Combining Sources and Adding to Favorites

Combining Sources

1. Enter the name of Source you would like to view documents for in the **Big Red Search Box**.

2. Click the Source Title to add the source as a filter for your search.

3. The Source Title now appears in place of **Search Everything** in the **Big Red Search Box**.

4. To add a second source, enter the name of the second Source you would like to view documents for in the **Big Red Search Box**.

5. Click the Source Title to add the source as a filter for your search.
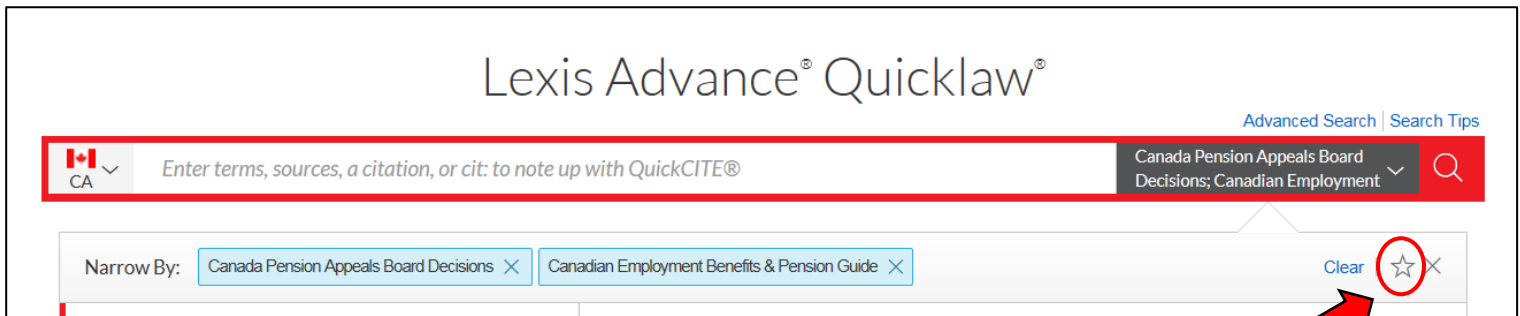
## Adding Combined Group of Sources to Your Favorites Pod

6. In the **Big Red Search Box**, click the Source titles you have just added.

7. A box with additional filters appears. To the far right you will see a **star**, simply **click the star** to add these combined sources to your Favorites POD.

8. A message will appear at the top of the screen indicating that the Sources you selected have been **added as favorite**.
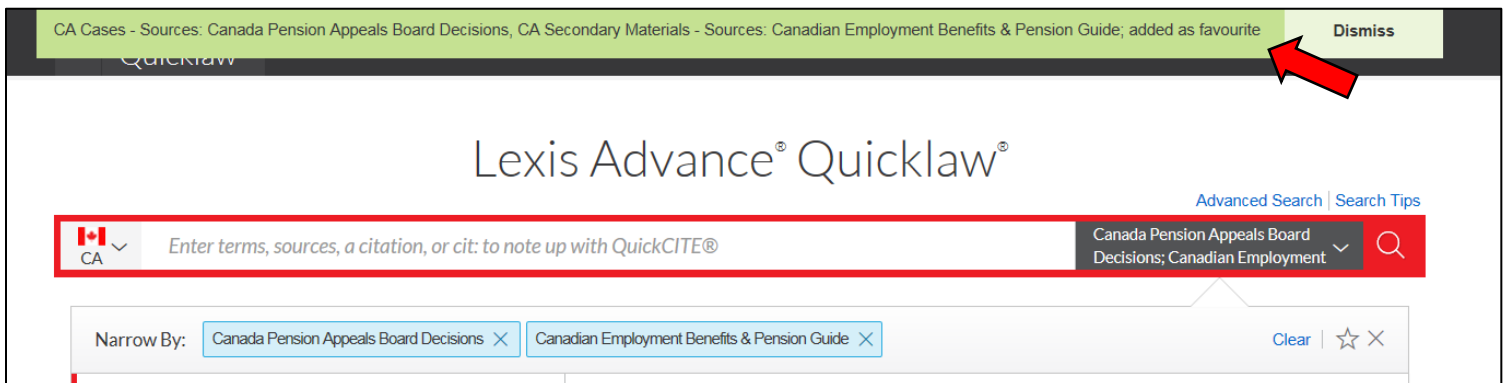
9. In future, simply select the combined group Source from your Favorites POD to search.

Changes made:

Updated all screenshots

***last screenshot now includes the Explore Content Pod.