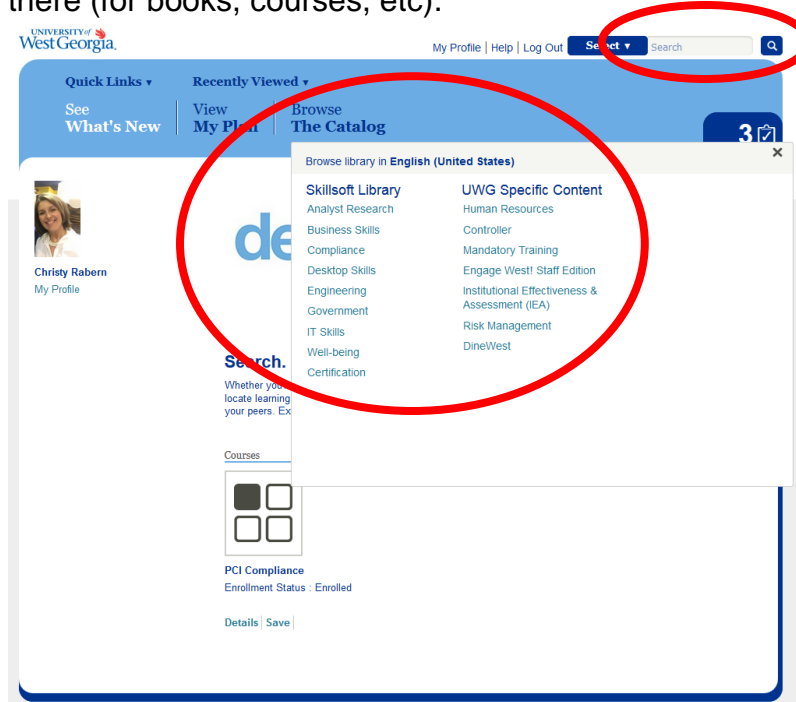


Searching for a Particular Course Topic

1. Sign into **Develop West** www.westga.edu/developwest. Your User ID and Password will be your UWG network credentials.
2. In the top section of the home page, enter the search topic in the “Search” field or select **Browse The Catalog**, select the appropriate category and search from there (for books, courses, etc).



- If you search in the Search field, it will return a list of books, courses, etc, and you can refine your search further on the left side of the screen.

The screenshot shows the search results page on the developwest platform. At the top, there are navigation links: 'Quick Links' (See What's New), 'Recently Viewed' (View My Plan), and 'Browse The Catalog'. The search results are for '10184 Results for Search' with the search term 'communication' circled in red. The results are sorted by 'Relevance'. The first section is 'Books (4518)', highlighted with a yellow star. Three book results are shown: 'Communication Skills Training' by Maureen Orey, 'Exploring Internal Communication: Towards Informed Employee Voice, Third Edition' by Kevin Ruck, and 'Message Not Received: Why Business Communication Is Broken and How to Fix It' by Phil Simon. The second section is 'Courses (186)', also highlighted with a yellow star. One course result is shown: 'HR Competencies: Global and Cultural Effectiveness and Communication'. On the left side, there is a 'Refine By' section with filters for Subject (All, Business Skills, IT Skills, Certification, Compliance, Desktop Skills, Analyst Research, Engineering, Government, Well-being), Type (Training Credits), and Additional Filters. A 'Refine' button is located below the filters.

- If you search using the **Browse The Catalog** feature, you will also have the opportunity to refine your search further on the left side.

The screenshot displays the 'Business Skills' catalog interface. At the top, there are navigation options: 'Quick Links', 'Recently Viewed', 'See What's New', 'View My Plan', and 'Browse The Catalog'. A search bar is located on the left, with a red oval highlighting the list of categories below it: Business Analysis, Change, Communications Skills, Corporate Social Responsibility, Customer Service, Entrepreneurship, Finance and Accounting, Global Business, Hospitality and Tourism, Human Resources, Industry Overviews, Leadership, Management, Marketing, Operations Management, Professional Effectiveness, Project Management, Sales, Social Media, Strategy and Innovation, and Technology in Business. The main content area features a 'Featured' section with three book covers: 'Leading at the Edge', 'Management Secrets', and 'Understanding Markets and Strategy'. Below this is the 'New Releases - Books' section, which includes three book listings with their respective covers, authors, and publication details.