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## How do I select and deselect facets in Summon?

- **Product:** Summon
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### Question

How do I select and deselect single and multiple facets in Summon?

### Answer

*To select one or more facets*


Click on the facet you would like to include. You can select multiple facets.

A green check mark appears to indicate it has been selected (as below):



*To select/exclude multiple facets*

Click the "More" button (as below):

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**CONTENT TYPE**

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[Journal Article](#) (1,606,045)

[Book / eBook](#) (672,805)

[Magazine Article](#) (264,279)


[Conference Proceeding](#) (262,075)

[More...](#) **Include or exclude multiple facets**

This opens the "More Facets" pane.

Click on green check box to include facets, or the red X to exclude facets. Included facets will be bolded, excluded facets will be crossed out.

Click the "Apply" button to submit all your changes in one action.

**Content Type** ▾ Apply (4) 

Filter list

<a href="#">Archival Material</a> (116)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Art</a> (7,228)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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<b><a href="#">Audio Recording</a></b> (76)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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<a href="#">Book Chapter</a> (42,877)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

*How do I exit the facet selection pane?*

Click on the X next to the "Apply" button to close the More Facets pane.

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- **Article last edited:** 02-Aug-2017