# Inspired Collectors How to Use Search & Filter

v. 11/15/17

The following instructions will show you how to use the search & filter tools on the Inspired Collectors web site.



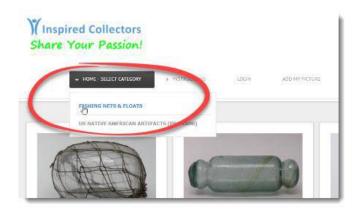
Video Tutorial on YouTube (2:03):

"How to Use Search & Filter on the Inspired Collectors Web Site"

# **Step-by-Step Instructions**

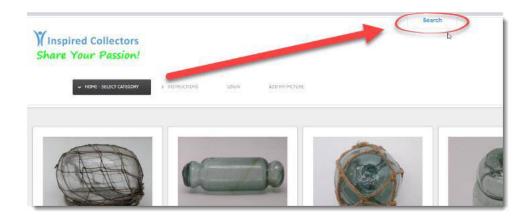
### **Step 1**: Select a Category

Go to **Home-Select Category** on the **Main Menu** and **click one of the categories** below in the dropdown menu.

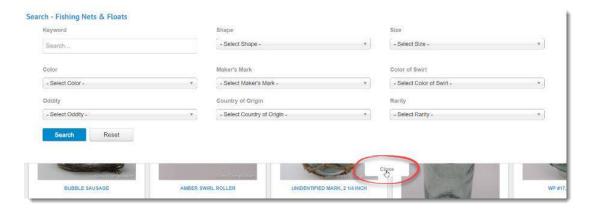


#### **Step 2**: Click on the Search tab

Next, click on the **Search tab** that appears at the **top center** of your screen.



Please note: You can close the search & filter panel by pressing the **Close tab** at the bottom of the panel.



# Step 3: Enter Your Keywords and/or Use the Filters to Select Your Criteria

There are many **Search & Filter options** on this panel. First, you can do simple **Keyword** searches. This works just like a Google search.

There are also many **Filters**. These are specific to each category.



To clear a previous search, press the **Reset** button.



# **Step 4**: Press the Search Button

Once you've got your search ready to go, click the blue Search button.

That's all there is to it!