

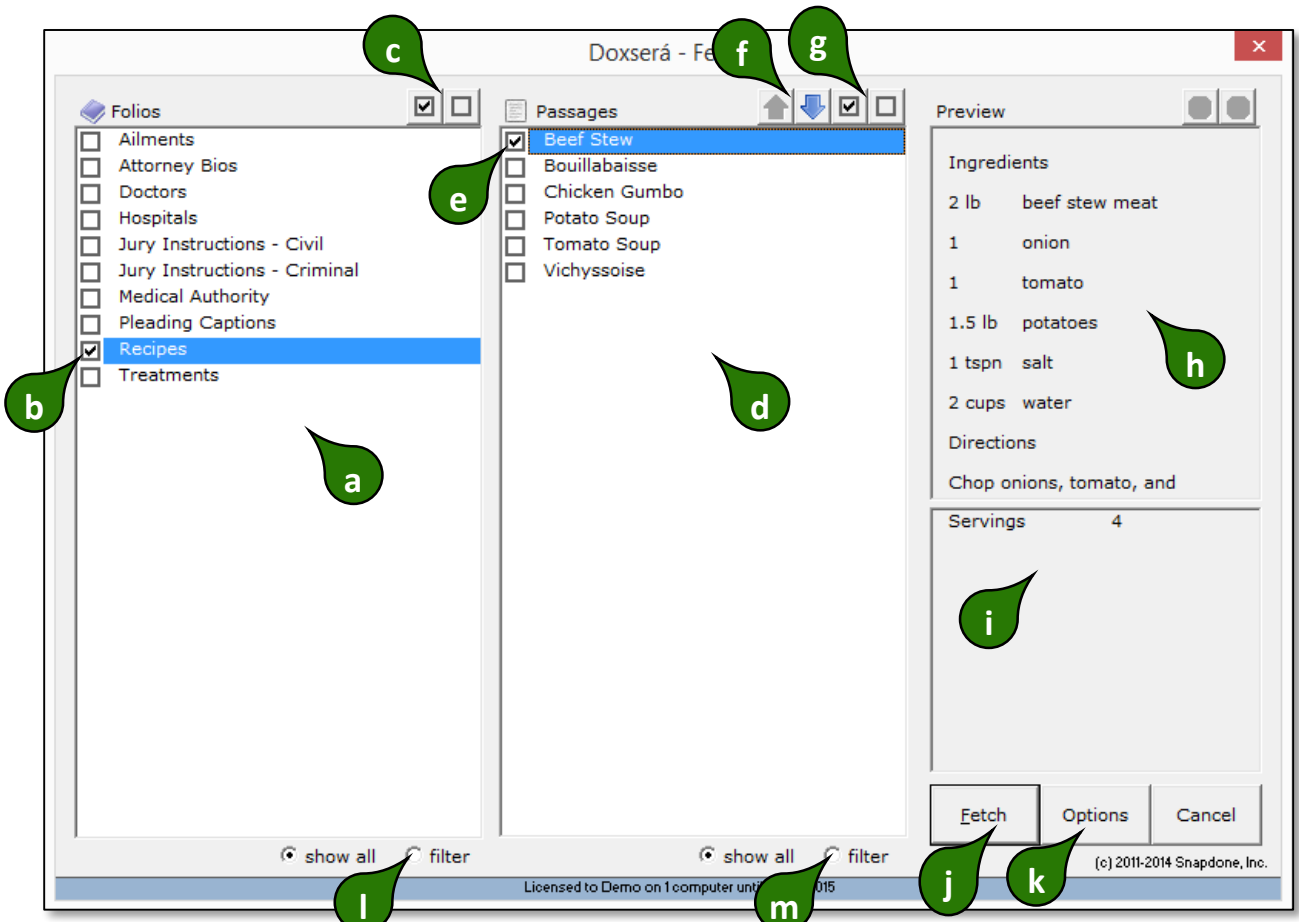
# Fetch screen details

The Fetch screen is used to insert Passages in a document ([Fetch a Passage](#))



