points to the search input field and the search results, stating: "Enter your keyword in the Search block in the upper right corner. (example: First Aid) Search results produce list of documents with keyword in the Title and/or body content."