



<http://www.wpsmedicare.com>

## WPS Medicare Website: Search vs. Navigate

Do you know when to search the WPS Medicare Website versus when to navigate the WPS Medicare Website? Do you understand the basic layout of the WPS Medicare Website? Please read on to find out the best way to access information.

### Searching the WPS Medicare Website

Searching the WPS Medicare Website is appropriate in situations when you are not sure where to locate the information needed. The search engine available on the WPS Medicare Website is Google Mini and there are many different tips and techniques available at [http://googlemini.wpsic.com/user\\_help.html](http://googlemini.wpsic.com/user_help.html).

Below are a few quick tips for searching our Website:

#### **Capitalization**

Google searches are not case sensitive. All letters, regardless of how you enter them, are handled as lower case. For example, searches for "george washington," "George Washington," and "George washington" return the same results.

#### **Word Variations (Stemming)**

Google searches not only for your search terms, but also for words that are similar to some or all of those terms. For example, if you search for "info" or "info\*," Google will also search for "information," "informing," "informant," and other related variations. Variants of your search will be highlighted in the snippet of text that accompanies each result.

#### **Common Words**

Google ignores common words and characters, such as "where" and "how," as well as certain single digits and single letters, because they tend to slow down a search without improving the results. Google indicates that a common word has been excluded by displaying details on the results page.

If a common word is essential to getting the results you want, you can include it by putting a plus ("+") sign in front of it. Include a space before the "+" sign, but not after it. For example, to search for documents about Medicare Part B, type the following:

Alternatively, you can enclose a series of words with quotation marks and do a Phrase Search ([http://googlemini.wpsic.com/user\\_help.html#phrase\\_search](http://googlemini.wpsic.com/user_help.html#phrase_search)).

### Navigating the WPS Medicare Website

Navigating the Website is useful when providers have some idea of what they are looking for. The WPS Medicare Website has primary and secondary navigation bars. The primary navigation remains the same no matter where you are on the site, while the secondary navigation bar will change.

The primary navigation bar is located under the graphic and search bar on the WPS Medicare Website. The bar is indicated by a red box on the picture below. The selections on the primary navigation do not change as long you remain in the same area of the Website. The primary navigation bar contains drop-down boxes for quicker movement throughout the area of the Website you are in.

The secondary navigation bar is located along the left-hand side of the screen. The bar is indicated by a green box on the picture below. The secondary navigation bar will change based on the selection you make from the primary navigation bar.

Reminder: WPS Medicare is always glad to hear from our providers and their staff on what we can do to improve our Website. Please feel free to use the "Feedback" option within the footer of every Web page (circled below in blue) to share any comments and/or suggestions you have.

