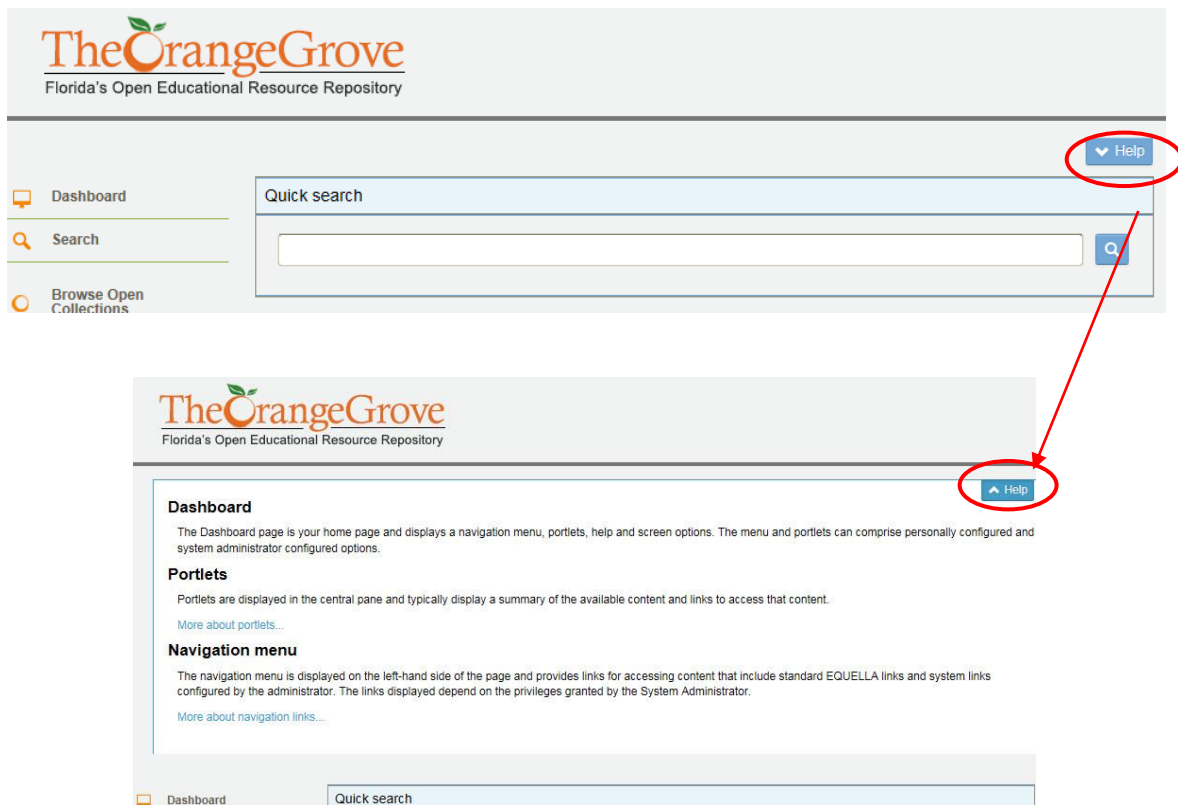


Using Help, Searching, and Browsing Collections in The Orange Grove

Finding Help

Context-sensitive help is available on every page of The Orange Grove. For additional assistance, view online tutorials or contact our [Help Desk](#).

- Click the **Help** button at the top of each screen to display specific help for that page.



Using Quick Search

Quick Search is a simple search using key terms. It is available on The Orange Grove [main page](#), the [Dashboard](#), and all search result pages (but not browse pages).

To run a Quick Search:

- Enter search terms and click the magnifying glass to start your search.

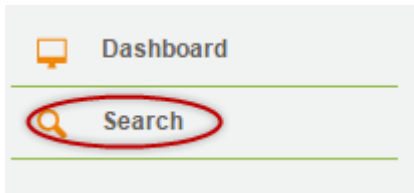
A screenshot of the 'Quick search' input field, showing a text box and a magnifying glass icon.

Using Expanded Search

Expanded Search allows you to select more search options. It is available from the navigation bar on the left side of the screen.

