

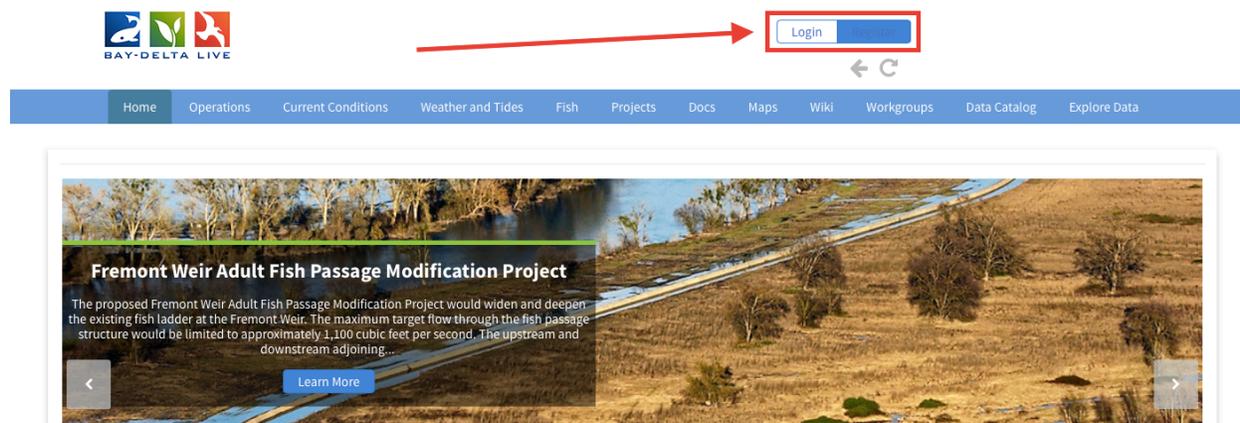


How to Use the Search Function

Welcome to the “How to Use the Search Function” tutorial.

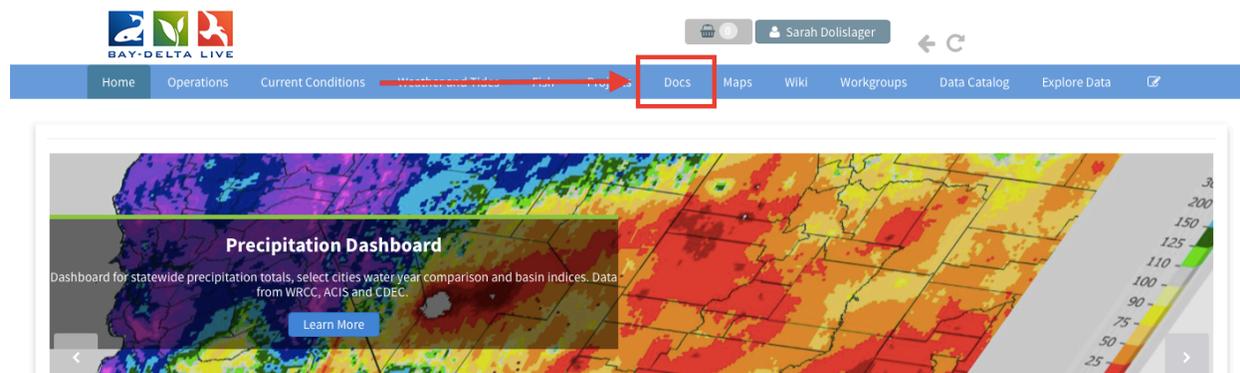
In this tutorial, you will learn how to search in the asset libraries on Bay-Delta Live using the built-in search function, and then we will show a few examples.

First, be sure to log in by using the “login” button at the top of the screen.

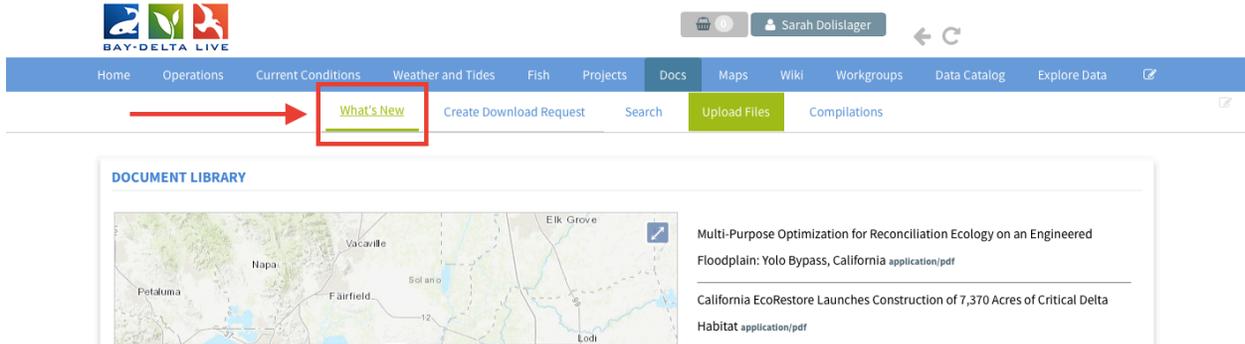


Let’s start with the Document library.

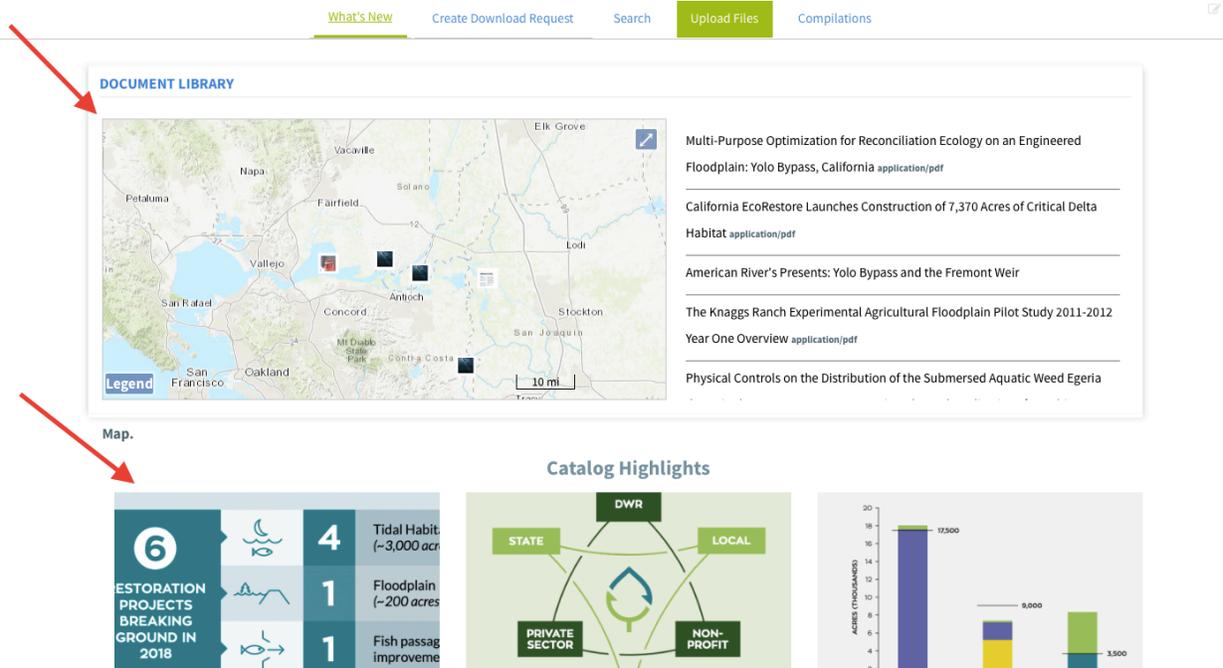
To get to the Document library, click on the “Docs” link at the top of the page.



