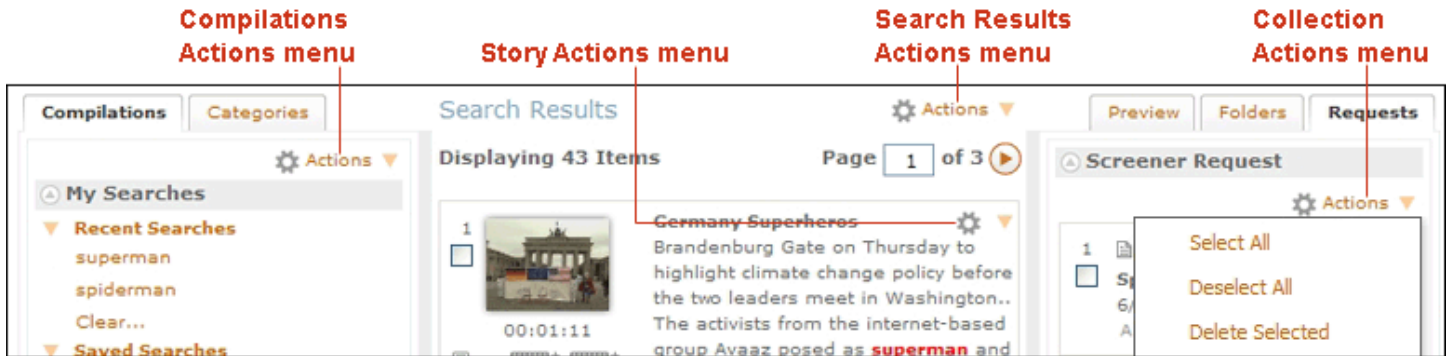


## Introduction

This document offers the top seven methods to effectively generate search queries and manage your search results.

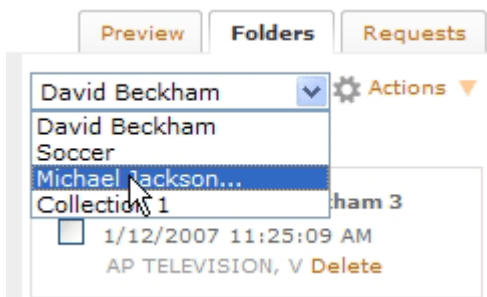
## Tips

Tip 1: Use the Actions menus ⚙️ ▼ to find additional functionality.




The **Actions** menus appear in various sections of the search results. Click these menus to perform actions on stories (such as sorting, printing, or adding them to collections) or compilations (such as managing collections or submitting requests). The menu options differ for each user type.

Tip 2: To add stories to a newly created folder, select it as the active folder.

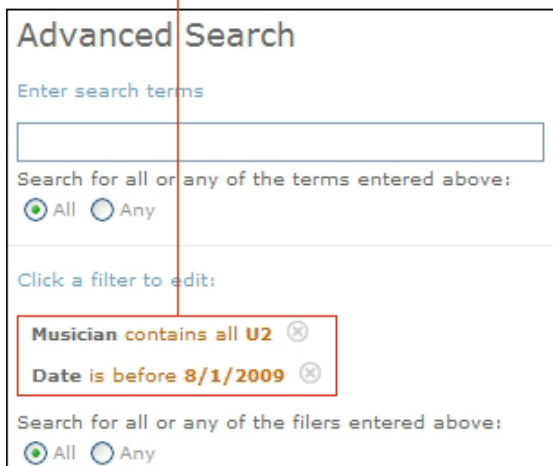


A newly created folder does not automatically become the current (or active) folder.

From the search results, clicking  beneath a story adds it to the active folder. So, before you can add stories to a newly created folder (via **Folder tab** → **Actions menu** → **New Folder**) in this manner, you must first select the folder from the Folders tab to make it active.


Tip 3: You can use advanced search filters without keywords to create a search query.

**You may choose to leave the search terms blank and only specify filters**

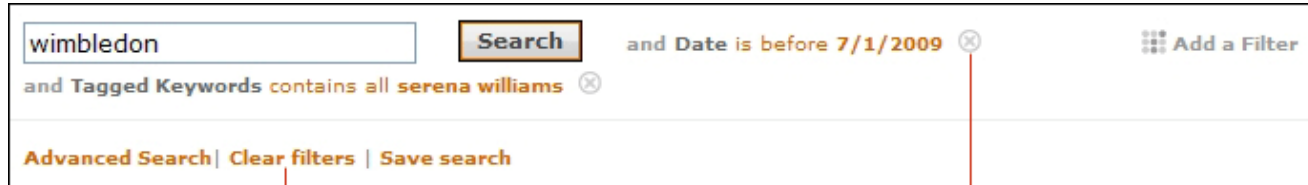


When creating an advanced search, you may enter keywords into the **Enter search terms** box and add filters to the query to narrow your search. However, you may also choose to only add filters to the query without using keywords at all.

**Tip 4: Always click “Search” when adding filters to or removing filters from a search query.**


Whether you are adding a search filter via the search results (click  **Add a filter**) or via the *Advanced Search* window, you must click **Search** (either beside the **Search** box or in the *Advanced Search* window, respectively) to apply the filter. In addition, you must click **Search** after you remove a filter to execute the new query. This action allows you to add multiple filters or add and remove filters at the same time.

**Tip 5: Remove any unwanted filters before running a new search query.**

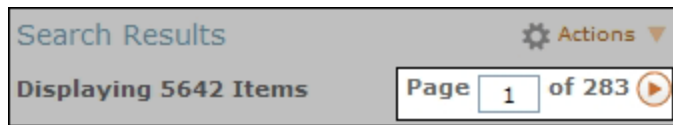




Delete all search constraints...

...Or, just delete the one(s) you no longer need

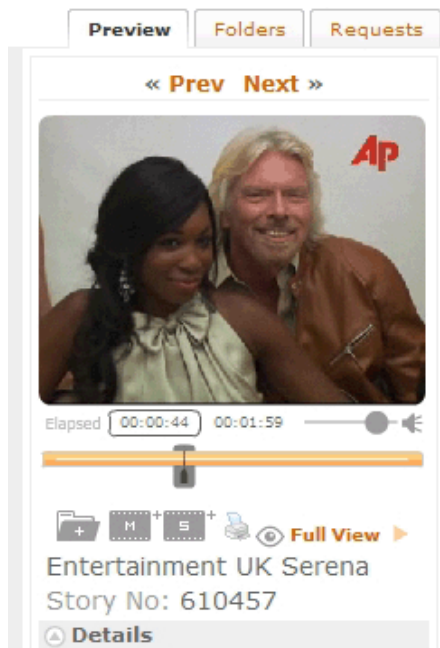
When you add filters to a search query, they remain as constraints when you run the next query. This is helpful if you wish to keep the constraints, but modify the keywords to find better results. However, if you want to create a brand new query, you must first clear your unwanted filters (click  beside the unwanted filter or click **Clear filters** to remove all filters).

**Tip 6: The page controls for the search results appear at the top and bottom of the page.**





To navigate to another search results page, enter a page number in the **Page** box or click  or  from the top or bottom of the main window.

**Tip 7: You can view stories from either the Preview tab or the Full Story view.**



You can preview a story's video footage (for registered users only) and/or its textual content directly from the search results. Click the story's thumbnail to view its content in the Preview tab.

Alternatively, click  **Full View**  beneath the thumbnail (or preview video) to view the story's content in a separate window known as the Full Story view.