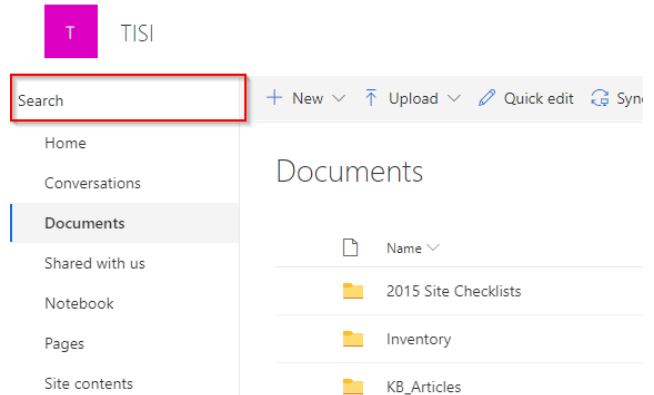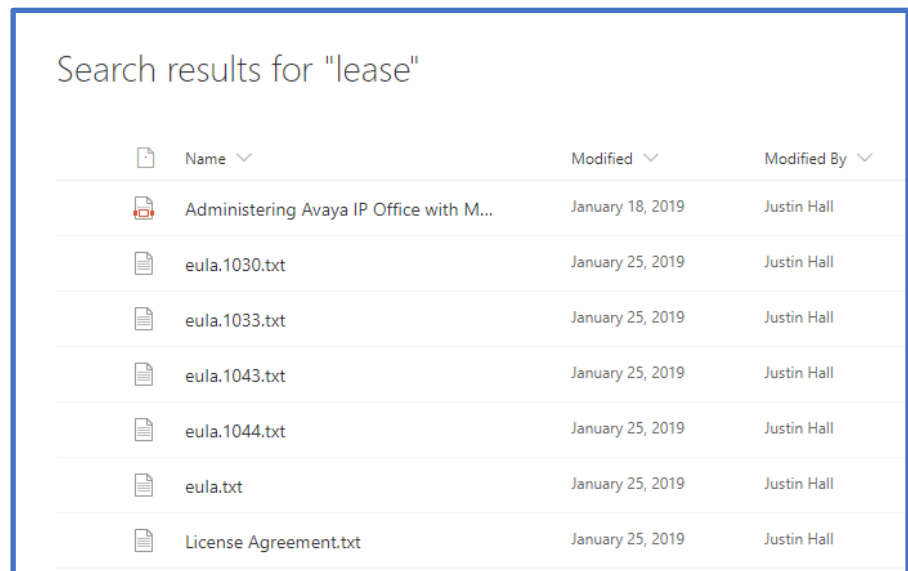## How can I Search for a Document?

To search for a document across the entire SharePoint site, just go to the "Search" box at the top of the features area and type in what you are looking for. Press Enter.

The results will be displayed as shown below.

You can then hover over the item you are interested in. The "Actions List" will appear and you can continue to work on that document as you need to.