To run an Expanded Search:

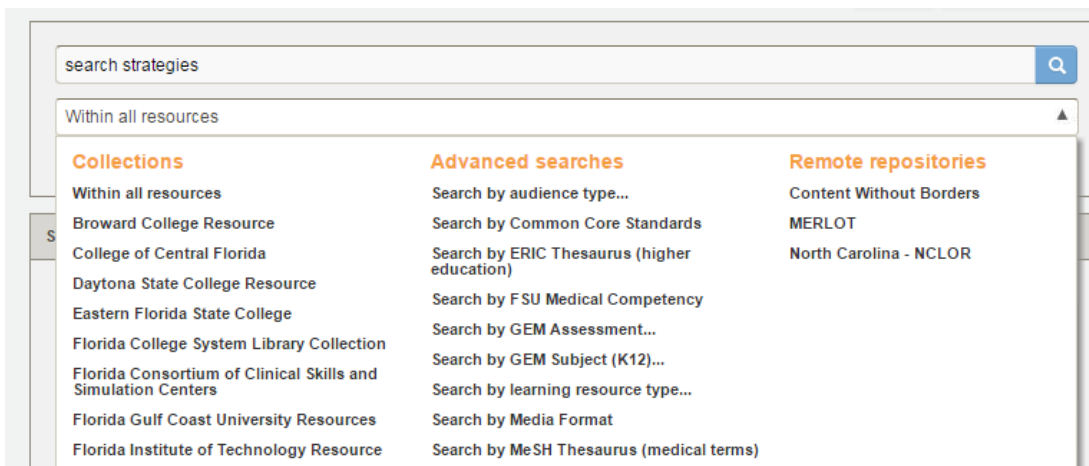
1. Click **Search** in the navigation bar on the left side of the screen.



2. Enter search words or phrases.



3. In the second box, click the down arrow to select specific Collections or Advanced Search options.



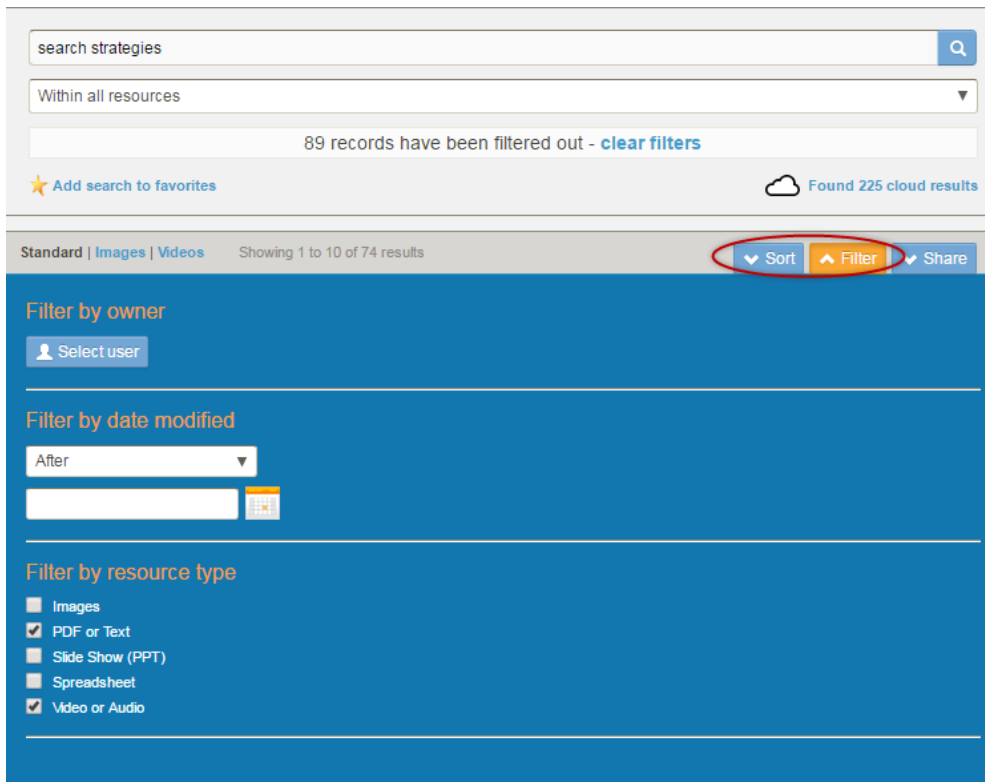
4. When finished, click the magnifying glass to begin your search.

