

## Search for specific Tech Tips by keyword or topic [1]

June 24, 2024 by [ES and UIS Communications](#) [2]

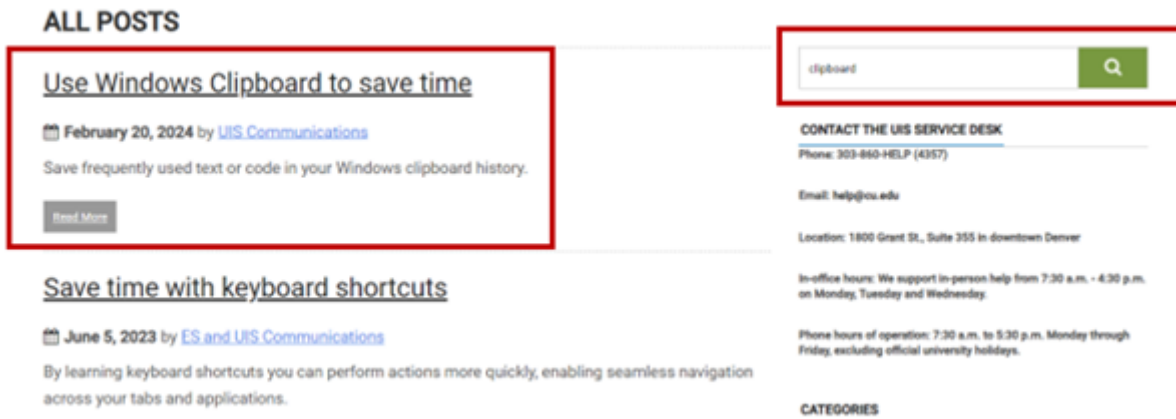
Have you ever searched your email for that Tech Tip you vaguely remember and now need immediately? The [Tech Tips blog](#) [3] centralizes all the individual tips and allows them to be searchable.

This offers an abundance of practical technical information and step-by-step guides for when you need it most.

Whether it is a matter of forgetting the hotkey combination that opens the useful Windows Task View ([Save time with keyboard shortcuts](#) [4]), or making the most of Teams' collaborative functions ([Collaborating in Teams with Loop components](#) [5]) – the [Tech Tips blog](#) [3] has you covered with the ability to search all of our biweekly how-to's from the past four years.

The screenshot displays the University of Colorado UIS Service Desk website. At the top left is the University of Colorado logo with the text "University of Colorado" and "Boulder | Colorado Springs | Denver | Anschutz Medical Campus". Below the logo is the "UIS Service Desk" header. A navigation menu includes "About Us", "How To Guides", "Services", "Tickets", "Emergency alerts", "Maintenance Matters", "UIS Home", and "Service Alerts". A large banner features various tech-related icons and the text "Tech Tips". Below the banner, the "ALL POSTS" section is visible, with a post titled "Format lists for accessibility" dated "June 11, 2024 by ES and UIS Communications". A search bar is highlighted with a red box, containing the text "Search this Blog" and a magnifying glass icon. To the right of the search bar is a "CONTACT THE UIS SERVICE DESK" section with contact information: "Phone: 303-860-HELP (4357)", "Email: [help@co.edu](mailto:help@co.edu)", and "Location: 1800 Grant St., Suite 255 in downtown Denver".

From any page on the Tech Tips blog, simply type in a relevant keyword to search for an individual tip. For example, searching “clipboard” brings up the [Use Windows Clipboard to save time](#) [6] tip from February 2024.



Additionally, you can search by tag to find all tips related to that subject. For example, clicking the **Teams** tag will result in all tips related to Microsoft Teams, including how to Add or replace your profile picture [7].

The Tech Tips blog offers clear instructions and visual steps. Several are top-visited pages for cu.edu. One advantage of using Tech Tips over a search engine is knowing the steps are based on the version of Microsoft 365, Teams, Zoom, etc., that CU has.

If you search for a tip and don't find it, please let us know [8] — it could inspire our next post!

computer help [9]

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