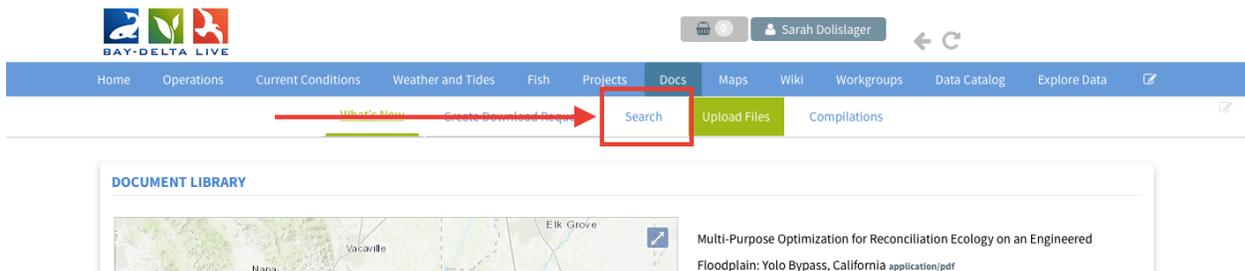
The Document Library will open up to the “What’s New” tab, as indicated in the sub-navigation.



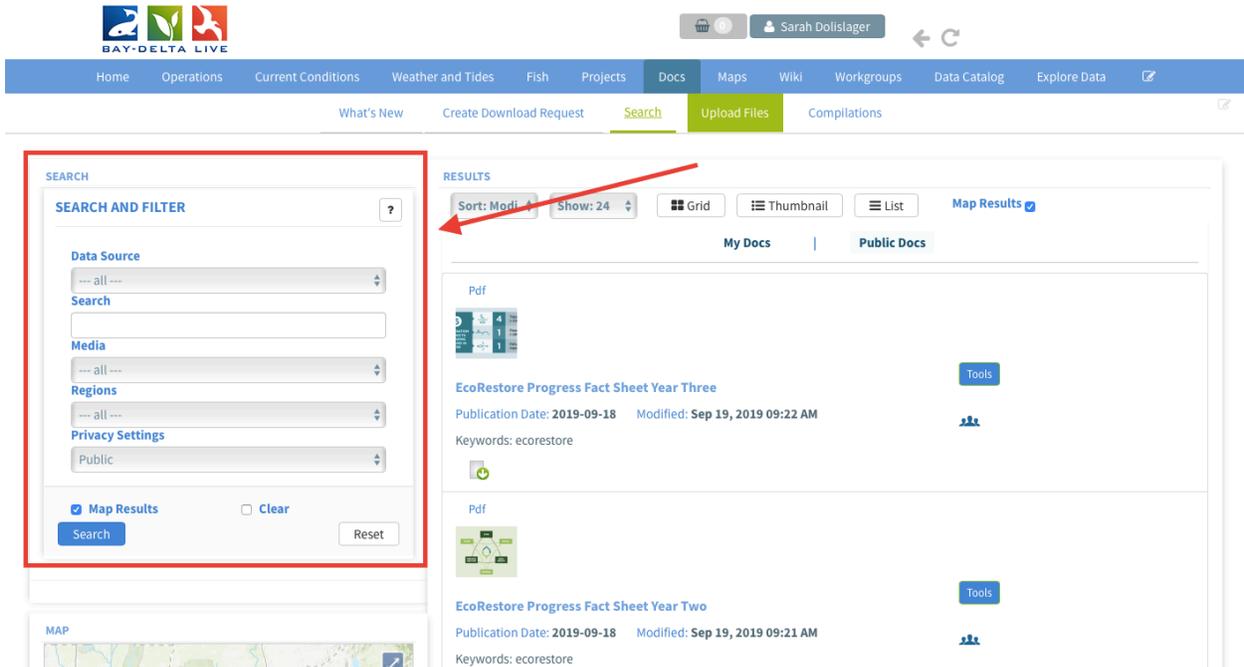
Here you will find a map with geolocated documents and a list of recently updated documents.



To access the entire Document library and the search function, click on the “Search” link in the sub-navigation.

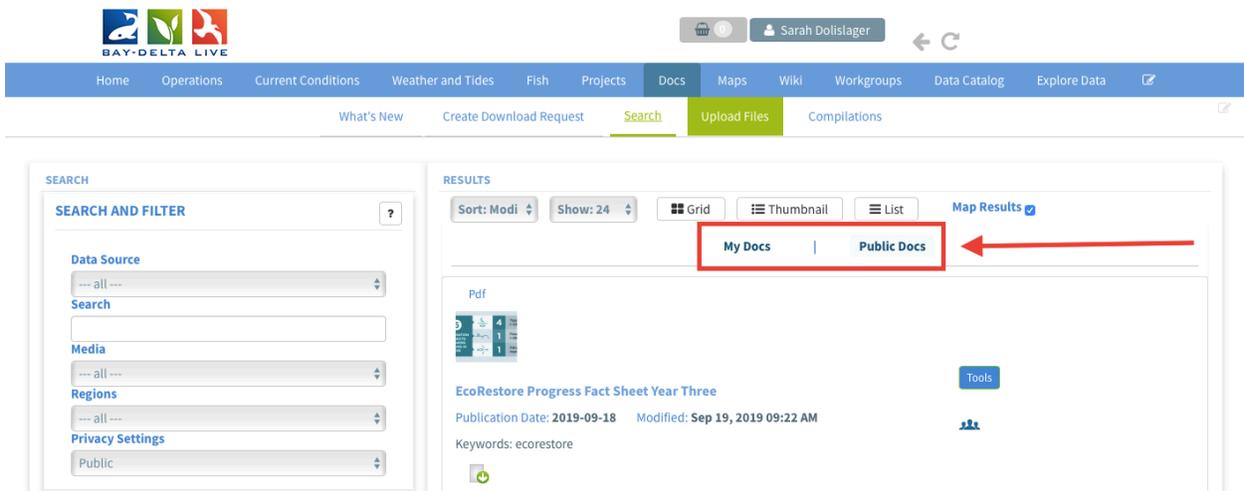


You will see the search form on the left-hand side. There are several options here that allow you to make a more advanced search.



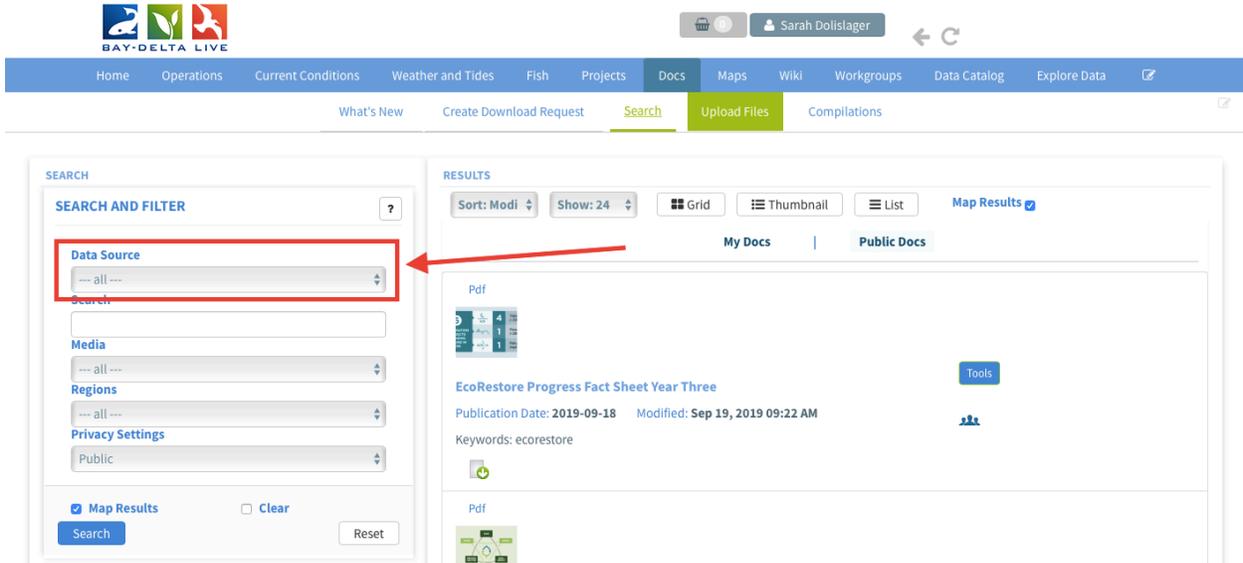
Before we go over the search function, note that the library is organized into two categories: "My Docs" and "Public Docs."

It defaults to "Public Docs." If you want to search within your private documents click, "My Docs."

