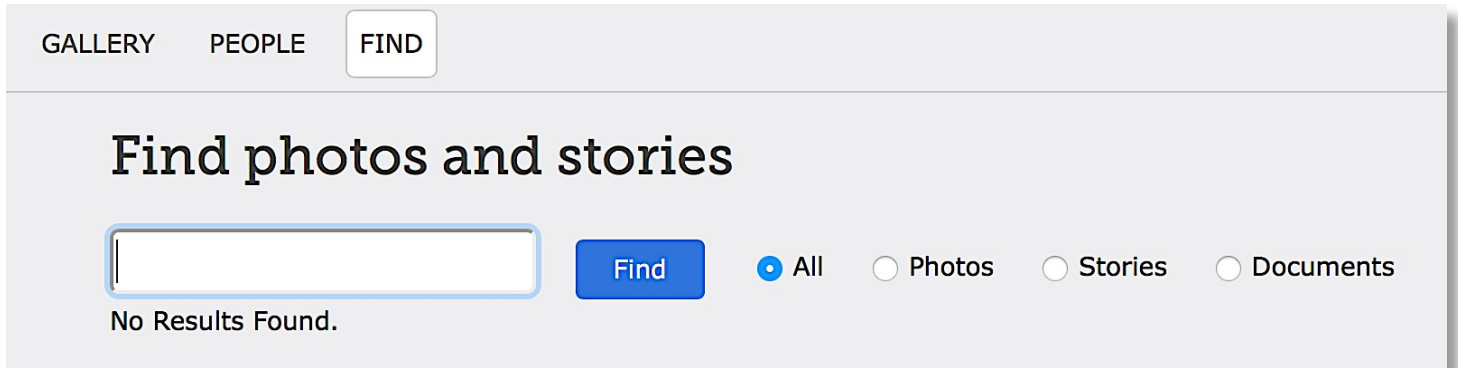


Goal #5 - Using the "Find" Menu Option

Find: Using "Boolean" search options, you can search for photos, stories, or documents that are found in Family Tree and filter them to more specific individuals.

Click on the small "radio" button to select only what you want to search for or just leave the filter set to "All".



The screenshot shows a navigation bar with three tabs: 'GALLERY', 'PEOPLE', and 'FIND'. The 'FIND' tab is active. Below the navigation bar, the heading 'Find photos and stories' is displayed. A search input field is empty, followed by a blue 'Find' button. To the right of the button are four radio button options: 'All' (selected), 'Photos', 'Stories', and 'Documents'. Below the search field, the text 'No Results Found.' is displayed.

Simple examples:

1. Type Charles Meyers and any media in Family Tree that has the name Charles or name Meyers will appear.
2. Type "Charles Meyers" with quotes and only those individuals with Charles + Meyers will appear.
3. Type in Me* and media with the names such as **M**etcalf, **M**eyers, **M**ervin, will all appear.
4. Let's say you did type in "Charles Meyers", but there are many media files with Arnold Charles Meyers in the list. Type "Charles Meyers" -Arnold, and that person's media files will not be shown.

Searches can be simple or much more complex. Review the link to an article about this feature on the main Lesson 4 page that will help you more fully understand this.