

Transcription to the “Army Publishing Directorate(APD) Website Content Search and Administrative Series” Video

Welcome to the Army Publishing Directorate website tutorial. This tutorial will showcase two new features: “content search” and the Administrative Publication view by series. Both of these features are geared to improve your ability to quickly access information.

[Call out – open the home page of APD’s website]: The website now includes a search feature called “Content Search”. Content Search allows you to quickly search through Indexed Publications and Forms by keywords or phrases.

[Call out – Drop Down menu]:

You can locate content search from the “search” tab located to on APD’s docked gold menu bar or from the home page.

[Call out – home page again]:

To use the search, enter a keyword or phrase into the search field and select the “search” button. You will be presented with results on the “Publications/Forms Content Search page”.

[Call out – click on the “Publications/Forms Content Search page” option]

The results will be displayed and sorted by relevance. This will enable you to choose the most relevant Publication or Department of the Army Form containing the specific words or phrases that You are searching for. In this example, AR 600-8-101 is the most relevant option. For those requiring a more specific search, from the drop-down, you can select the Filter results option for “Publications Only” or “DA Forms Only”, select search and be presented with a more focused result.

Scroll Down to the results

From the results, you will be presented with the link to view the Publication or DA Form as well as a button to view the record details. **(the clicks will show both options results mentioned)**

[Call out – located in the Publications tab, the Administrative Series option is found]

Now let’s take a look at the next feature, the Administrative Series Collection. This feature can be found under the PUBLICATIONS tab, located on the gold menu bar at the top of the page. This new feature will allow you to quickly find any Administrative Regulation by series.

[Call out – the Series screen shown above provides You a grouping of Administrative publications]

To demonstrate, once you have selected the Administrative Series Collection. You will be presented with a table of all series. Select "Army Programs", then you would select the "11" or the Army Programs link selection.

A list of all the Administrative Publications will be returned that are captured under this series.

Thank you for watching the Army Publishing Directorate's video on the new content search and the administrative series enhancements.

If you have any comments or questions, please contact customer service representatives at the noted phone number and email address.