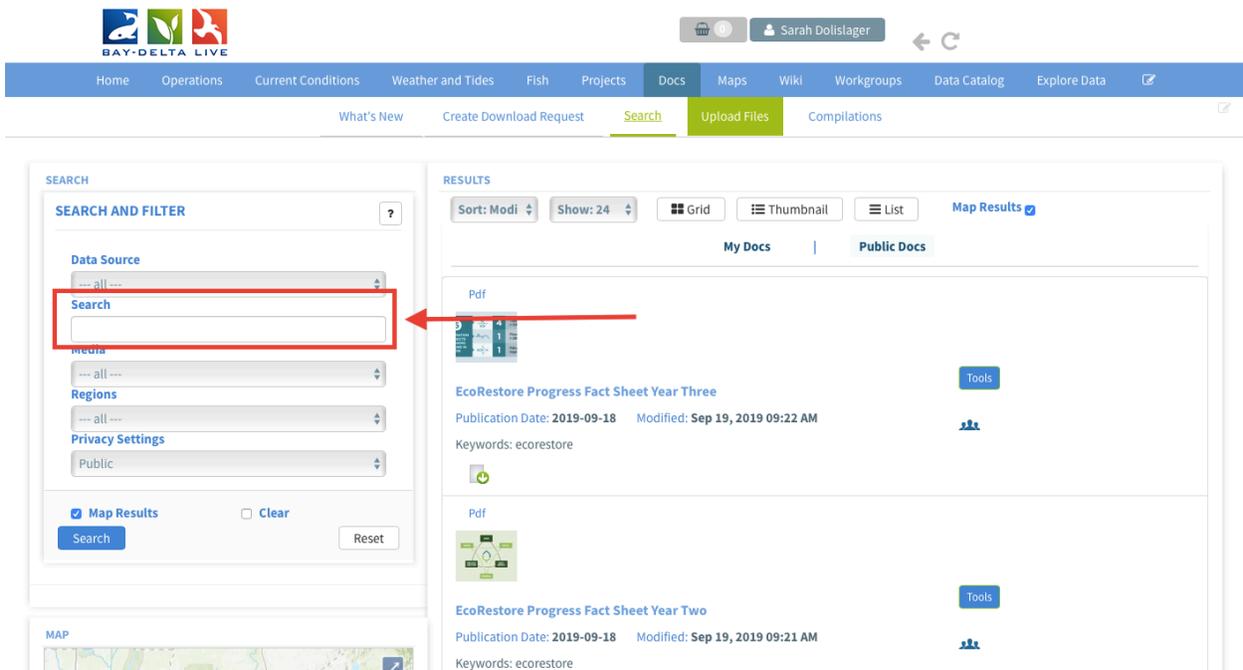


Now, let's go over the options of the search form.

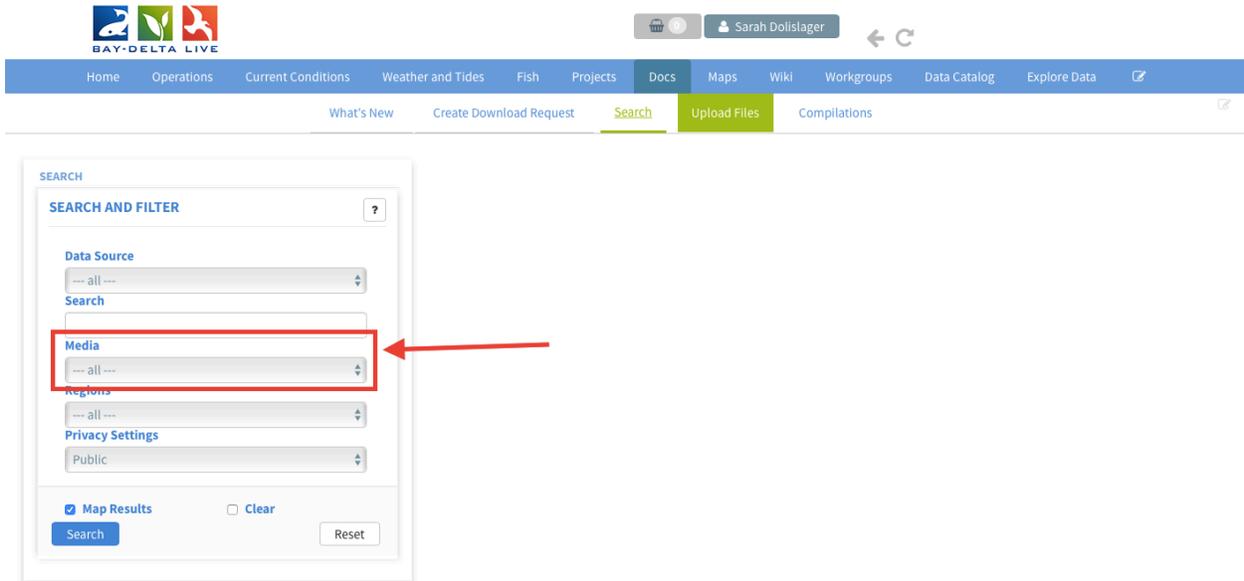
The “Data Source” drop-down menu option helps you narrow down your search by choosing a specific source. If one of these options does not apply to your search, select “All.”



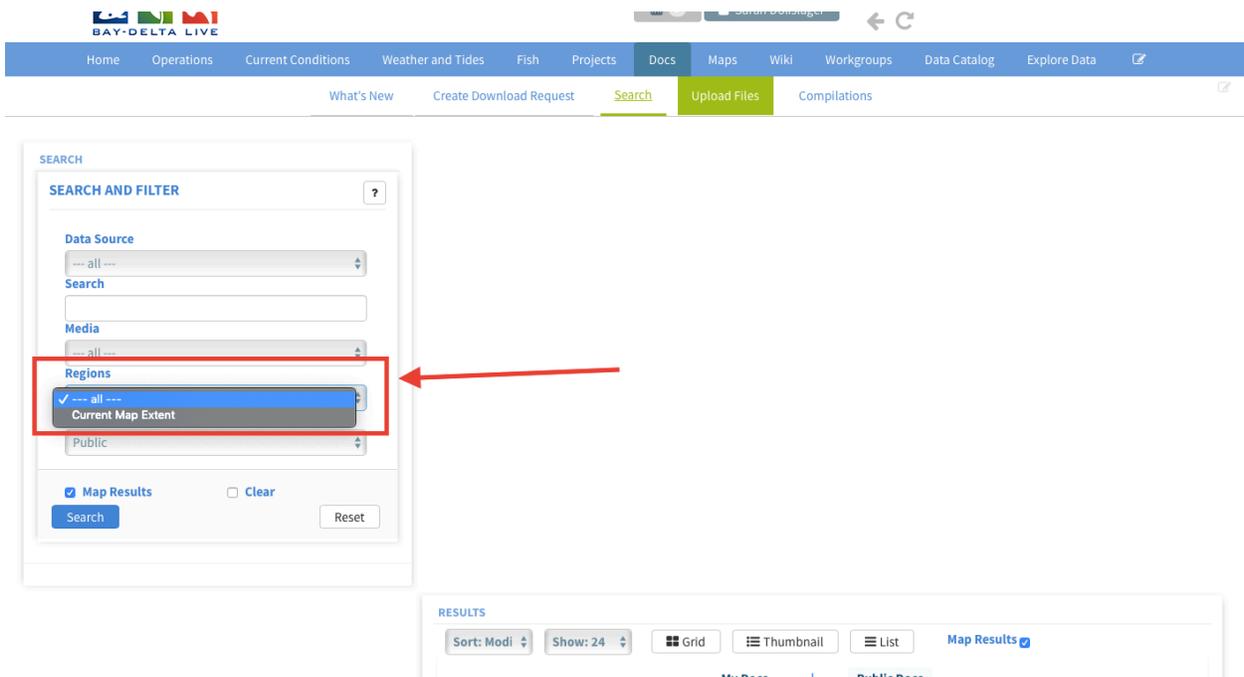
The next box is “Search.” Here you can type a keyword and the results will show files with the keyword in the title or metadata.



