

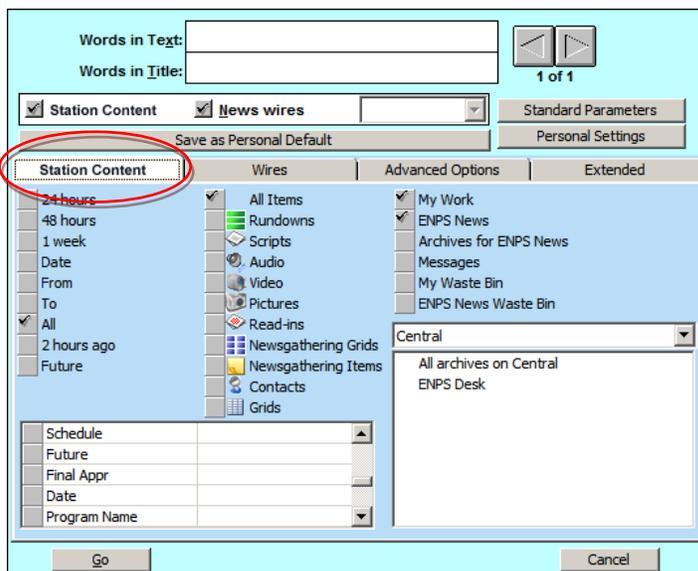
Saving a Search

To access full Search capability click on the double-arrow icon  next to the Go button.



Then define all of your Search parameters including the item type.

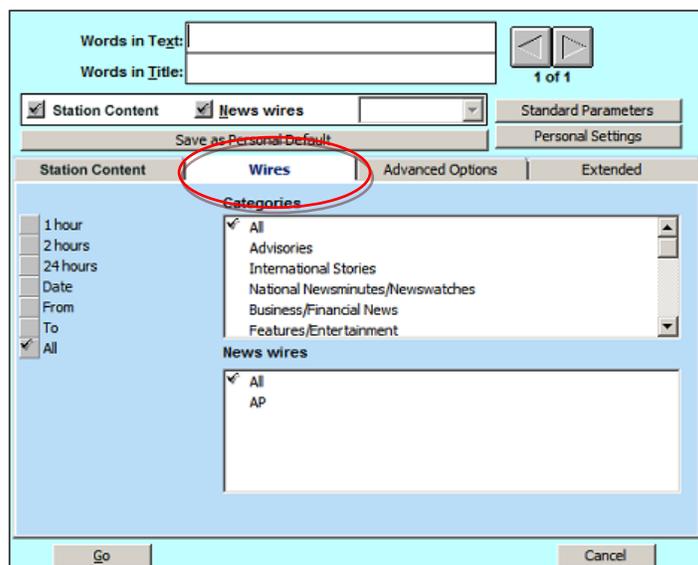
Station Content



The first tab lets you select content at your station. You can narrow your search by date parameters in the first column, item type in the second column, and work area in the third column. Audio and video are legacy types which are no longer used.

To include or exclude any option click in the appropriate checkbox.

Wires



The second tab, **Wires**, lets you refine wire searches based on time, date, provider, and category. This search only locates information in active wires. At most sites, this is equal to about one week's worth of stories. The column on the left allows you to choose specific time or date parameters. The **Categories** scrollbox in the upper right lets you make your search include all news areas, or have it limited to only ones you specify by clicking on them. A checkmark appears next to each one you select. The **News wires** scrollbox on the lower right allows you to limit your search based on particular providers.

Advanced Options

The table below describes each one of these options in detail:

Advanced Options	Description
Thesaurus Expansion	Expand a Search to include synonyms. For example, a Thesaurus expansion Search that includes “vehicle” also returns matches that contain the words “automobile,” “bus,” “truck,” “machine,” and “transportation.” This setting is always available for U.S. English; check with your System Administrator to find out if this is supported in other languages.
Exact Phrase	Search for the exact phrase entered in the search field. This option is useful when you are searching for quotes. When the <i>Exact Phrase</i> box is not selected, each space will be the same as adding the AND operator. You will automatically search for an exact phrase when you put quotes around any part of your search query. This feature cannot be used with Thesaurus Expansion.
Sort Results by Rank	Return Search items in the List Window in order of relevance, so that the more often your search terms appear in an item, the higher the item appears in the List Window. When unchecked, and by default, Search items are listed in reverse chronological order, with the most recent items on top.
Count	Displays the number of items that match the Search.
Save as Personal Default	Save customized Search options so they appear automatically when you run Searches in ENPS. For example, if you deal exclusively with a particular wire you may set your default Search options to only search that wire.
Show Dialog	Open the Search window before a saved search is executed. This is useful for archives or contact searches where the search parameters stay the same but the keywords change.
Save New	Type a name for your Search in the text field then click this button to save your Search.

Test the search by clicking *Go* and verify that the correct parameters were specified.

To access this search at a later time, click on the rover of the Search bar. In the box that appears off the rover your personal saved searches will appear as options at the top of the box.

