# Using the filters and keyword search

Our search tools allow you to explore our guidance in two ways:

- access each part of the core guidance
- locate information on a specific topic within the guidance.

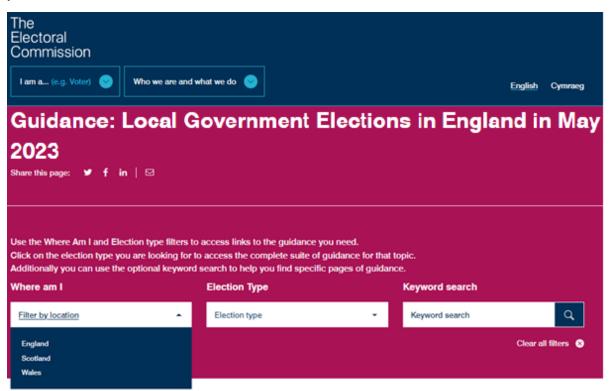
# Accessing the core guidance by part

You can select either or both of two filtering options:

#### Where am I

This allows you to narrow down the guidance based on your country.

Click on the small arrow at the right hand side of the white box and select England, Scotland or Wales, as appropriate. You will now see a clickable menu of items relevant to the country you have chosen.



We use a book icon to indicate the separate parts of the core guidance in the search results.

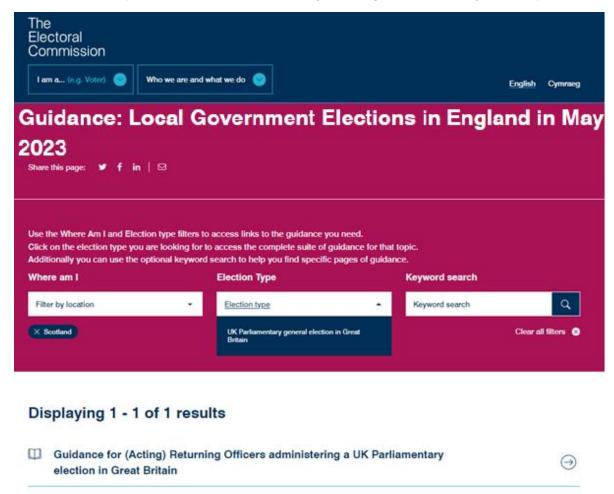
### Displaying 1 - 2 of 2 results



#### **Election Type**

This allows you to select from a pre-populated list of each part of core guidance, for example: UK Parliamentary general election in Great Britain.

If you have already selected a country using the 'Where am I' filter, this list will only offer items relevant to your area. You can click straight through to the set of guidance you require.



In both options, as soon as you have selected the relevant guidance part you will be able to navigate within it as previously, by scrolling through the clickable navigation tree at the right hand side of the page.

#### Searching for information on a specific topic within the guidance.

If you would like to locate a specific topic you can use the 'Keyword search' option. Simply type the text you require into the white box and click the magnifying glass icon.

For best results, you should also apply the 'Where am I' filter so that your results are limited to those applying for your area.

Your search will display a list of clickable results, prioritised by the most relevant content. The number of options returned will depend on the nature of your search and how precise or

narrow your search term is.

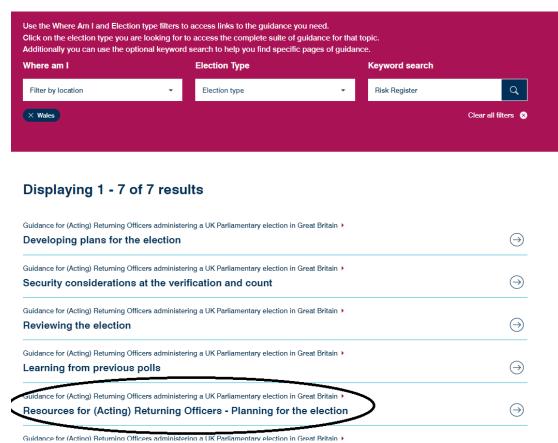


# Displaying 1 - 9 of 9 results



The item you need should be in the top few results. Bear in mind that, as our search prioritisation takes into account the frequency by which your search term is mentioned within each web page, your item may not be the first on the list displayed. However, if your search doesn't return the results you expect, or doesn't deliver any options, you can try again with alternative wording. Use the 'clear all filters' button to remove your previous keyword search and filters and start again.

If you are looking for a resource, these are embedded in relevant pages. You can also use the familiar navigation tree within each guidance part to find a compilation of resources for each section of the guidance presented in a single page for easy reference and located as the last item in each chapter.



If you have any queries or concerns, or require any further support, please contact your <u>local Commission team</u> who will be happy to help in any way they can.