User Guide

How to access QuickSpecs online in the HP Marketing Document Library

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Access to QuickSpecs
hp.com/go/qs

Online access to QuickSpecs

1. Accessing the HP Marketing Document Library

For accessing the HP Marketing Document Library, go to www.hp.com/go/qs

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hp.com/go/qs

By clicking on *Search QuickSpecs* you will get to a page where all documents are QuickSpecs related ones.

The Document Library contains several automatic filters to do searches.

2. Searching on the HP Marketing Document Library

For searching documents on the HP Marketing Document Library, as a first step, click on *Search entire document library.*

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You will see that there are around 80,000 documents available.

As a next step, you can use the faceted search navigation like

- Full text search

  and/or

- Title search.

And, you can search

a) Per category/product

b) Per document

c) Per audience

d) Per language

For viewing your search results, you can set one of the following sorting filters:

- Most popular

- Title

- Revision Date

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a) Per category/product

For doing a search by 'Product', please use the *Categories* filter.

Enter for example *dl380p* and you will get relevant results – around 500 - such as data sheets, white papers, brochures for this product.

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b) Searching per document

Here is an example of how you do a document search with the 'Document Type' filter. Select *Document Type* on the left hand side and then *QuickSpecs.*

You will receive a list of document types.

If you want to reset your search, click on *New Search.*

If you enter *dl380p* and do a *Search only in title*, you will receive about 30 documents only.

Click on one of the documents, and it will open in Acrobat Reader. It will trigger the autofind for the 'dl380p' within this document. It searches now within this file and you can click on the different instances to go directly where the text is found within the document.
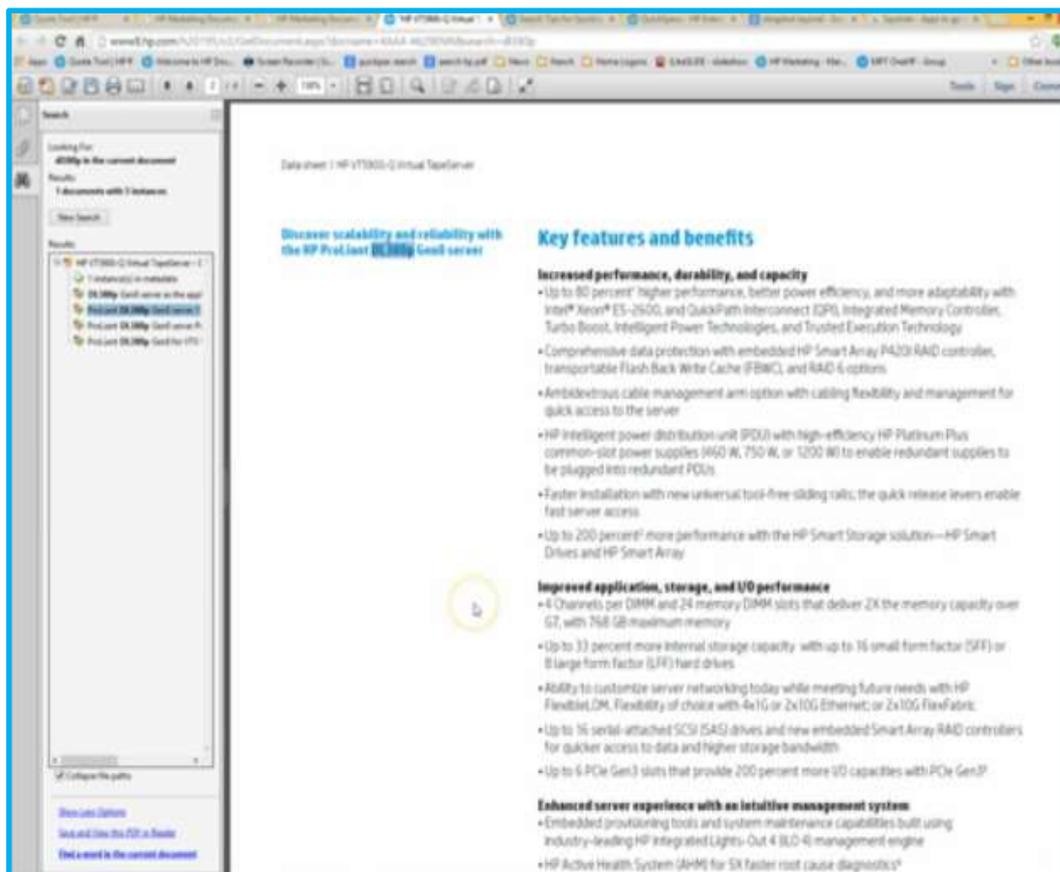
More tips and tricks on most powerful searching can be found in the *Helpful tips* link.

3. "Show snippets" feature

When you do a full text search, you will receive a button *Show snippets.*

This will help you to find the most relevant information.

Resources, contacts, or additional links

Visit the QuickSpecs site online at: www.hp.com/go/qs

From www.hp.com/go/qs, access product images, product prices and the Quick Quote Tool.

For support send a message to: quickspecs.support@hp.com.

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