let your training
journey begin

Trainer's top tips: *SAGE Knowledge*

Our Trainers have put together their top tips for using the *SAGE Knowledge* platform, where you can access SAGE's digital book and reference content, plus business cases and streaming videos. To learn more about this database, **explore more of our training resources**, and speak to your library who will be happy to help you!

> The *SAGE Knowledge* platform hosts a number of different products. We suggest that you explore the dedicated training resources for *SAGE Video* and *SAGE Business Cases* if you have access to either of these products.

Understand what resources you can access in full

SAGE Knowledge is a large platform that hosts a number of different SAGE products, and your institution may not have access to all resources. Depending on how your institution has set up the platform, you may see items appear with a purple padlock icon when running a search, and you may see greyed out menu options: both indicate content to which you do not have access. When you have run a search and are viewing the results, you can apply the left-hand filter **Content available to me** to show only those resources that you are able to view in full.

Create a free profile to personalise the platform

By creating a free profile on *SAGE Knowledge*, you'll be able to make the most of our personalisation tools: for example, you can save searches to run again in the future, and you can add your favourite resources to lists as an easy way of accessing materials again and again.

> **Save a search:** Run your search and apply your filters. Click the **Save search** button at the top of your search results, then give your search a name.

> **Add a resource to a list:** Either from your search results page or from the resource page, click the **Add to list** button: choose an existing list and click the **Add** button, or create a brand-new list and click **Save**.

You can access **My Searches, My Lists** and **My Profile** via the profile link at the top-right of the platform: you will know that you are signed in when your display name appears here.

Browse by Discipline to see what's available in your field

SAGE Knowledge contains a lot of content, and browsing by subject is a fantastic way to familiarise yourself with what's available in your discipline and areas of interest. Use the **Discipline** drop-down menu at the very top of any page, and choose your discipline: you will then see a breakdown of more specific topic areas to explore according to your need and interests.

Explore Similar content to find and discover related resources

SAGE Knowledge makes it easy to find other content related to what you're reading, to help keep your research journey going smoothly. When you've finished reading an item, scroll to the bottom of the page to explore the **Read next…** and **More like this…** recommendations to explore related content from within *SAGE Knowledge* and continue your learning.