

# How to Search and Sort Content

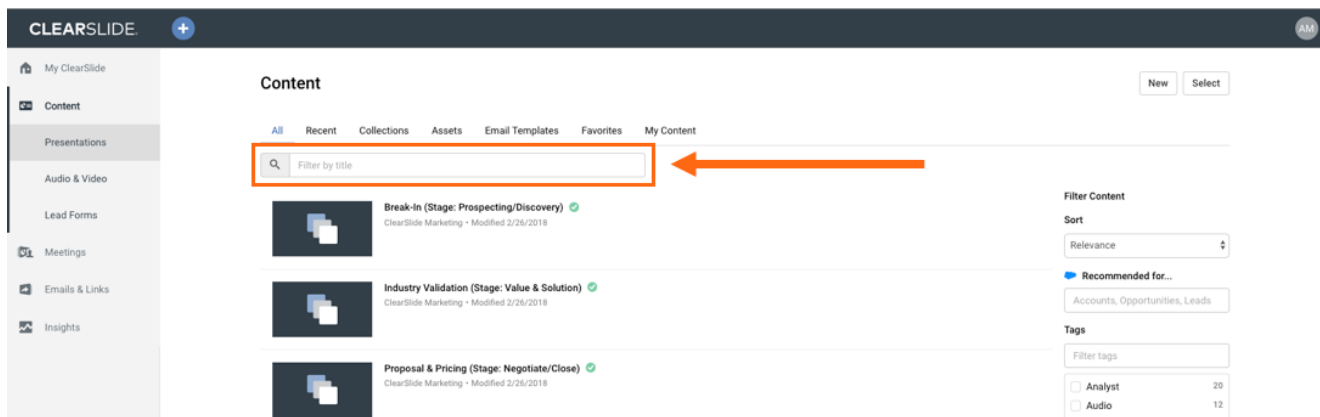
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Whether you're new to ClearSlide or your company uses a LOT of collateral, your **Content Library** might feel a little crowded from time to time. Thankfully, there are a variety of ways that you can search and sort through your **Content** to find just what you need! All of the search and sort options listed below will be accessible from all **Tabs** (All, Recent, Collections, Assets, Email Templates, Favorites, My Content) within the **Content Library**.

**Filter by title:** Use the search bar to find your **Content**, **Collection** or **Email Template** by name.

**NOTE:** *While you don't need to search the exact title for your **Content** to surface, you do need to include at least one, or part of one, of the keywords captured within the title itself. The **Filter by title** search bar will not search any text included within the actual **Asset**.*

**TIP:** *Establishing certain naming conventions and/or naming best practices across your company or your team will make searching even easier!*

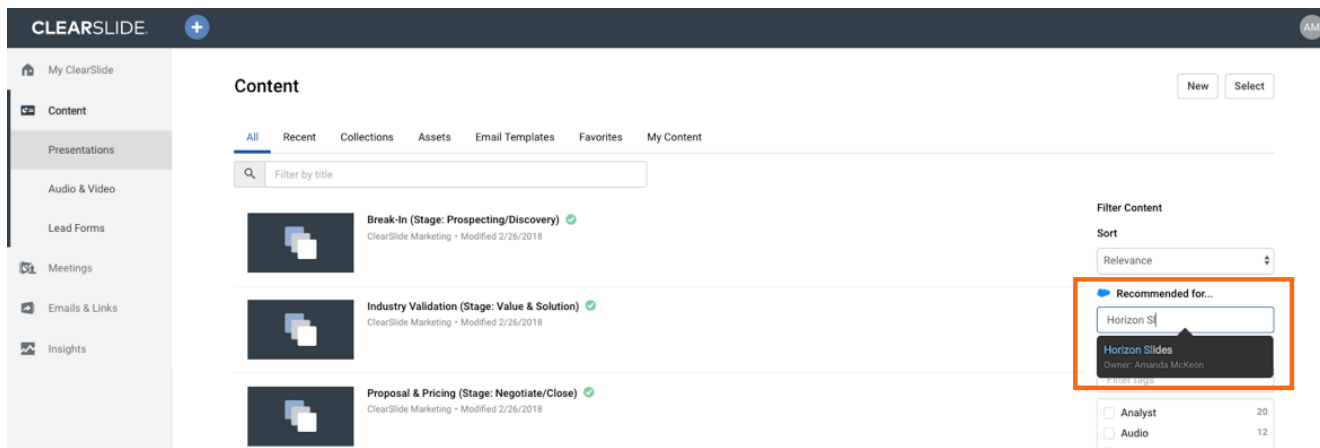


**Sort:** Choose how you'd like the **Content** to be sorted here. By default, ClearSlide will sort by Relevance, but if you find it helpful to sort **Content** by Title (alphabetically) or Modified Date, those options are there for you.

**Recommended For:** If your company uses Salesforce and has chosen to integrate with ClearSlide, you'll see this section appear. Use this search bar to find an Account, Opportunity or Lead that you're working with to quickly identify the most relevant **Content**. If the Salesforce object that you've selected meets the criteria for any existing **Recommendation Rules**, the associated **Assets** will surface here.

**NOTE:** **Recommendation Rules** are created by your ClearSlide Admins to surface relevant **Content** based on specific criteria defined by different objects in Salesforce (Accounts, Parent Accounts, Opportunities, Contacts, Leads, Products, or Campaigns).

Let's say your ClearSlide Admin created a **Recommendation Rule** that states "Account Type = Prospect" and then they assigned that rule to your Pricing Sheet in ClearSlide. Whenever you search for a 'Prospect' Account in the 'Recommended For...' field, your Pricing Sheet will surface to the top of our **Content Library**.



**Tags:** If your company utilizes **Tags** as a way to organize **Content**, those **Tags** will be visible here. Search for and select the relevant **Tag(s)** to surface all **Assets** and/or **Templates** that have the **Tag(s)** appended.

**NOTE:** You cannot append **Tags** to **Collections** or to **Presentations**.

**TIP:** Use the number to the right of the **Tag** to see how many pieces of **Content** have a specific **Tag** appended. The '9' next to the 'Insights' **Tag** (first screenshot) indicates that 9 pieces of **Content** have been tagged with 'Insights.' When you select an additional **Tag** in your search, you'll see that number drops to '3' because only 3 pieces of **Content** have both the 'Insights' **Tag** AND the 'Feature One Pager' **Tag** appended (second screenshot).

**Content Owner:** Use this filter to find **Assets**, **Email Templates**, **Presentations** and **Collections** by their owner. The **Content Owner** will likely be the person that created the **Content**, or simply the person who uploaded that **Content** into ClearSlide.

**TIP:** If you're new to your organization and want to see what some of the top reps at the company have uploaded, filter by their name to see their **Content**. Perhaps the Marketing Team is your go-to resource for quality **Content** - filter by a member of their team to look at **Content** they've uploaded or updated recently.

**Content Type:** Use this filter to drill down on a specific file type.

As you become more familiar with ClearSlide and the way that your team uses **Content**, you'll quickly find a method for searching and filtering that works best for you!