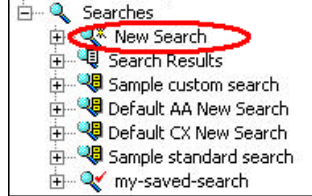


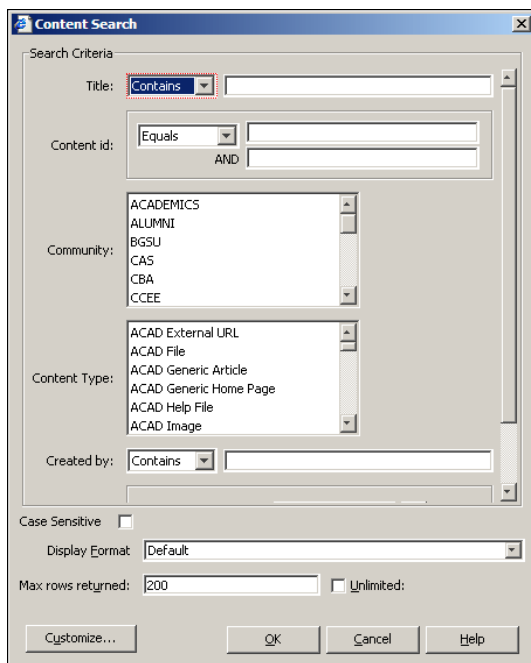


How do I use the search engine to locate content in the Rhythmyx Content Management System (CMS)?

Note: When you call up the Content Search dialog box, there is a slight delay before the box appears. If you are not sure the process to display the box has been initiated, you can click on other nodes on the Navigation Tree. The process is running if you cannot select other nodes.

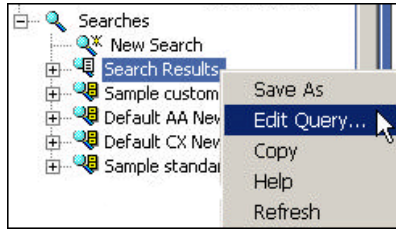
1) Use one of the methods below to display the Content Search dialog box:

<p>New Search Node on the Navigation Tree</p> <p>Double-click New Search under Search.</p>	
<p>On the Content Explorer menu bar's Content Menu</p> <p>Click Content on the Content Explorer's menu bar to display its drop-down menu and choose 'Search...'</p>	
<p>Background Menu in the Navigation Tree pane</p> <p>Right click (PC) or control click (Mac) anywhere in the background of the Navigation Tree pane to display its menu and choose 'Search'.</p>	
<p>Short-cut keyboard command</p> <p>Use a Control/S (PC) or (Mac) to display the Content Search dialog box.</p>	



- Fill in the desired fields in the Content Search dialog box to locate your content. (Content id is the most specific search so no other selections need to be made with an id number. Without an id number, enter your site abbreviation in the title, click your Community name and the content type of the item you want to locate.)
- Click **OK**. When your search is complete, Rhythmyx saves your search query in the Search node on the Navigation Tree. That node will be highlighted and the results of your search will appear in the Display pane.

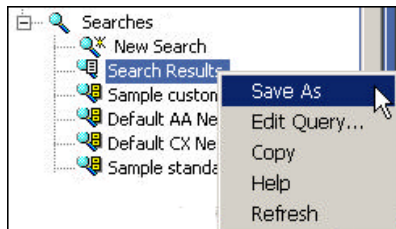
Editing your Search Query:



If you want to refine your last search:

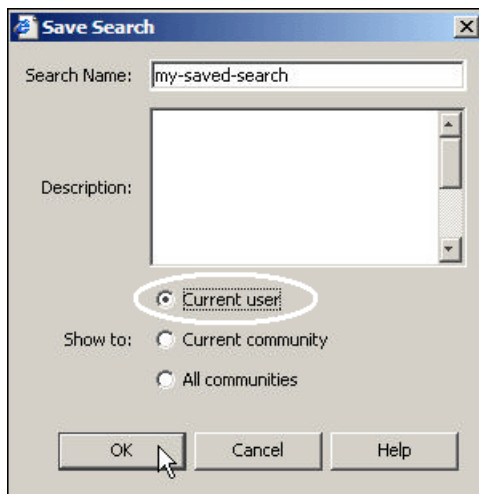
- 1) Right click (PC) or control click (Mac) on the Search Results node and choose **Edit Query...** from the drop-down menu. The Content Search dialog box with the options you entered for your last search will be displayed.
- 2) Make any modifications desired.
- 3) Click **OK**. The results of this search will now appear in the Display pane.

Saving your Search Results:



To save your search results:

- 1) Right click (PC) or control click (Mac) on the Search Results node and choose **Save As** from the drop-down menu.



- 2) Enter the name you want to give to your saved search in the Search Name box
- 3) **IMPORTANT:** Change the Show to option to Current user.
- 4) Click **OK**. You will now see a new node under Searches on the Navigation Tree for your saved search. Double click on it when you want to repeat that search again.