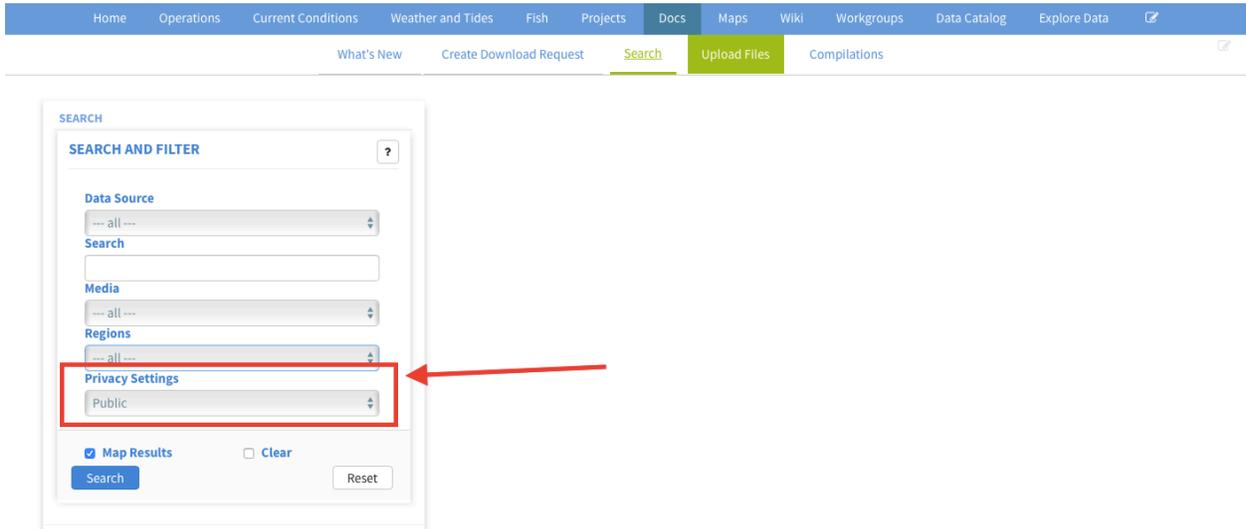
The “Media” drop-down menu allows you to specify the type of media file, such as “image, document, or video.”



The “Regions” drop-down menu gives you the option to select, “current map extent.” This refers to the map shown below the search form. You can zoom in and out on the map or move it with your mouse cursor. If you want to search beyond the map extent, keep the drop-down menu selection on “all.”

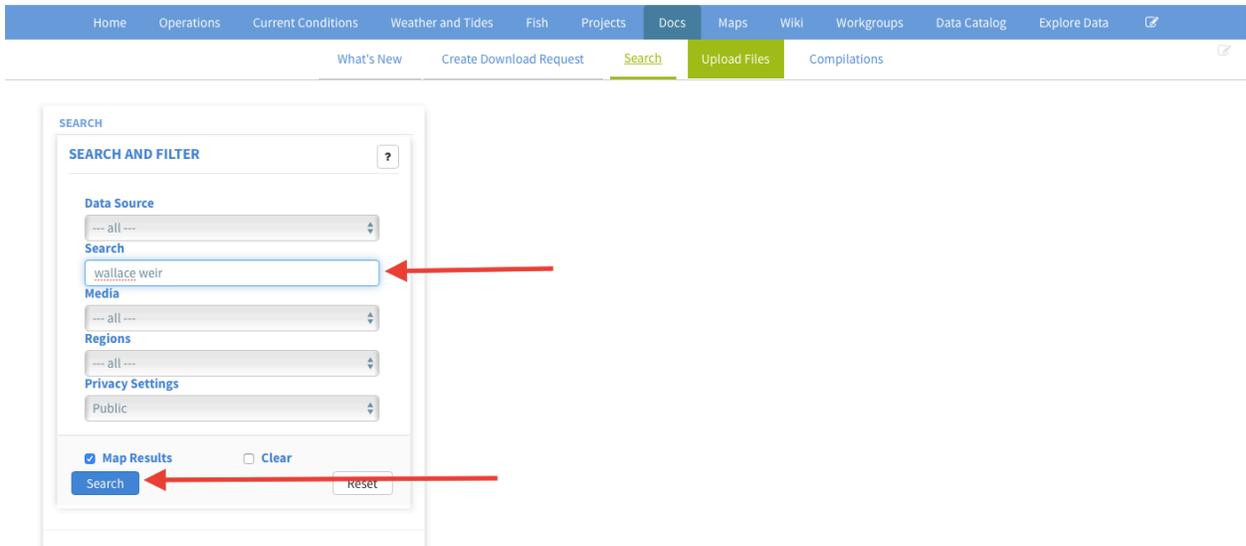


The “Privacy Settings” drop-down menu allows you to specify your search within the public or private documents if you haven’t already clicked to “My Docs” on the right-hand side.

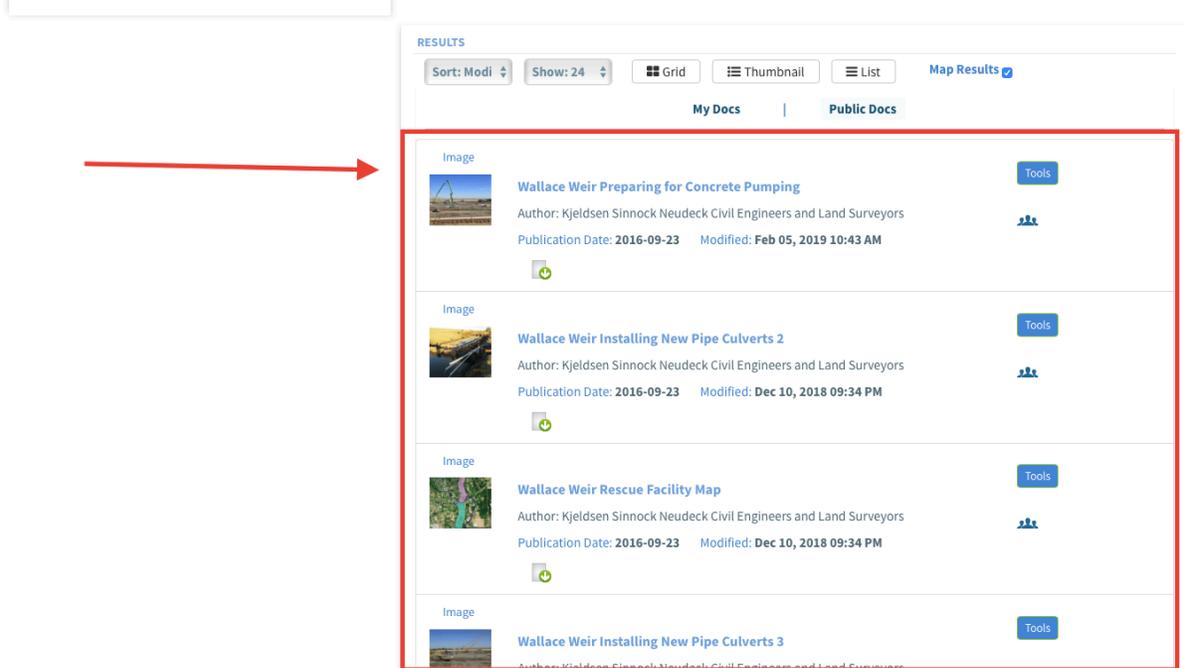


Let’s do a quick keyword search example.

