

## Research Medical Library

THE UNIVERSITY OF TEXAS MDAnderson Cancer Center Making Cancer History

## Find It Fast: Tools to Locate Videos of Interest

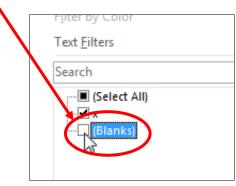
The spreadsheet for the video collection, *Beyond Resiliency Training*, has two features to help you identify videos of interest.

1. For browsing, topic categories and icons are used to identify the unique group of subjects discussed in each video.

2. For targeted searches, the Excel file includes filters indicated by the grey - arrows in each topic column.

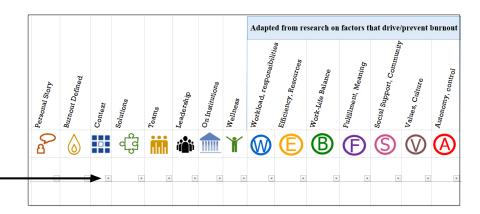
1. Click on the grey arrow underneath the topic of interest to open the Filter Dialogue Window. The "Personal Story" filter is in default: clips will appear whether this column has an X in it or not.

**2.** Uncheck the box next to (Blanks): items with no X in this column will not appear.



Perd Bur (٥) e link Duration A Sort A to Z Sort Z to A Sort by Color х Clear Filter From "(Column E) Text Filters Q (Select All) х 🕑 (Blanks Х х Х OK Cancel х

**3.** Click OK to activate the filter and only show clips that include personal stories.



**4.** Add another filter (or more) using the same process for an increasingly focused search/

**5.** To reverse filters, go back to the Filter Dialogue Window and recheck the "Blanks" box. Or simply click the "reverse action" arrow in the upper left of the Excel window for each filter you have created.

