This is guidance for how to construct a **Basic Search** in Content Manager with **one** search parameter.

1. Under **Search by**, type the name of the field to search.  
   *Alternately you can use the down arrow to select recently used search fields or use the blue folder button to select from all available fields*.

2. Under **Matching criteria**, type the search for designated field.  
   *Hint: for keyword searches (title, notes or content fields) use asterisks (*) before and after the word*.

3. Click **magnifying glass icon** to perform the search.

4. The search results will appear below.