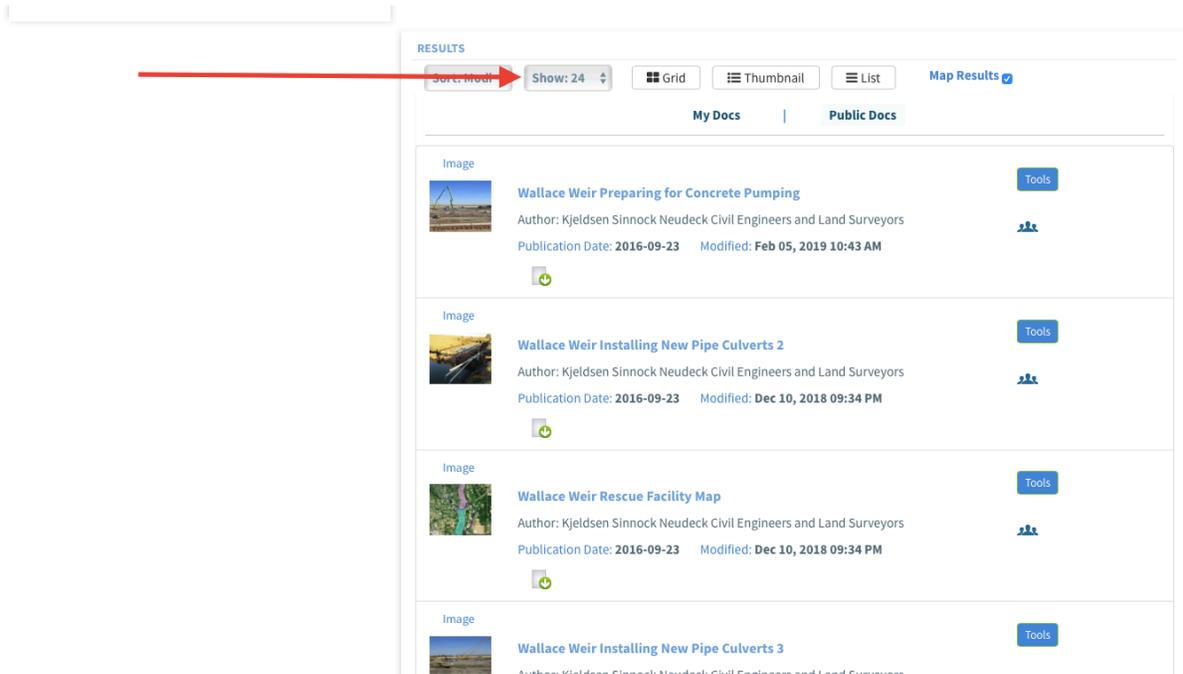
Type “Wallace Weir” in the search box and then click “search” or hit the “enter” key on your keyboard.



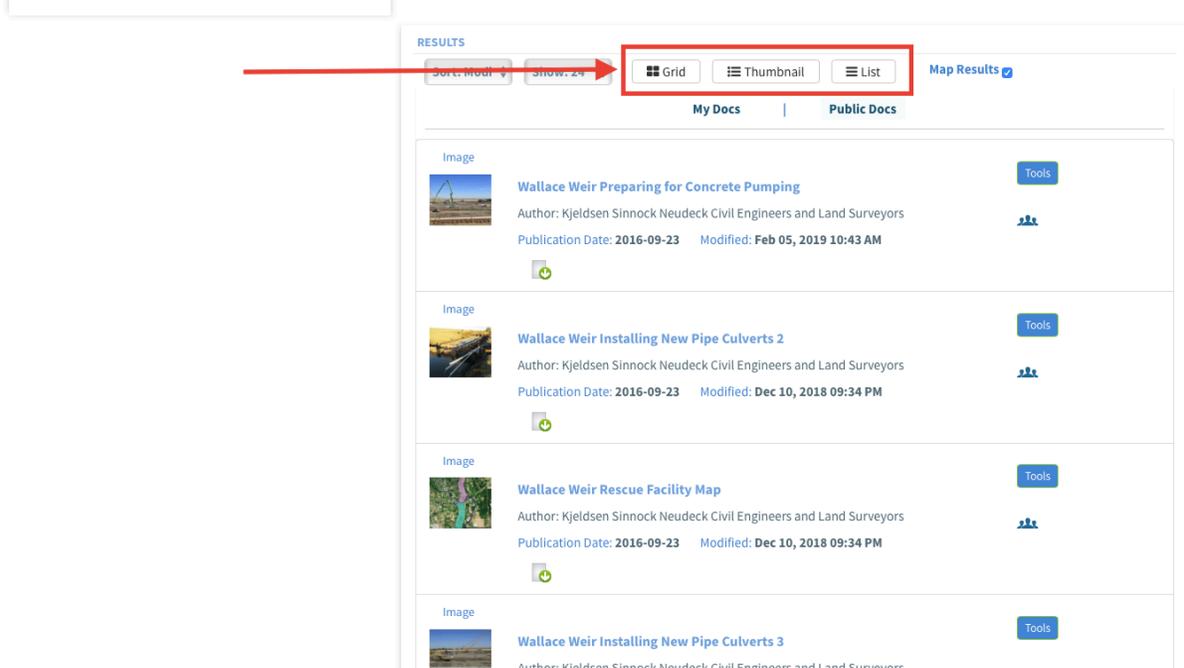
You will see the results populate on the right-hand side.



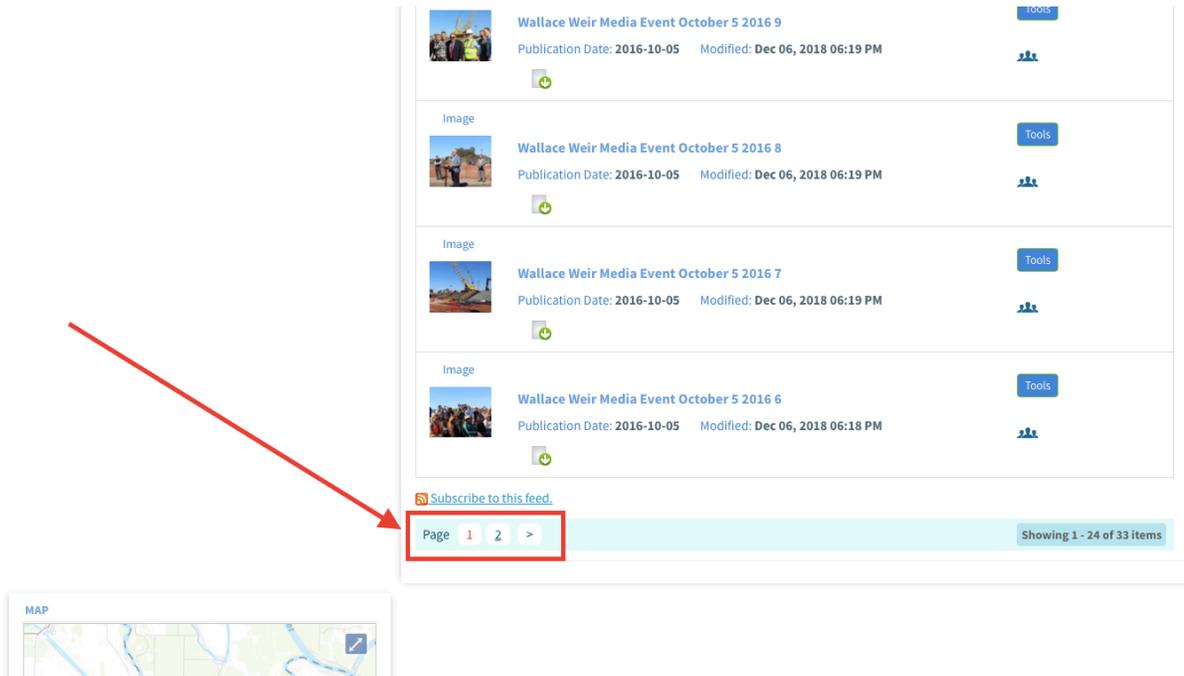
You can adjust the view of the library using the options at the top. For instance, if you want to show more results on each page, click on this drop-down menu and choose a larger number.



You can also change the library format from thumbnail to list by clicking on these buttons.



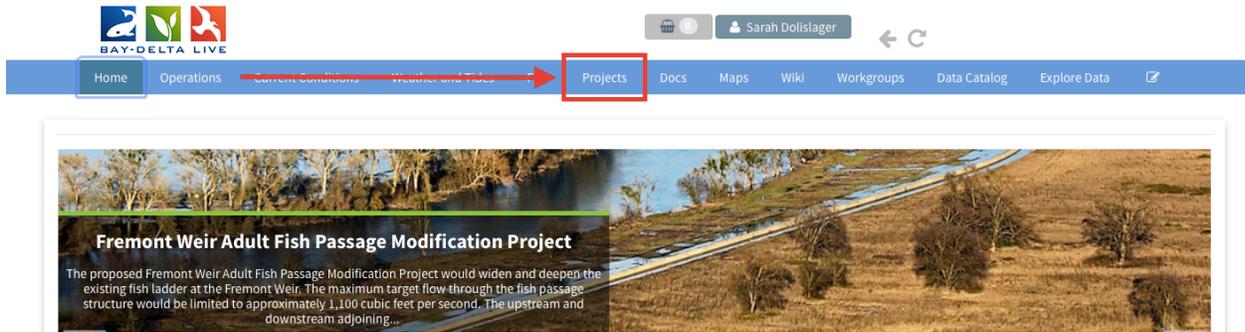
Scroll down to the bottom to go to the next page of results.



