How to search across all documents?

Searching · https://disclosureready.us.legalready.ai/knowledge/how-to-search-across-all-documents/

Embedded media: https://player.vimeo.com/video/1061065865?h=85244770ec&dnt=1&app_id=122963

1. **Access Your Matter:**
   - Begin by clicking into the relevant matter you wish to search within. This ensures you are searching within the correct project or case.
2. **Open the Search Panel:**
   - Once you’re inside the matter, click on the **"Search"** option located in the top navigation menu. This will open the search panel, allowing you to customize your search settings.
3. **Customize Your Search:**
   - On the left-hand side of the search panel, you will see various options to tailor your search:
     - **Annotations:** Choose whether you want to include annotations in your search results.
     - **Folders:** Select specific folders you would like to search within, narrowing the scope to relevant areas.
     - **Document Types:** Filter your search by document type, ensuring you find the correct file types such as PDFs, Word documents, or images.
     - **Date Range:** Specify a date range to limit the search results to a certain time period.
     - **Keywords:** You can also search by specific keywords to find documents or annotations containing certain terms.
4. **Perform the Search:**
   - After selecting your filters and entering any keywords, click the search button to view the filtered results.