

Firm Central – Transcript

Using the Global Search Feature in Firm Central

Hi, I'm Lance. Today I'll be showing you how to use the Global Search feature in Firm Central. Global Search in Firm Central makes it easy to find documents, matters, and work authored by specific people.

All you need to do is enter a term to connector search in the Global Search box at the top right corner of any page. Firm Central searches the full text of documents, in addition to the documents metadata, such as their file names, so you get complete results.

Your search terms can include key words from the documents or their titles, a matter name, or the name of the document's author. Enter your search terms in the Global Search box located in the upper right hand corner of Firm Central. Click on the magnifying glass on the right, or press Enter.

Note: If you have been denied access to any matters, they will not be included in your search.

The result contains a summary of all results, matters, documents, contacts, and WestlawNext documents, matching your search criteria. Firm Central highlights the search terms in both the document title and in snippets from the text, so you can easily identify the documents you need.

The links at the top of your result document make it easy to navigate the results. You can link to the matter associated with a document, or click back to the results.

The navigation panel on the left allows you to filter your search results by the type of content you were looking for, such as a matter or contact. Firm Central Global Search will search the full text of Microsoft Word, Word Perfect, PDF text, rich text format, Microsoft Outlook, and Web Files. The Global Search will search only the metadata of Microsoft Excel, Microsoft PowerPoint, and graphic files, such a pictures, and so forth.