



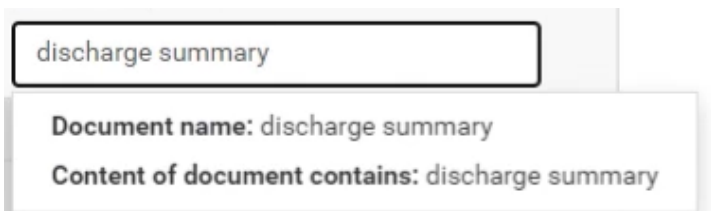
## This Quick Reference Guide will explain how to:

- Search for a document name, folder name, and within the contents of a document.

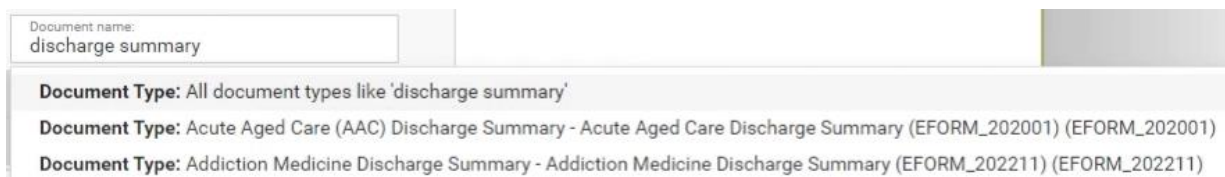
## Document Search

### Search for a document name

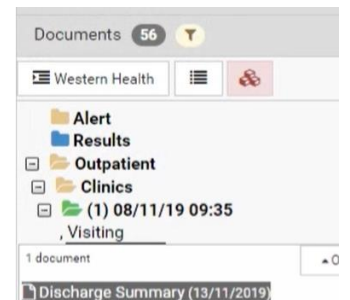
1. Type the document you need into the search field.
2. Options will appear for searching for the document via name, or documents containing the keyword.



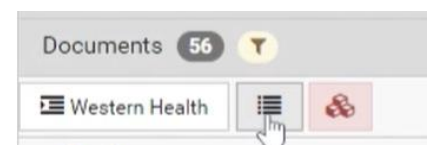
3. Document name will then let you either select a specific document from the list or see all documents with that document name.



4. Searching for all document types, a list will display separated into the corresponding folder locations of those documents. Select a folder to view the documents containing that name.



5. If you do not want to navigate via the folders, select the list icon. A full list will appear.



### Clear your search

1. To clear your search result, click on the orange cross next to the search field window.

