

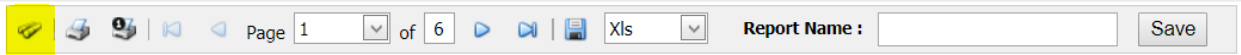
Balance to Buy™ Pro Tip - Binoculars

Objective: How to find something without scrolling through the report

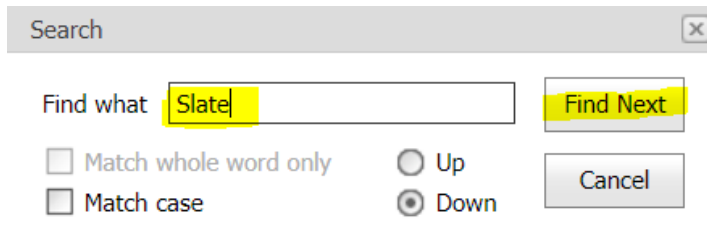
Solution: Use the binocular search function

Have you ever wondered about those binoculars in the navigation bar? They are the icon for a search function.

1. If you are looking for a particular word or number in a long report, click on the binoculars.



2. The Search Box will appear. Type the word or number you are looking for in the **Find what** box and click **Find Next**



If the report has that word or number in it, the report will find it and highlight it for you. This is a great feature for finding style numbers, vendors, or even specific words in a description.

Secrid
Freida Rothman
Stanton Color
Slate & Tell
M & L
Bronzallure (milanesi & Co.)
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