Refining and Narrowing Results

Your search could return thousands of results. To get fewer, more specific results that are a closer match to what you're looking for, you can sort or filter the results list.

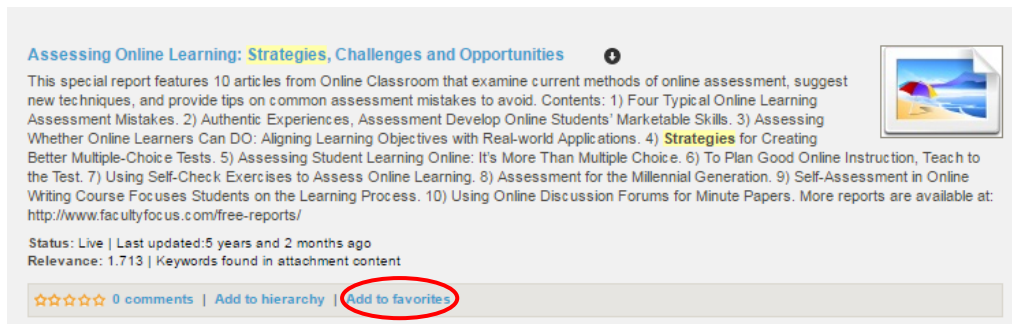
To narrow search results:

- Click **Sort** to sort results by relevance, date modified, date created, title, and rating.
- Click **Filter** to filter by owner, date modified, and resource type.



The screenshot shows a search interface with a search bar containing "search strategies". Below the search bar, there is a dropdown menu set to "Within all resources". A message indicates "89 records have been filtered out - clear filters". There are buttons for "Add search to favorites" and "Found 225 cloud results". At the bottom of the search bar area, there are buttons for "Sort", "Filter", and "Share". The "Filter" button is circled in red. Below the search bar, there are sections for "Filter by owner" (with a "Select user" button), "Filter by date modified" (with a date dropdown set to "After" and a date input field), and "Filter by resource type" (with checkboxes for "Images", "PDF or Text", "Slide Show (PPT)", "Spreadsheet", and "Video or Audio").

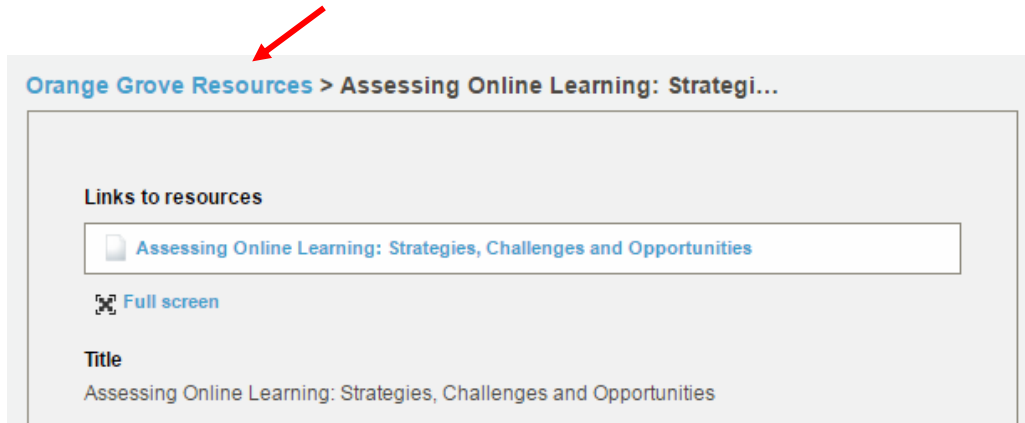
- The search results screen lists all results with a title, description, status, user rating, and comments. If you are logged in, you can select **Add to Favorites** to save the information.



The screenshot shows a search result card for "Assessing Online Learning: Strategies, Challenges and Opportunities". The card includes a title, a description, a status of "Live", a last updated date of "5 years and 2 months ago", and a relevance score of "1.713". There are 0 comments and a button for "Add to favorites" which is circled in red. The card also features a small image of a beach scene.

- To view specific information about a resource, click the title.

- To return to the results list, click your browser's back arrow or the breadcrumb link just above the resource details.



Browsing Collections

To browse resources that may be of interest to you, select a specific collection from the navigation bar on the left side of the screen on the [Dashboard](#) or the icons on The Orange Grove [main page](#).