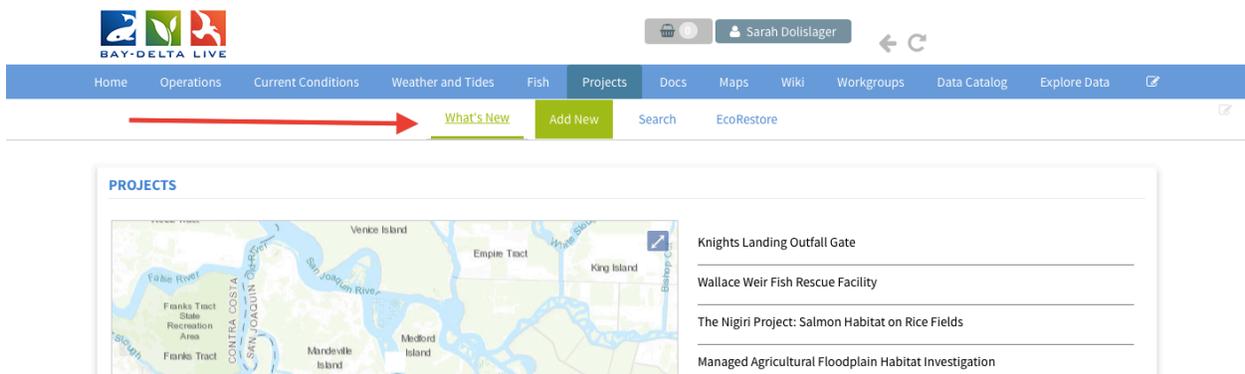
PROJECT LIBRARY SEARCH FUNCTION

Next, let's go over the Project Library built-in search function.

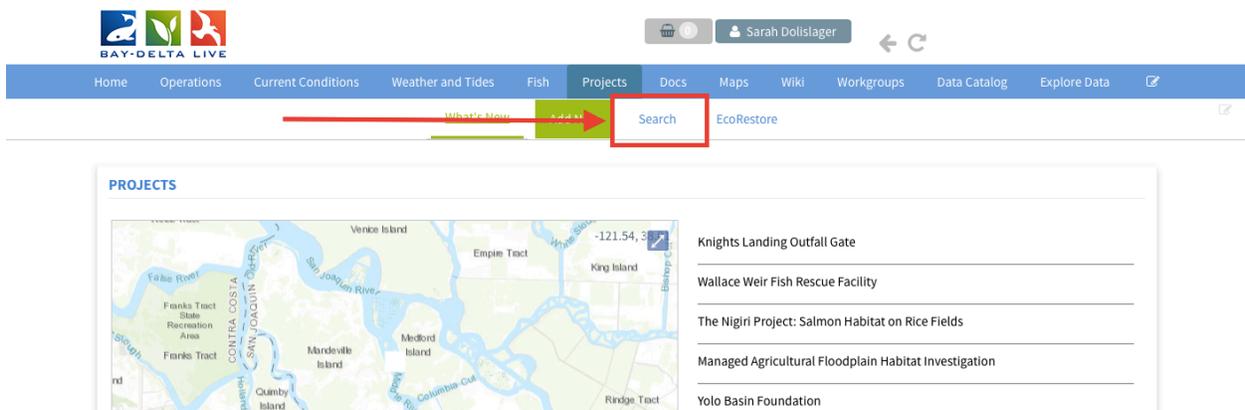
From the homepage, click on the Projects link at the top of the page.



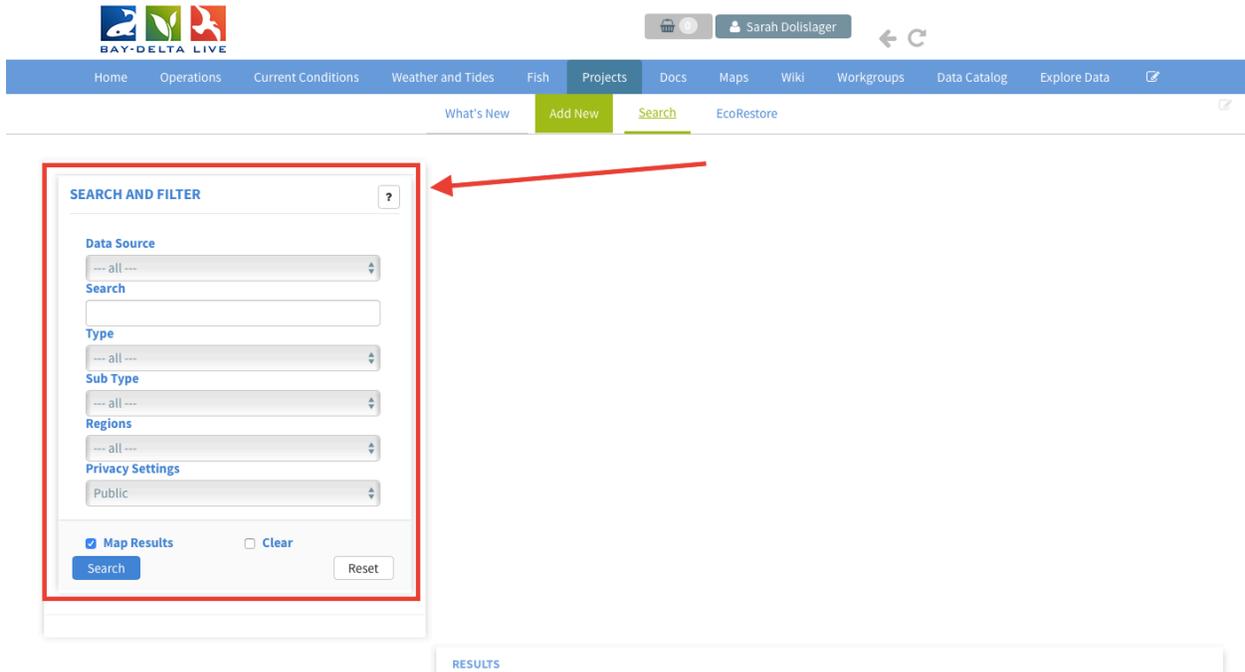
Just like the Document library, the Project library opens to the “What's New” tab.



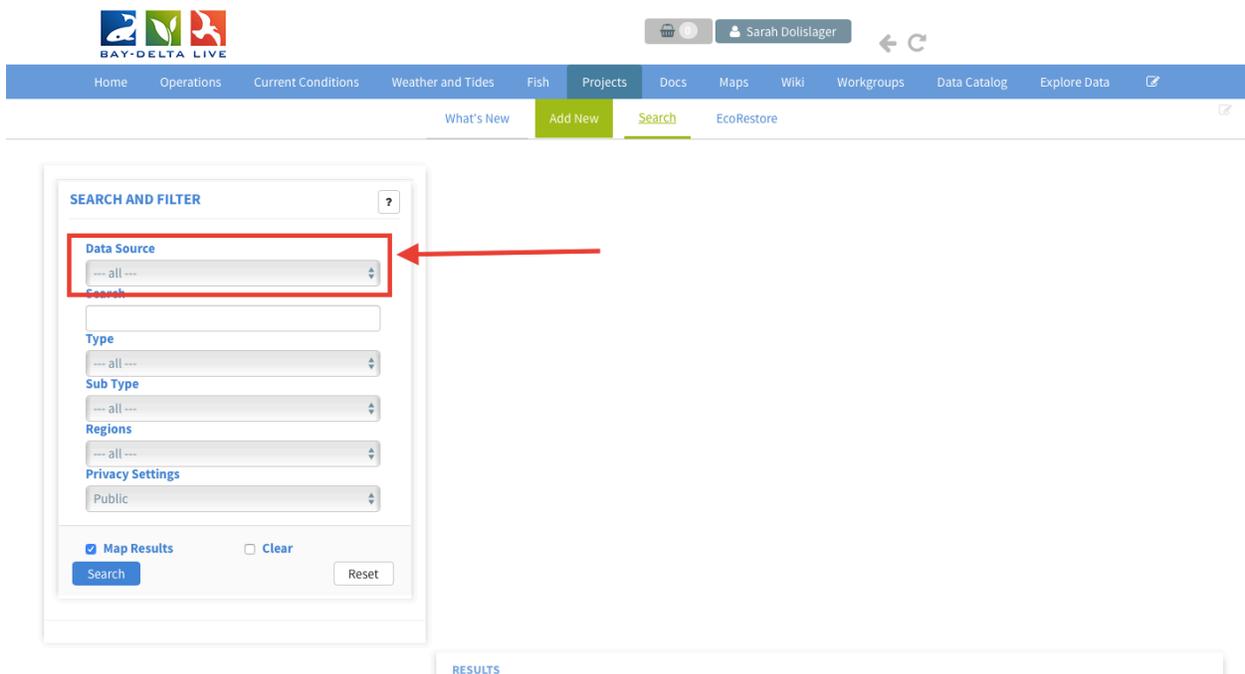
Click on the “Search” link in the sub-navigation.



