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GoldFynch Tutorial #2: Quick Search

Here's how to search your GoldFynch case. . .

Enter your search term into the search bar at the top of the page.

We'll use 'Clinton' as an example.

As you type, you'll see a real-time search count with the number of potential results.

Hit enter to get your results.

Now, click on a file to open it in your browser. Your search term is highlighted every time it appears.

Back on the results page, click on a text snippet instead and the document opens at the section that has the snippet.

Click on the 'next document' button to cycle through your search results.

Click on a file's 'folder' icon and the folder is added as a search filter. Now you only see results from that specific folder.

GoldFynch's 'intelligent search' feature lets you add multiple filters just by typing them into the search bar. Delete a filter by clicking the 'x' next to it.