

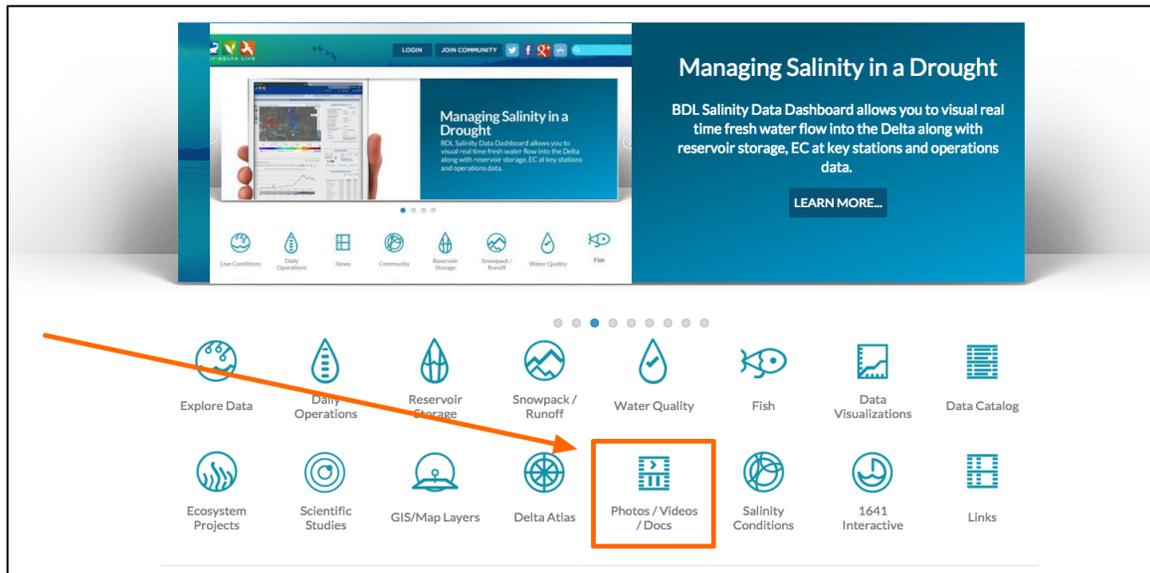


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Tutorials

FIND AND BROWSE EXISTING PHOTOS/VIDEOS/DOCS

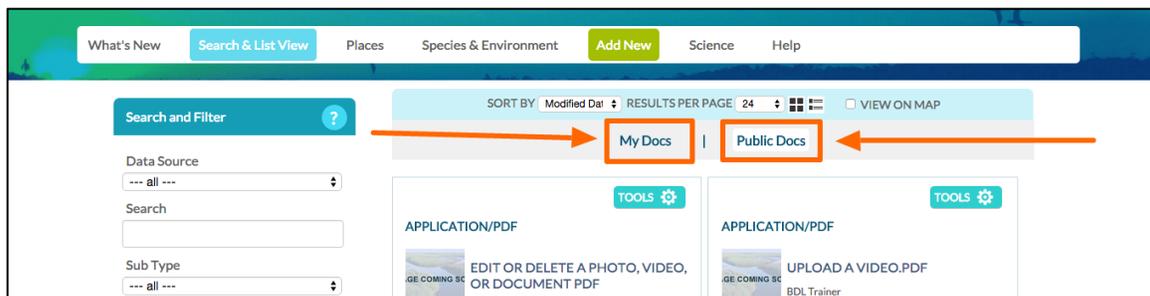
First, be sure you are logged in.

Once you are logged in, click on the, "Photos/Videos/Docs" icon on the homepage.