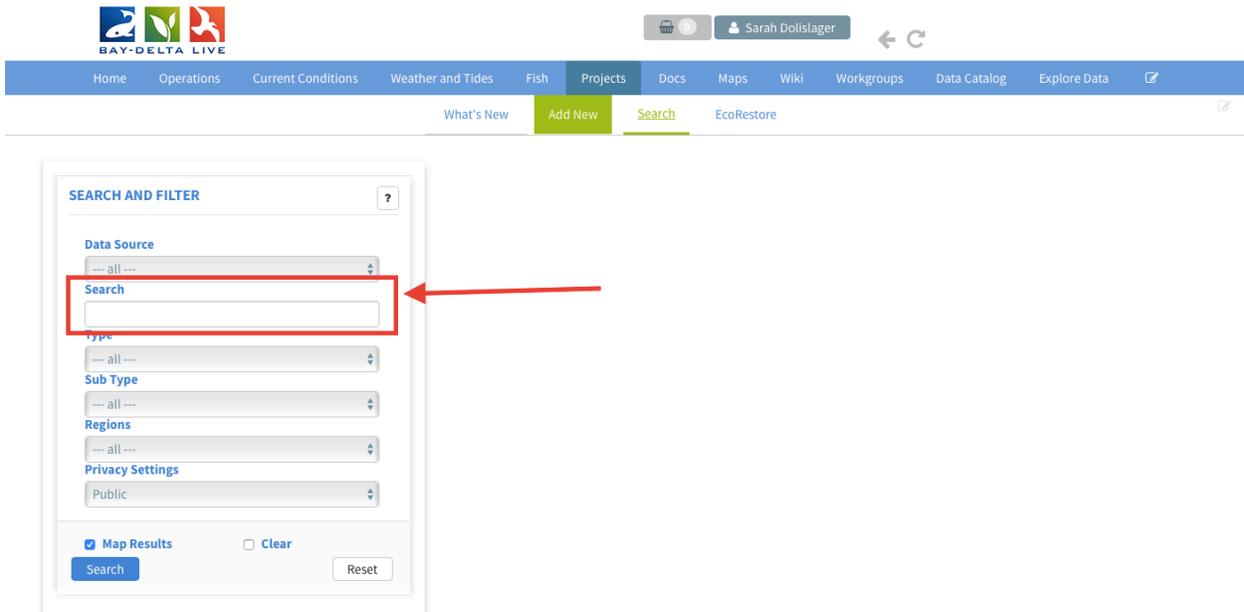
You can see the search form on the left-hand side.
There are several options here that allow you to make a more advanced search.



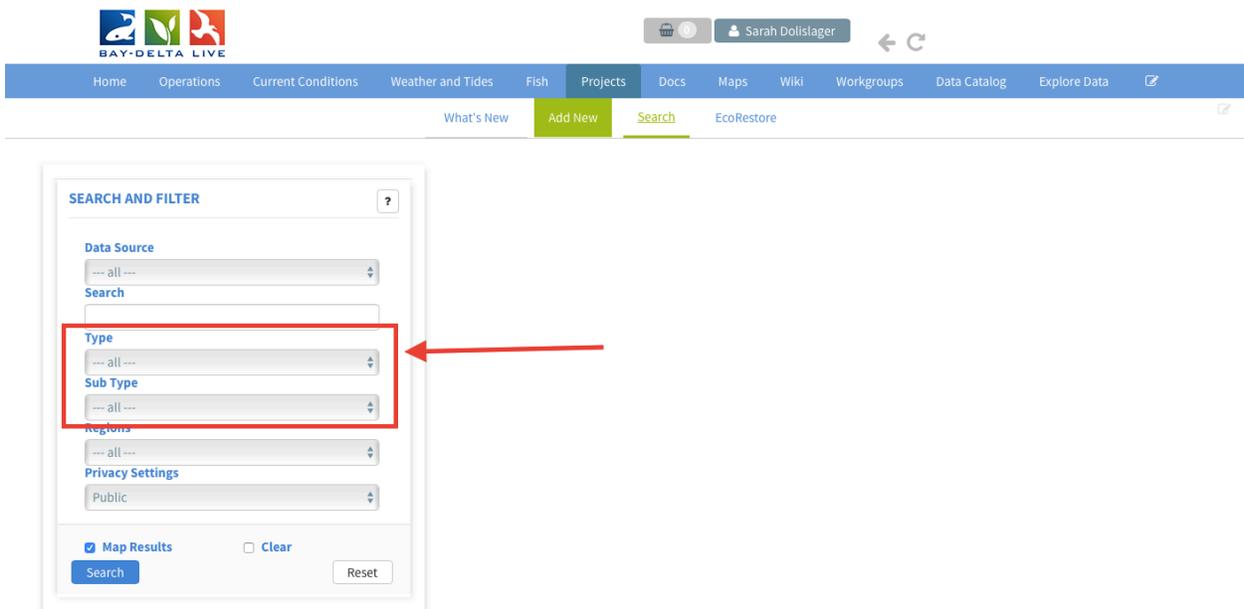
The “Data Source” drop-down menu option helps you narrow down your search by choosing a specific source. If one of these options does not apply to your search, select “All.”



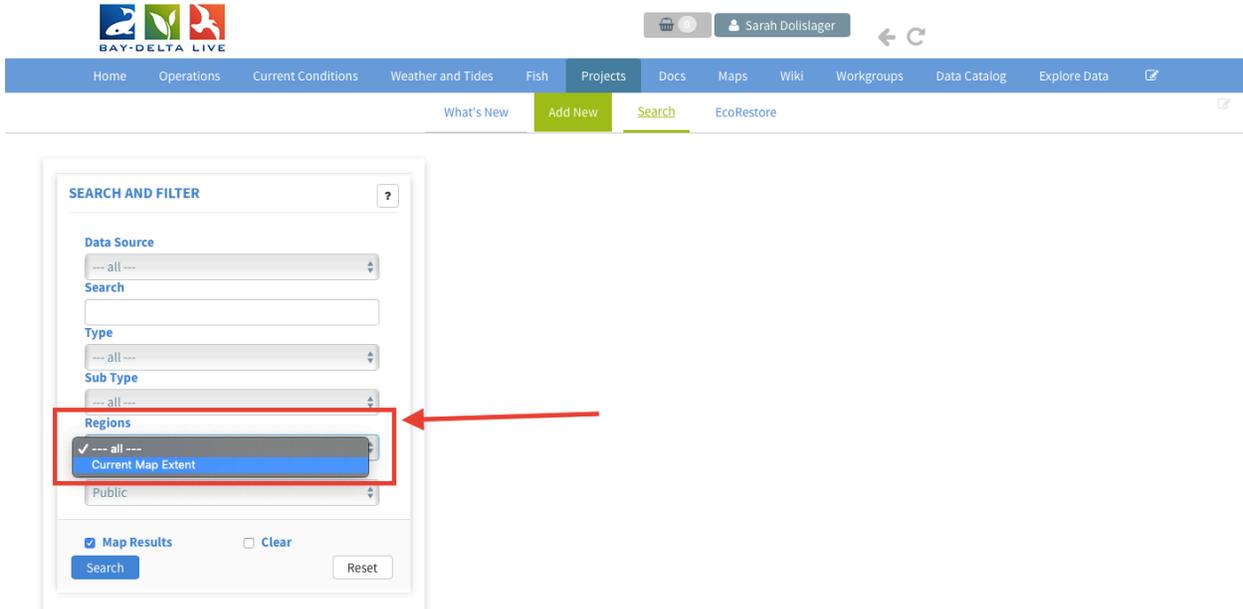
The next box is “Search.” Here you can type a keyword and the results will show projects with the keyword in the title or metadata.



