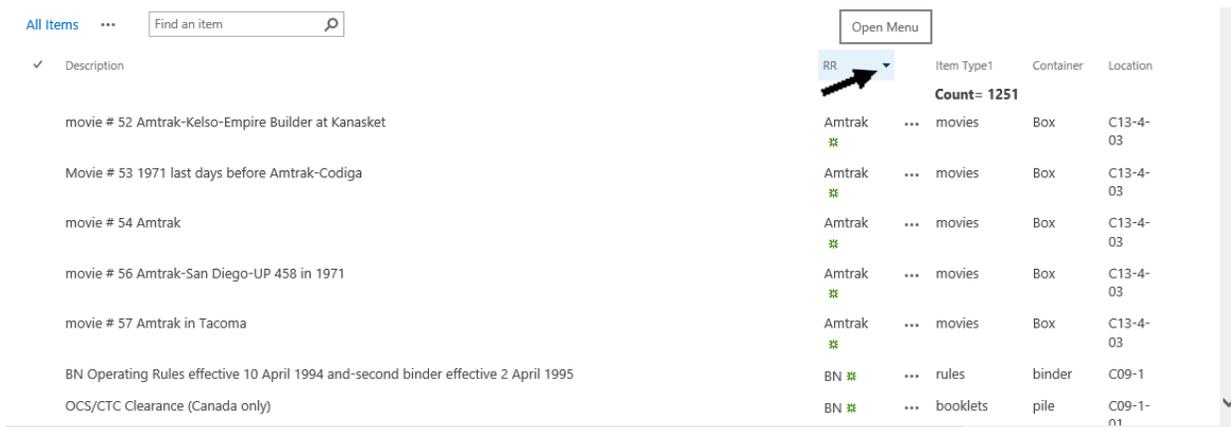


# How To Find Items On This Website

This site uses the SharePoint operating system which lets you locate items using column filtering. This feature lets you show only items in a column that match the selection you make at the top of the column. Here are the detailed instructions:

- Open the database listing the items from which you want to locate a specific item.
- Put your cursor over the header at the top of the column you want to filter, such as RR to select the railroad that has the data you seek.



- A small down-arrow will appear as shown above. When you click the down-arrow you get a list of all the choices in the column and you may check as many boxes as you need. You can also filter other columns at the same time if it will help you find the items you seek.

