Help, Search and Find Commands

Follow these quick steps. If a command is grayed out on the ribbon, you may not have the permissions to use it.

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| Advanced Search-Inside | Search |
| 1. Click **Advanced Search** in upper right corner. 2. Enter search terms; text boxes correspond to logical operators All of these words = AND. The exact phrase = quotation marks. Any of these words = OR. None of these words = NOT. Result type = filter by document type. 3. Select properties to narrow results. Click **+** to add additional filters. | 1. Enter search query > **Enter** or click magnifying glass. 2. Narrow results by using    1. Refiners in left column (result type, author, etc.).    2. Logical operators in search query (AND, OR, NOT, quotation marks, wildcards)  Example: set AND alert    3. Properties in search query (author, filename, file type, title). Example: author:Doran |
| SharePoint Help-Inside | SharePoint Help-Connect |
| 1. Click **Help** in upper right corner. | 1. Click **Help** in upper right corner. 2. On home page of help site, click **SharePoint Help**. |
| Site Contents | Site Map |
| 1. Navigate to site. 2. **Settings** gear > **Site contents**. | 1. Click **Site Map** in upper right corner. Left column – lists content by tab. Right column – lists team/project sites that you have permissions to use. |
| Transportation Search-Inside |  |
| 1. Hover over down arrow next to **Advanced Search** in upper right corner. 2. Click **Transportation**. Left column - Enter search criteria and click **Search**. Right column - Click county or division. 3. Click refiners in left column to filter results. |  |