

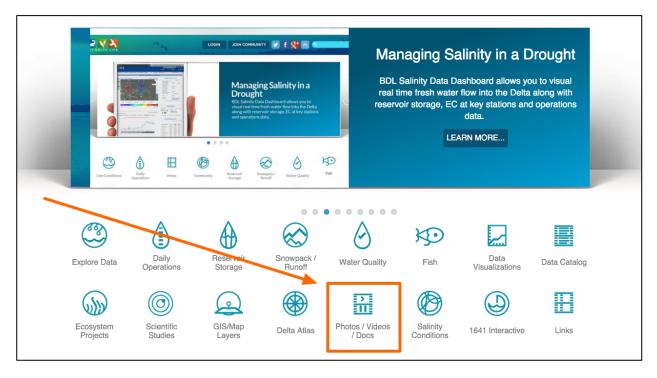
HOW TO USE THE SEARCH FUNCTION

In this tutorial, we'll go over the search function options and show two examples to see it in action.

Every asset in Bay-Delta Live has a built-in search function with different options for specifying a search.

First, we'll go over the Photos/Videos/Docs library built-in search function.

To get to the Photos/Videos/Docs library from the homepage, click on the "Photos/Videos/Docs" icon.



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The library will open up to the "Search & List View," as indicated in the sub-navigation.

You can see the built-in search function on the left-hand side.

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The **Data Source drop-down menu** options helps you narrow down your search by choosing a specific source.

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You can type a keyword into **the Search box** and the results will show items with that keyword in the title or designated in the keyword box of the item information.

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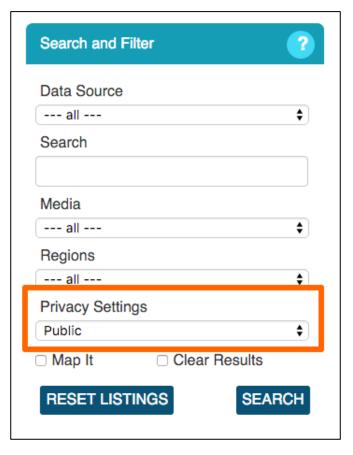
The **Media drop-down menu** allows you to specify the type of media file.

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The **Regions** drop-down menu allows you to search for items in specific geographical regions.

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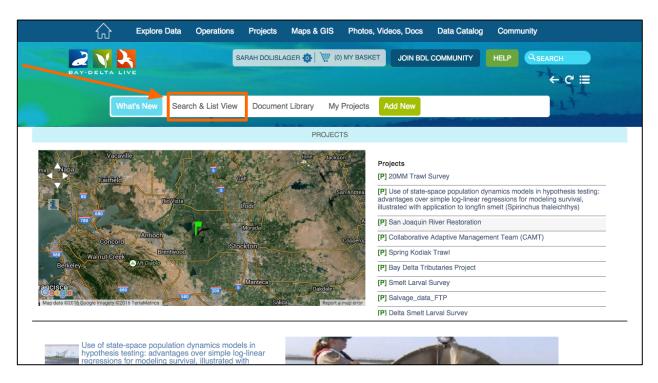
The **Privacy Settings drop-down menu** allows you to specify your search within the public documents or your private documents.



Now, we'll go over the Project library built-in search function.

To get to the Project library from the homepage, click on the "Ecosystem Projects" icon.

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Ecosystem Projects	Scientific Studies	GIS/Map Layers	Delta Atlas	Photos / Videos / Docs	Salinity Conditions	1641 Interactive	Links



Then click on the "Search & List View" button in the sub-navigation.

You can see the built-in search function on the left-hand side.

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The **Data Source drop-down menu** option helps you narrow down your search by choosing a specific source.

You can type a keyword into **the Search box** and the results will show items with that keyword in the title or as a designated keyword in the keyword box of the item information.

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The "Type" and "Sub-Type" drop-down

menus are correlated with the specifications the user selected in the item's information. If you are not sure, keep your search broad and don't select anything.

The **Regions drop-down menu** allows you to search for items in specific geographical regions.

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Map It Clear Results
RESET LISTINGS SEARCH

The **Privacy Settings drop-down menu** allows you to specify your search within the public documents or your private documents.

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Map It Clear Results
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For the first example, we'll start in the "Photos/Videos/Docs" library.

Click on the "Photos/Videos/Docs" icon on the homepage.

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It will open up to the "Search & List View," as shown in the sub-navigation.

For this example, let's search for all documents that contain "salmon" under the "Image" Media type.

First, type "Salmon" into the Search box.

Then choose, "Image" under the Media drop-down menu.

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Click, "Search."

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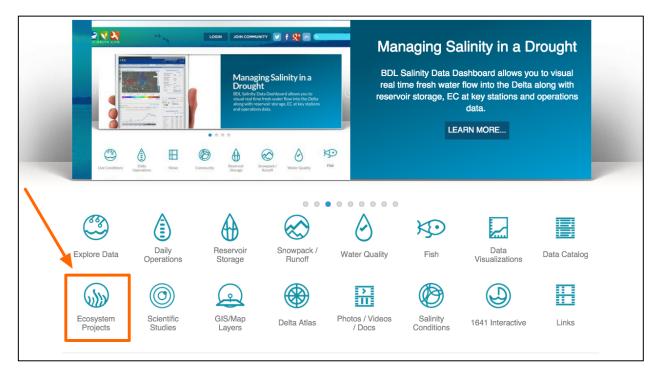
You'll see the results are filtered through the specific search.

If you want to make a broader search for "salmon," just change the Media drop-down menu back to "All" and the search results will adjust.

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For the second example, we'll go into the Project library.

Click on "Projects" in the top bar or "Ecosystem Projects" from the home page.



Then choose, "Search & List View" in the sub-navigation.

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The same search options are available here. Let's search for all projects that contain "Yolo Bypass." Type, "Yolo Bypass" in the search box as a keyword.

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	[P] Sep 04, 2015 12:08 PM	[P] Aug 28, 2015 04:24 PM
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Click, "Search."

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The library to the right is now only showing public projects that contain "Yolo Bypass" as a keyword or in the project title.

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Map It Clear Results RESET LISTINGS SEARCH	Subscribe to this feed.
	Showing 1 - *6 of 2 items

Let's do another keyword search in the Projects with, "smelt." Type in "smelt" in the Search box and then click, "search."

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Again, the results adjust for the specific search.

If you know the exact title of the document or project, you can just type that in and the item will come up.

This concludes the "How to Use the Search Function" tutorial.