

Refining a Search

The panel on the left of the List Page allows you to refine the search you have performed.

Search from Results

Use the Search from Results box on the left to search within the results you have already received.

Using Indexes

Below **Search from Results**, the panel lists the indexes in which items in the list appear. The down arrow beside an index shows you the different entries in the index and the number of items present for each entry.

Click on a tick box beside an entry to refine the list so it only includes items with that entry. You may select multiple tick boxes. Click again to deselect them.

Date Range and Sort By

Where date information is present for items, the **Date Range** slider allows you to select items by date.

The **Sort By** box allows you to change the sequence of the list.

TIP

If you are only looking for items which have images, Sort By has the useful option of sequencing the listed items by **Images First**