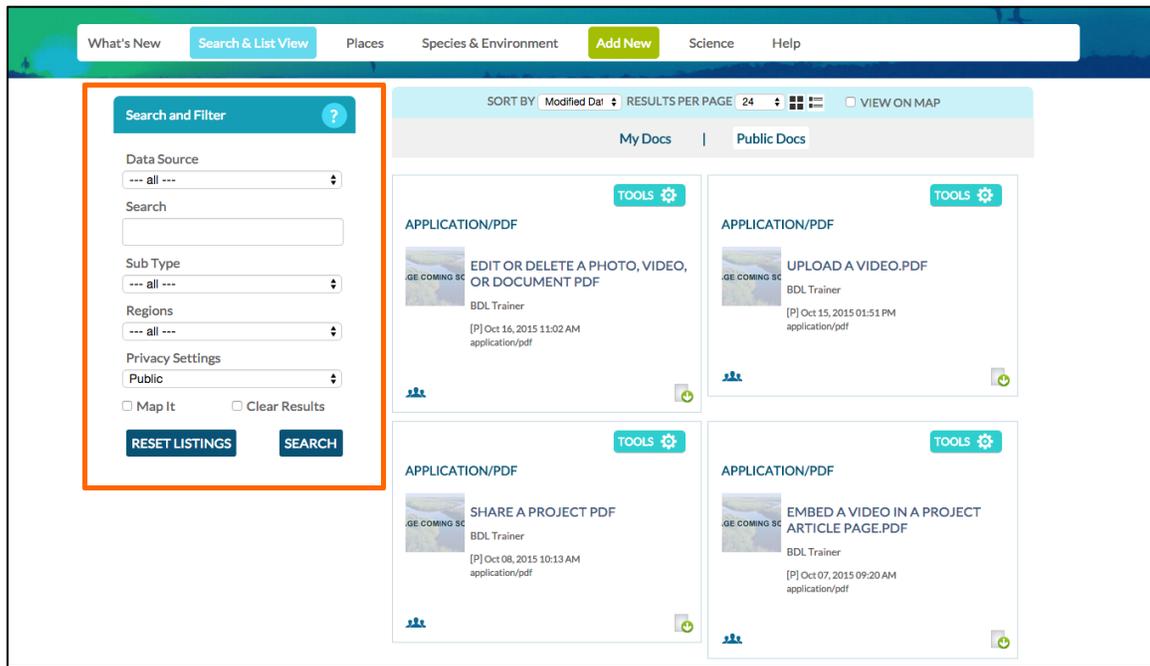
This brings you to the document library.

There are two sections here: My Docs, and Public.

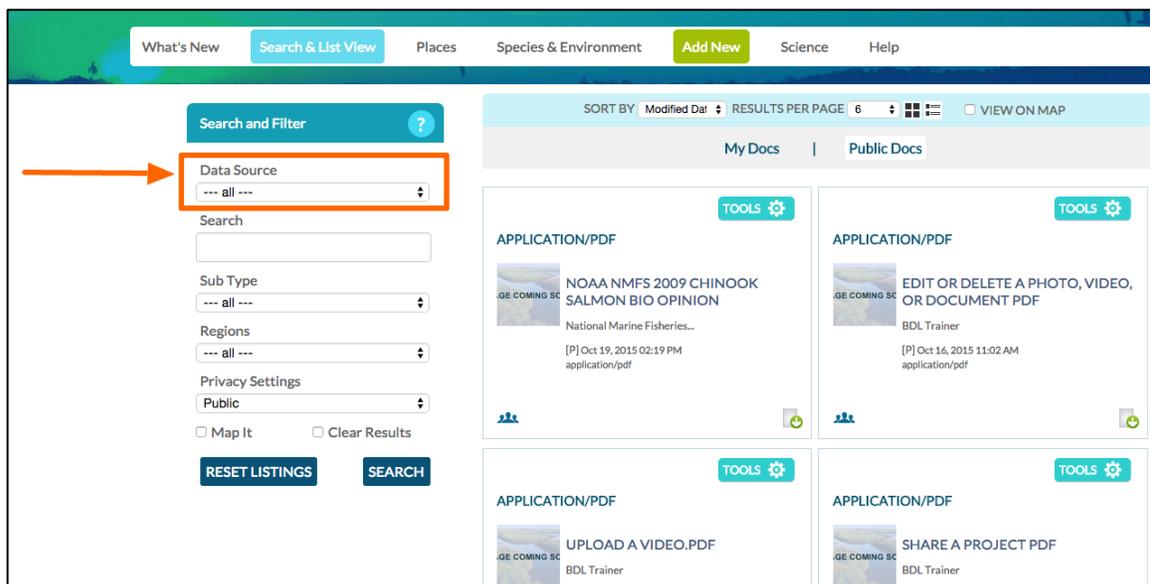


The files under My Docs are the items you designated as “private” in settings. Public docs include both your documents as well as all the other items people designated as “public” in settings.

