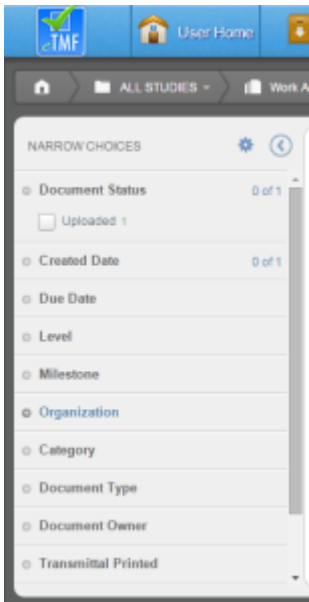


How to “Narrow Choices” with Facets

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The Narrow Choices panel, located on the left side of the [Study Items List](#), [Inbox](#), and [Work Area](#), allows you to find items based on specific qualities. These qualities are called facets. If you want to hide the Narrow Choices Panel to get a bigger view of the items list, the Narrow Choices panel can be expanded or collapsed by selecting the Show Filters (>) or Hide Filters (<) button.



How to Use Facets

To filter down the displayed items, select the square box next to a facet in the Narrow Choices panel. Selecting a facet will automatically update the items found in the center panel. The number next to each facet indicates the number of documents that apply to that facet.

To remove the filter, either deselect the box next to the facet or select the X next to the filter at the top of the center panel. The filters can also be cleared by selecting the

[actions gear](#) at the top of the Narrow Choices panel and selecting **Clear Filters**.

You can select multiple facets in order to further refine the search. When multiple facets are selected only documents that satisfy both facets will be displayed.

To better see different types of facets, categories can be collapsed or expanded by selecting the (+) or (-) symbol next to each facet.

Saving Facets

You can save a specific facet or group of facets by selecting the gear at the top of the Narrow Choices panel and selecting "Save" or "Save As". Once you enter a name for the filter, the filter will be displayed under the action menu (gear).

To remove a saved filter from the Saved Filters list, select the X next to the filter.

See Also: [Facet Picker](#)