

Performing Forward Searches

A Forward Search instantly alerts you whenever a wire story arrives that matches certain criteria. This is useful if you are following a story and want to be notified of new developments as soon as they come in. You can create up to 10 simultaneous Forward Searches.

To create a Forward Search select **Personal Folder rover** → **Settings** and click on the **Forward Searches** tab.

Description	Wire	Selector	Category	Priority	List	Notify
Untitled	Any	Any	Any	Any	<input type="checkbox"/>	<input type="checkbox"/>
Budget showdown	Any	Any	Any	Any	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Search Terms - Custom Category 1

- budget
- policy
- deficit

The box at the top of the window lets you select the wires you want to search. Click the *New* button and enter the following criteria for your Forward Search category:

Option	Description
Wire	Select the wire name from the dropdown list.
Selector, Category, Priority	Search for specific wire parameters. These are usually set to "Any."
List	Selecting this option will give you the option to see search results for this forward search by clicking on the Wires folder rover.
Notify	Select this option to have incoming items that match your Forward Search criteria flash in the Top Line Area.

Click on a blank line in the Search Terms list and enter the search terms. You can use AND, OR, NOT and NEAR as you would with regular Searches.

If you no longer want to receive alerts for certain search criteria, you can delete a Forward Search by highlighting the Forward Search category or the Search Terms you want to delete then click the appropriate *Delete* button to remove it.

Click *Save* to store your changes.

Hints and Tips

- Forward Search scans wires for a text string even if it is part of another word. For example, the search term `can` will find stories containing the words `Canada` and `candy` but only `can` will be highlighted.
- If you include the `*` character in a Forward Search, the highlighting will also apply to words containing the search term, not just exact matches. For example, the search term `nat*` will highlight the `national`, `international` and `Senate`.
- When using the *Notify* option each set of search terms is processed individually and in order. Once a story matches a set of search terms it is not checked against the remaining sets. When the story is opened, only words in the matched set of search terms are highlighted, even though words from other sets of search terms may be present.
- When using the *List* option, all sets of search terms for a single Forward Search are searched together using OR to join them as a single search. This means that the results in the List Window may not exactly match the stories flagged by the *Notify* option. The highlighted terms within an individual story may also be different.