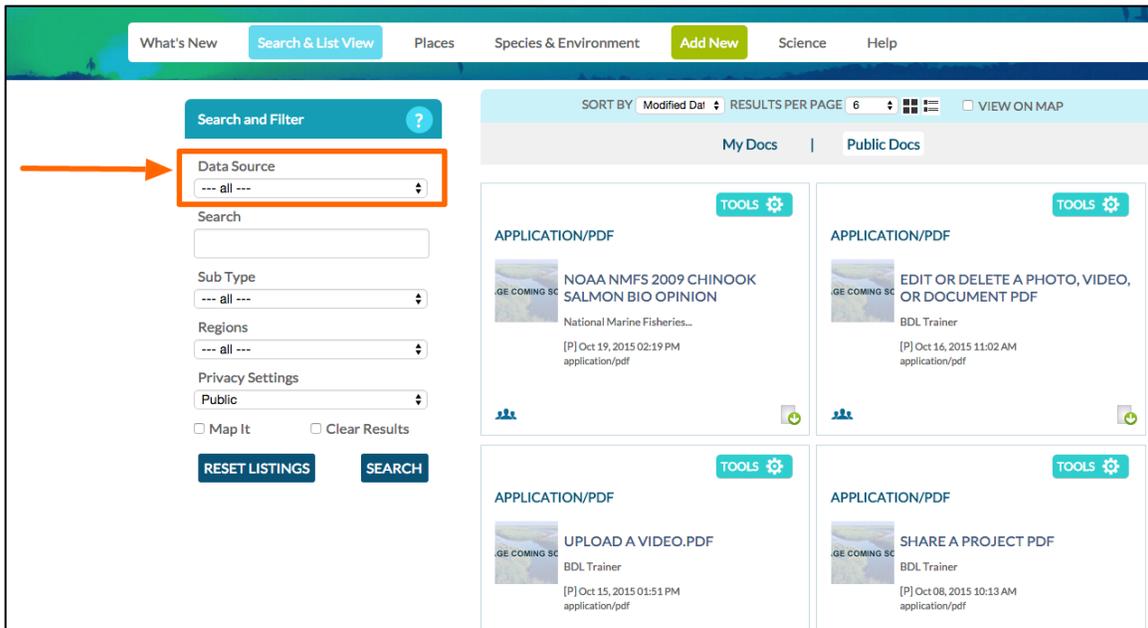
There is a search function on the left-hand side that helps you filter through items or locate documents with specific keywords.



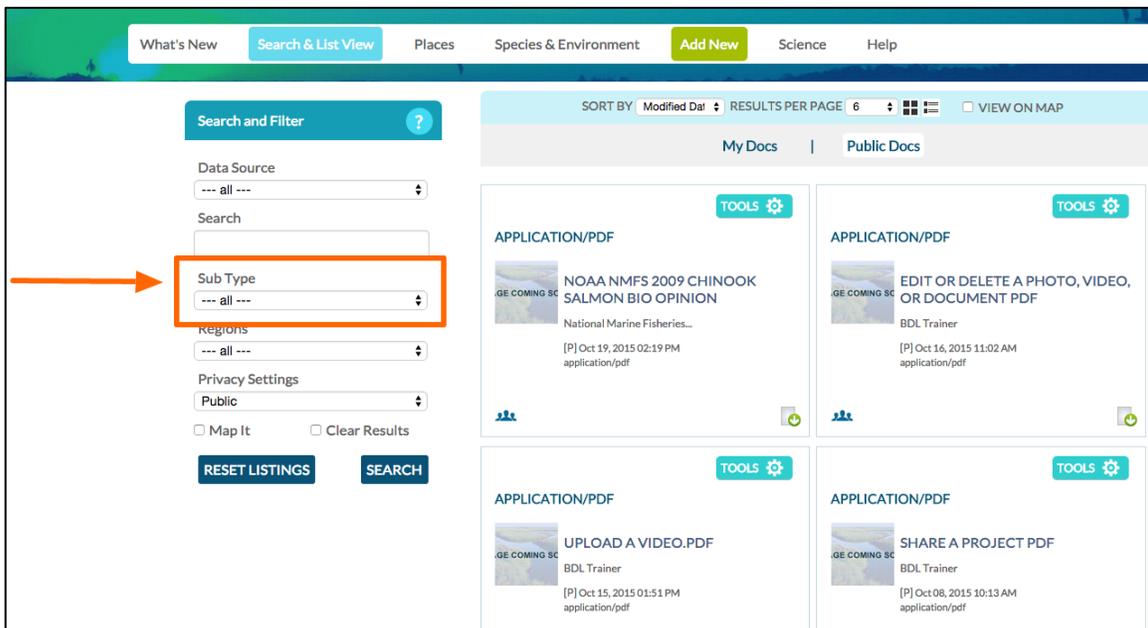
You can use the Data Source drop-down menu to select a specific source.



