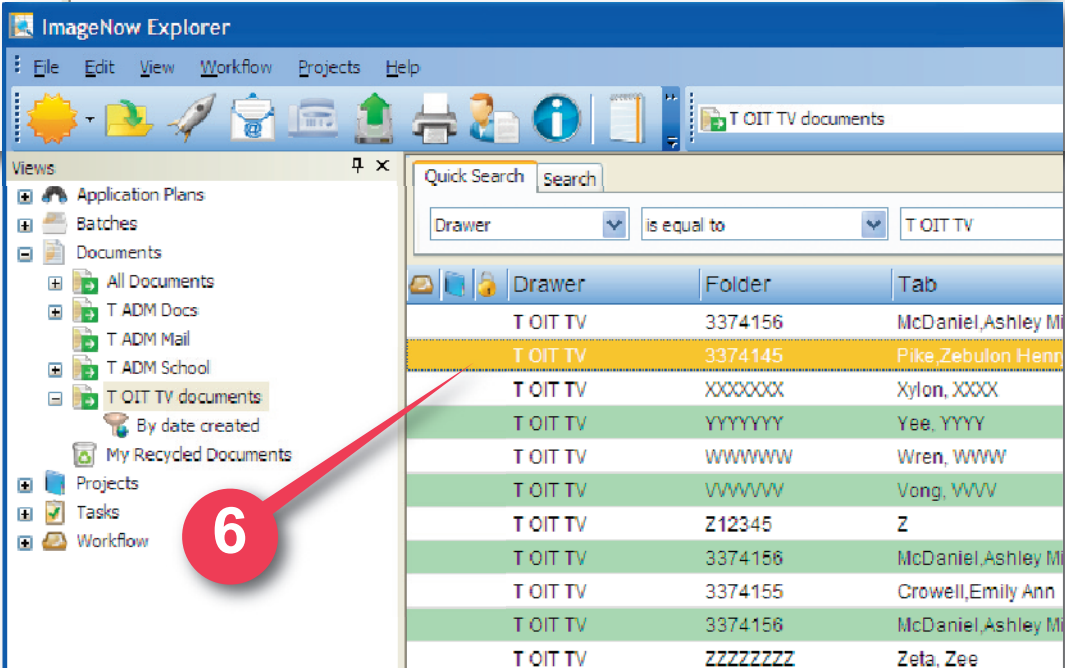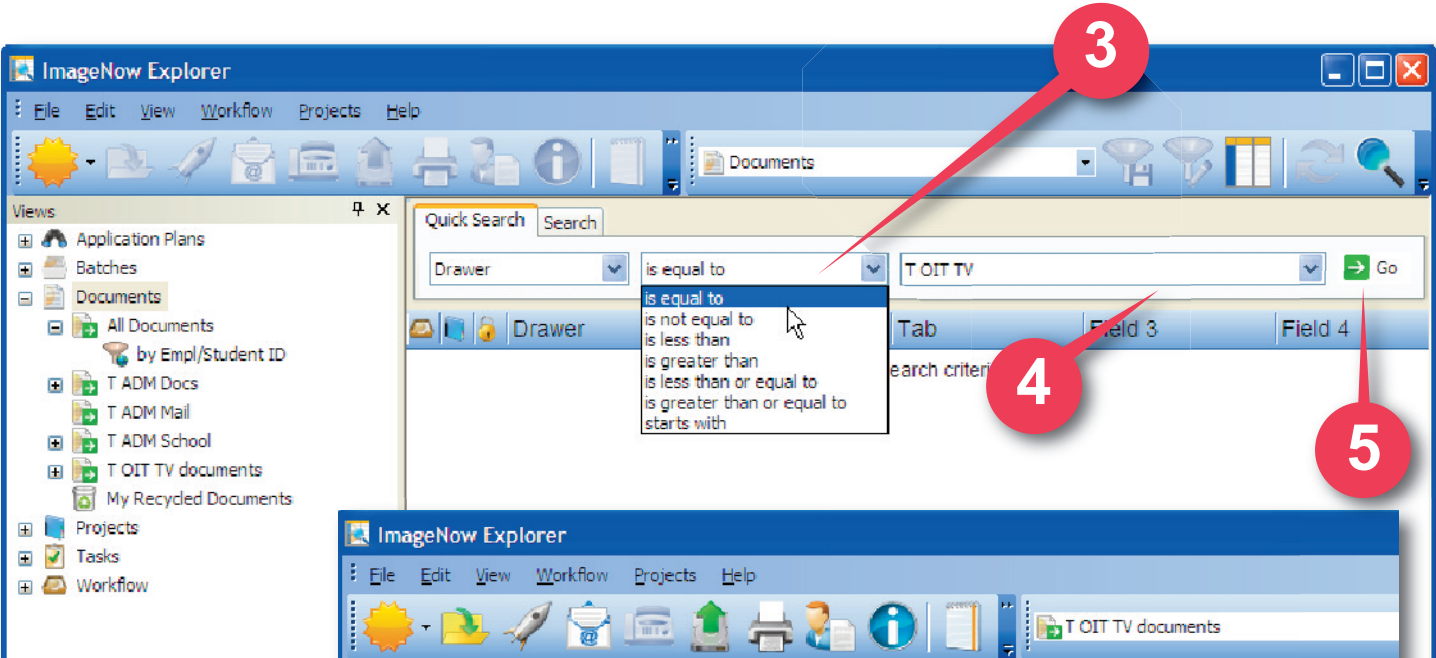# Searching for a Document: via Simple Query

Follow these steps to retrieve a document using a Search Query.

1. Click on the **Documents** icon 📄 on the **ImageNow** toolbar.

   This launches the **ImageNow Explorer**.

2. Under the **Simple** tab, next to "Filter where", click the down arrow to select the document key on which to filter your search results.

   Your options are Drawer, Folder, Tab, and the various fields.

3. Click the **Operator** down arrow and make a selection (**is equal to**, **GTE**, etc.).

4. In the search field, type in the search criteria (or select one from the drop-down list).

5. Click **Go**.

6. Double click on a document to open it for viewing in **ImageNow Viewer**.