

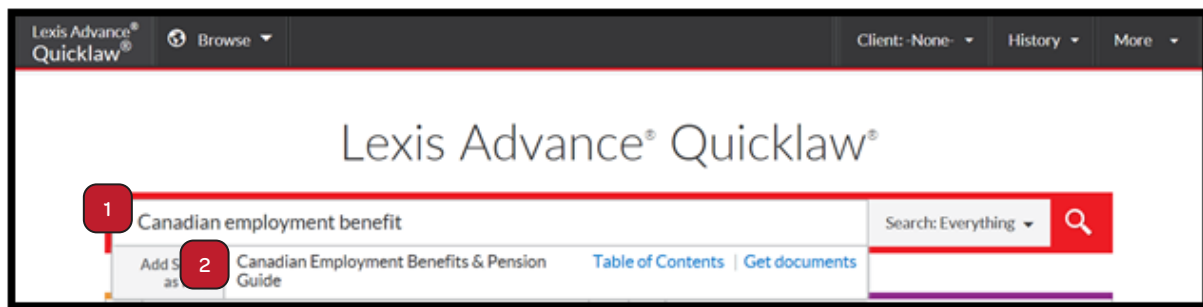
QUICK TIPS



COMBINING SOURCES AND ADDING TO FAVORITES

COMBINING SOURCES

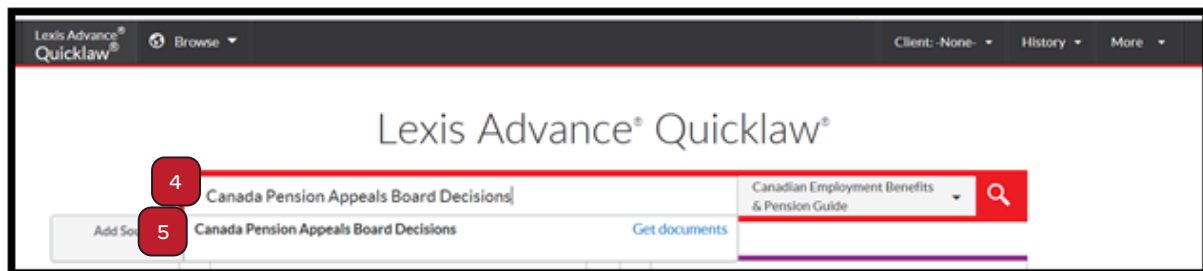
1. Enter the name of Source you would like to view documents for in the **Big Red Search Box**.
2. Click the Source Title to add the source as a filter for your search.



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.

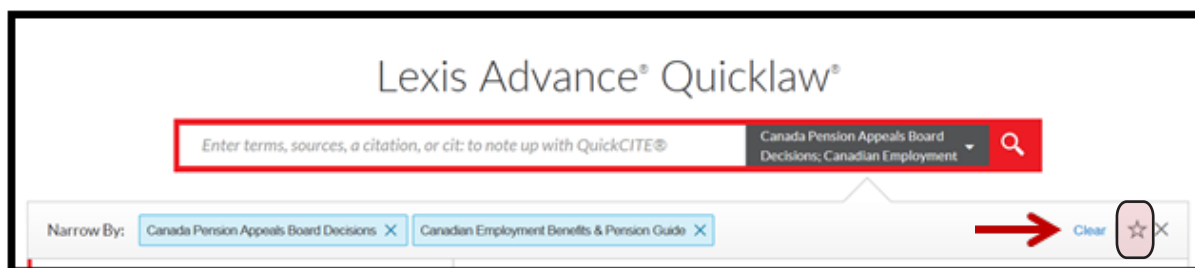


ADDING COMBINED GROUP OF SOURCES TO YOUR FAVORITES POD

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.