## 1 Fetch screen

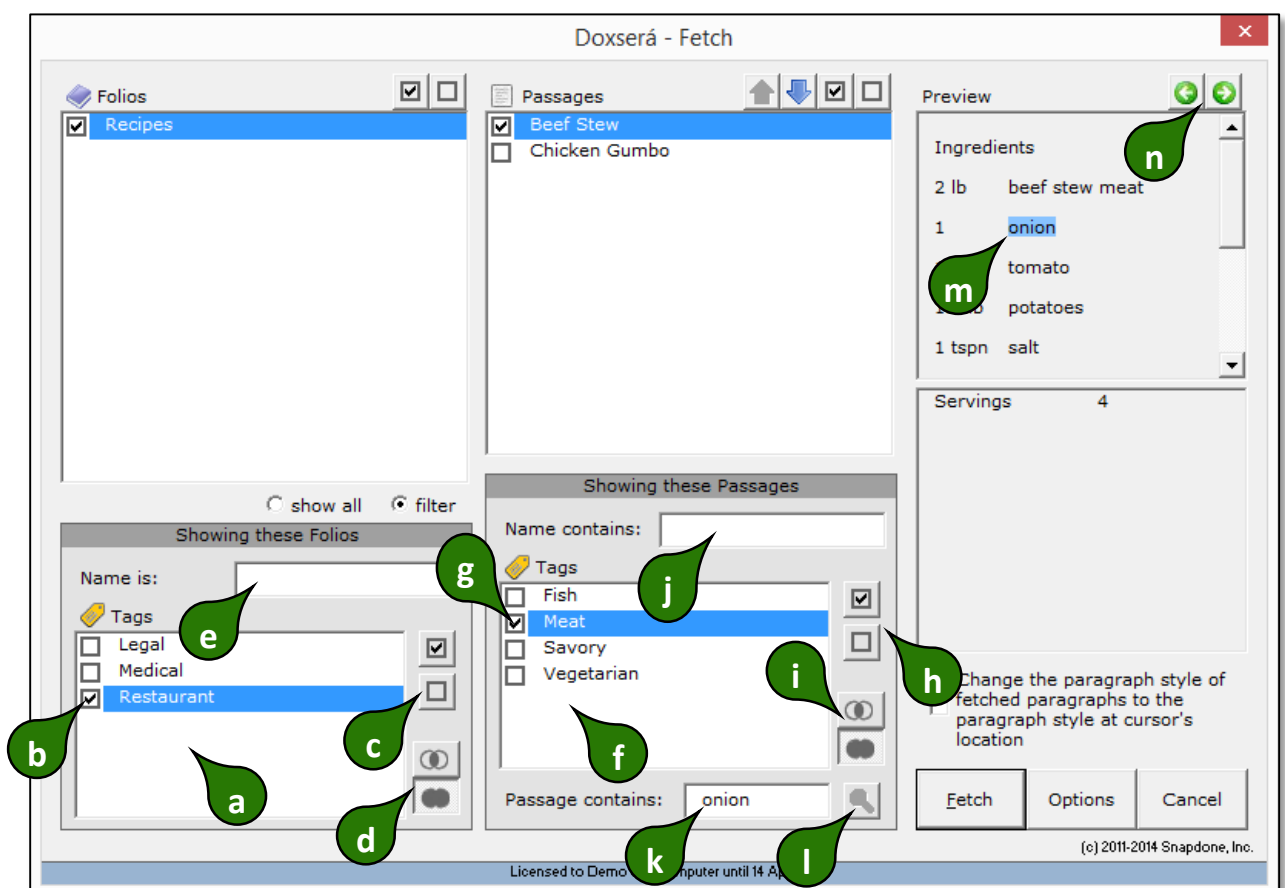
Click **Fetch** to open the Fetch screen







- a All Folios are listed here.
- b Checkmark one or more Folios to see the Passages they contain.
- c Click the  checked or  empty box to select all Folios or no Folios.
- d All Passages contained in the selected Folios are listed here.
- e Checkmark one or more Passages to choose them, either for insertion into a document or to respond to a “Fetch” question.
- f When fetching multiple Passages, you may want to insert them in a particular order. Click the arrows to move the selected Passage up or down in the list.
- g Click the  checked or  empty box to select all Passages or no Passages.
- h The contents of the currently selected Passage are previewed here.
- i If the currently selected Passage includes Folio Facts, they are listed here.
- j After selecting Passages, click **Fetch** to either insert them in a document or respond to a “Fetch” question.
- k Click **Options** to show formatting options for inserted Passages (see 2 below)
- l Click **filter** to show the Folio filtering panel (see 2 below)
- m Click **filter** to show the Passage filtering panel (see 2 below)

## 2 Filters and options

After turning on the option and filter panels (**k**, **l**, and **m** above):



- a All Folios Tags are listed here.
- b Checkmark one or more Folio Tags to choose which Folios are shown.
- c Click the  checked or  empty box to select all Folio Tags or no Folio Tags.
- d Click  **all** or  **any** to control how Tag filters are applied. When  **all** is selected, only Folios tagged with *all* of the selected Tags are shown. When  **any** is selected, Folios tagged with *any* of the selected Tags are shown.
- e When text is typed here, only Folios that contain that text in their name are shown.
- f All Passage Tags in the selected Folios are listed here.
- g Checkmark one or more Passage Tags to choose which Passages are shown.
- h Click the  checked or  empty box to select all Passage Tags or no Passage Tags.
- i Click  **all** or  **any** to control how Tag filters are applied. When  **all** is selected, only Passages tagged with *all* of the selected Tags are shown. When  **any** is selected, Passages tagged with *any* of the selected Tags are shown.
- j When text is typed here, only Passages that contain that text in their name are shown.

- k** To search the content of Passages, type a search term here and click the  **search** icon to show Passages that contain it.
- l** This is the  **search** icon. Click it after typing a search term in box **k**.
- m** After searching with **k** and **l**, the search term is highlighted in the preview of found Passages.
- n** After searching with **k** and **l**, click the   arrows to highlight the next occurrence of the search term in the Preview panel.

 **Fetch screen details**

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## Related Info

 Overview  Walkthrough  Lesson  Video  Guide

 [Folio Overview](#)