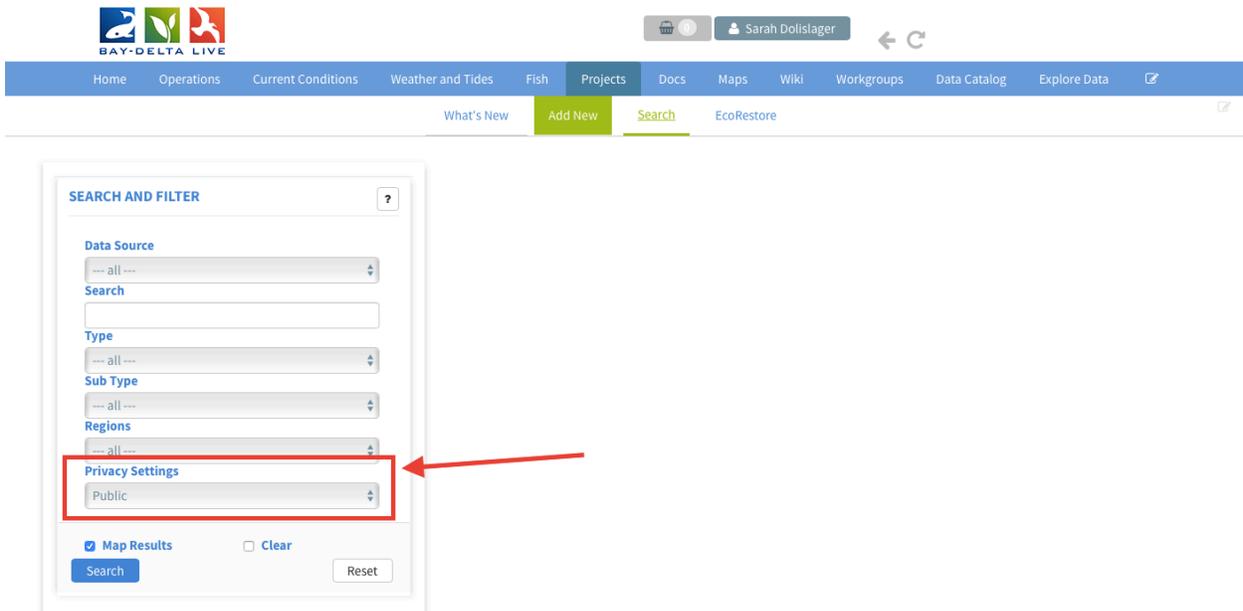
The “Type” and “Subtype” drop-down menus help you search for specific types of projects, such as “restoration, research, etc.”



The “Regions” drop-down menu gives you the option to select, “current map extent.” This refers to the map shown below the search form. You can zoom in and out on the map or move it with your mouse cursor. If you want to search beyond the map extent, keep the drop-down menu selection on “all.”



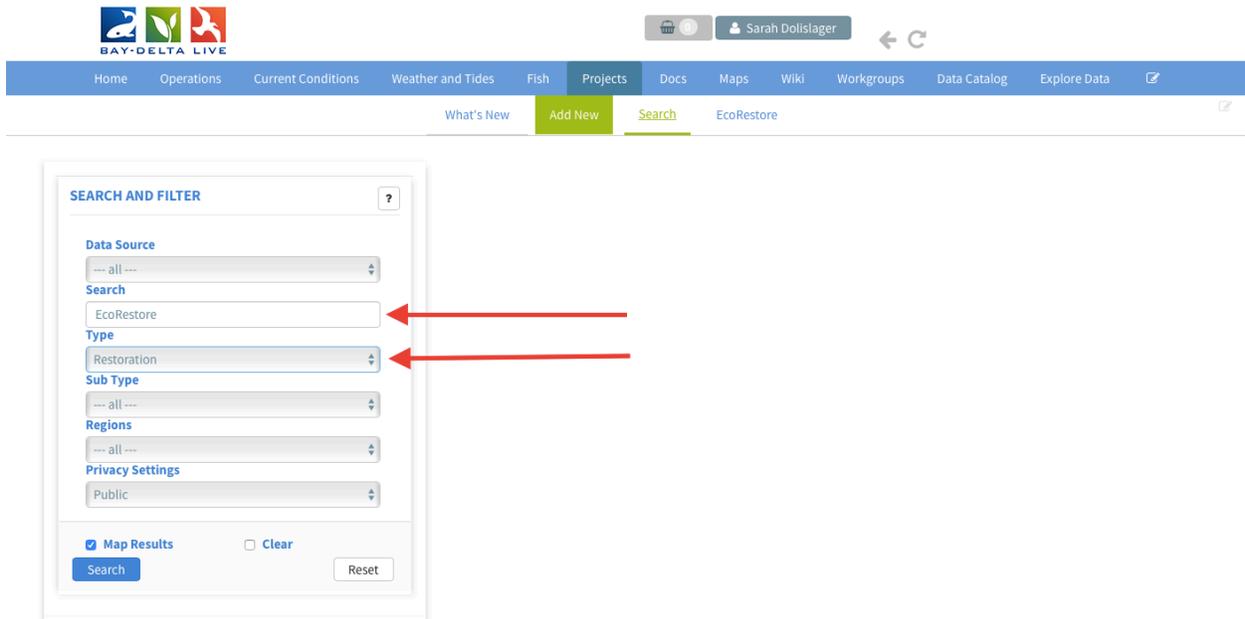
The “Privacy Settings” drop-down menu allows you to specify your search within the public documents or your private documents if you haven’t already selected one on the right-hand side.



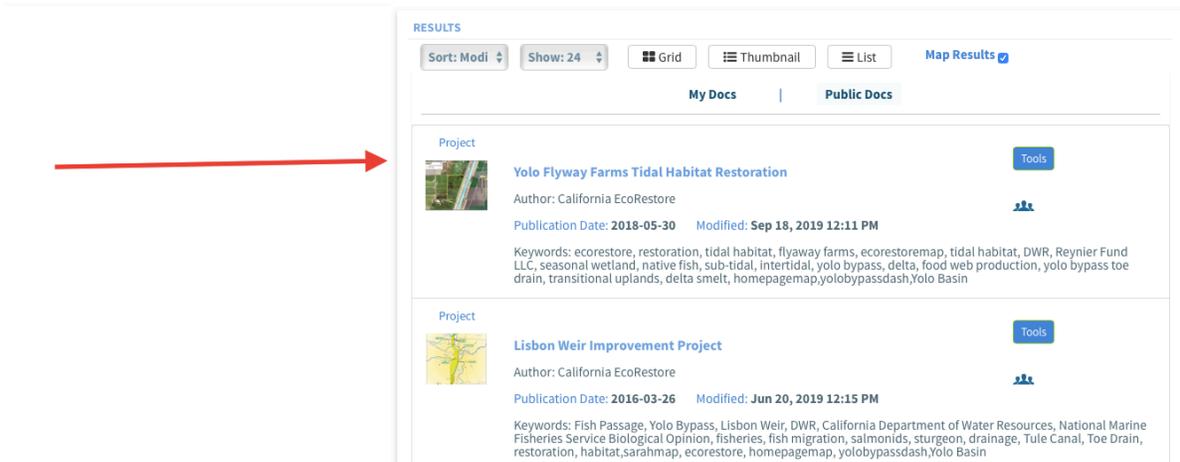
Let's show an example.

Type the keyword "EcoRestore" in the search box and choose "Restoration" from the Type drop-down menu.

The results will automatically generate on the right when you select a Type.



You can scroll through the results and move to the next page of the library at the bottom.



Remember, If you know the exact title of the document or Project, you can type that in the "Search" box and the item will show in the results.

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