

Find It Fast: Tools to Locate Videos of Interest

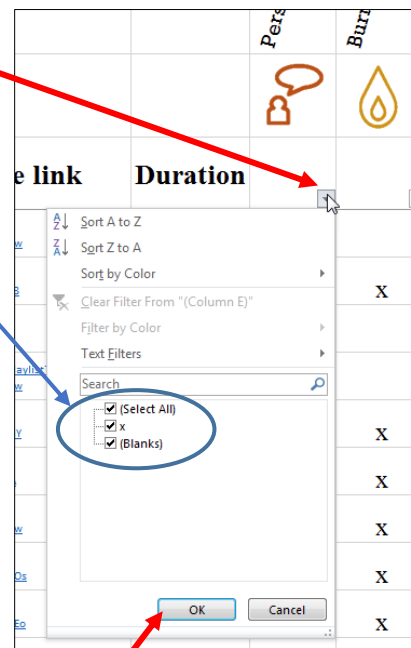
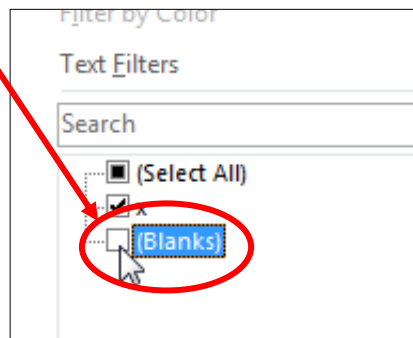
The spreadsheet for the video collection, *Beyond Resiliency Training*, has two features to help you identify videos of interest.

1. For browsing, topic categories and icons are used to identify the unique group of subjects discussed in each video.
2. For targeted searches, the Excel file includes filters indicated by the grey arrows in each topic column.

Adapted from research on factors that drive/prevent burnout														
Personal Story	Burnout Defined	Context	Solutions	Teams	Leadership	On Institutions	Wellness	Workload, responsibilities	Efficiency, Resources	Work-Life Balance	Fulfillment, Meaning	Social Support, Community	Values, Culture	Autonomy, control

1. **Click** on the grey arrow underneath the topic of interest to open the Filter Dialogue Window. The “Personal Story” filter is in default: clips will appear whether this column has an X in it or not.

2. **Uncheck the box** next to (Blanks): items with no X in this column will not appear.



3. **Click OK** to activate the filter and only show clips that include personal stories.

4. Add another filter (or more) using the same process for an increasingly focused search/

5. **To reverse filters**, go back to the Filter Dialogue Window and recheck the “Blanks” box. Or simply click the “reverse action” arrow in the upper left of the Excel window for each filter you have created.

