

Introduction

At the time of writing the RCPATH website contained 1200 pages with 3800 documents and 780 links to external sites and resources. The site is a vast repository of information relating to all aspects of Pathology. It also features a restricted area for Fellows and Members only. Finding your way around the web site can be difficult if you are unfamiliar with the site's navigational conventions or search facility.

Navigating the web site

In addition to manual navigation (i.e. clicking your way through the website to where you want to be) you may find the following navigational features helpful:

1. The Side Menu

Situated on the left hand side of all pages. You can get a quick overview of the main headings of the website and can click up to three levels deep.

2. Site Map

Situated at the top right hand side of all pages. This is a structural representation of the website not unlike the MS Windows file management system ("File Explorer") and gives one a more complete overview with information down to one level below the main headings. This is a good place to go to familiarise yourself of the main headings.

3. Navigate by page number.

The number at the end of the url in the address bar of your browser refers to a specific page on the website. If you know the number of the page you want to view, you can easily type it in to replace the number of the page you are currently viewing. On pressing enter, you will then be taken directly to that page. For instance, if I am currently viewing the home page which is <http://www.rcpath.org/index.asp?PageID=1> and I want to view the Standing Committees page I can get to it quickly by changing the "1" to "22". Please note that you will be asked to log in as a fellow or member if you use this method to navigate to a page in the fellows and members area.

4. Additional menus:

Some pages have additional/special mini menus for easier navigation between pages. These menus are almost always located on the right hand side of the page and will look something like the example below:

Home
Detailed information about the EQA Scheme
Feedback
Persistent sub-standard performance
Participation and CPD
Costs, Oversights, Complaints
Joining the scheme

5. Search Facility

Situated at the top right hand side of all web pages. Clicking here will bring you to a search box where you can enter a key word or phrase as per usual.

A Search will return two separate sets of results, one based on web pages found containing the key word and one based on documents containing the key word.

The website search utilises both a webpage search and an index server search. The webpage search works just like any other (i.e. Microsoft.com, etc.). [Click here](#) if you want more technical details on exactly how the search facility works.

Choosing the right key word or phrase:

Often it will suffice to search on a single word to find what you are looking for. However, you will probably get better results when searching on more than one specific word or even a phrase. Searching on the word "vacation" will for instance offer much more general results than using the words

"vacation" "Crete" "accommodation" . Incidentally, the search facility will interpret a space between words to be AND, so the above is interpreted to mean "vacation" AND "Crete" AND "accommodation". AND means the result needs to have all three words in to be included in the search result.

In some cases a word may be more closely associated with something else. A search on the word fencing will probably give one lots of results related to gardening and much fewer related to the sport. To get around this, search on words commonly used together like "fencing" "sporting goods" "foil" .

Capitals vs lower case

The college web search facility is not case sensitive, so a search on "vacation" will give the same search results as "VacaTION" .

Negative terms

If your search term has more than one meaning (*bass*, for example, could refer to fishing or music) you can focus your search by putting a minus sign ("-") in front of words related to the meaning you want to avoid.

For example, here's how you'd find pages about bass-heavy lakes, but not bass-heavy music: "bass" "lakes" - music.

Note: when you include a negative term in your search, be sure to include a space before the minus sign.