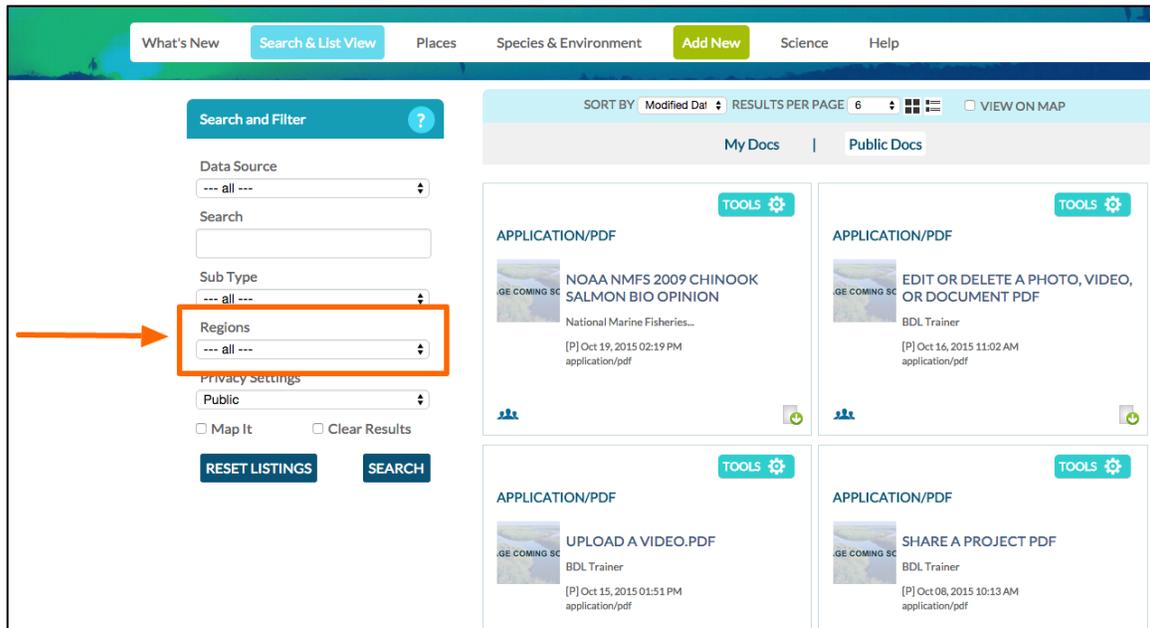
You can enter any keywords in the Search box.



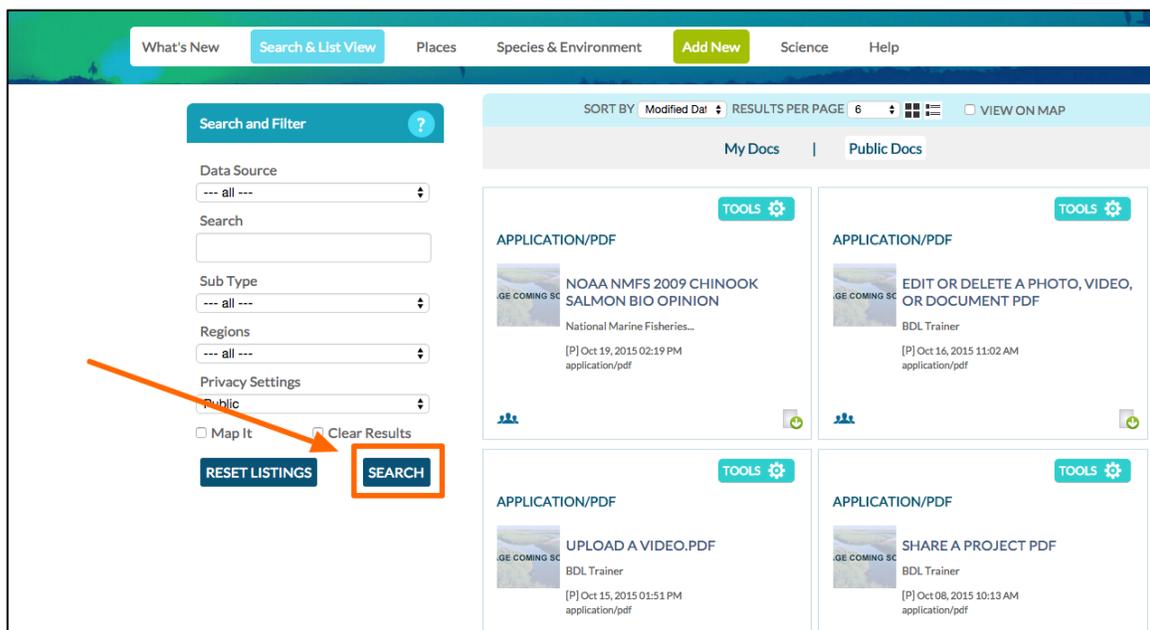
You can choose a sub-type of file from the drop-down menu.



You can choose a specific region from the Regions drop-down menu.



The results will adjust as you choose specific search options, but if it doesn't you can click, "Search."



If you click on an item and want to go back to the document library, use the back arrow located within the software rather than the browser back arrow.

