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 operatorsAll 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
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| SharePoint Help-Inside | SharePoint Help-Connect |
| 1. Click **Help** in upper right corner.
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2. On home page of help site, click **SharePoint Help**.
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| 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.
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| 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.
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