How do I search collections I haven't selected?

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Applies to

- WorldShare Collection Manager

Answer

Unchecking **Limit by My Selected Collections** beneath **Search Term(s)**, then clicking **Search** without a search term will load all collections available.

![Collection Manager](image)

Additional information

If you set **Scope** to **Title** and input a search term, such as a record's title or OCN, all collections with this record will be shown, both from collections you have selected and those you have not.