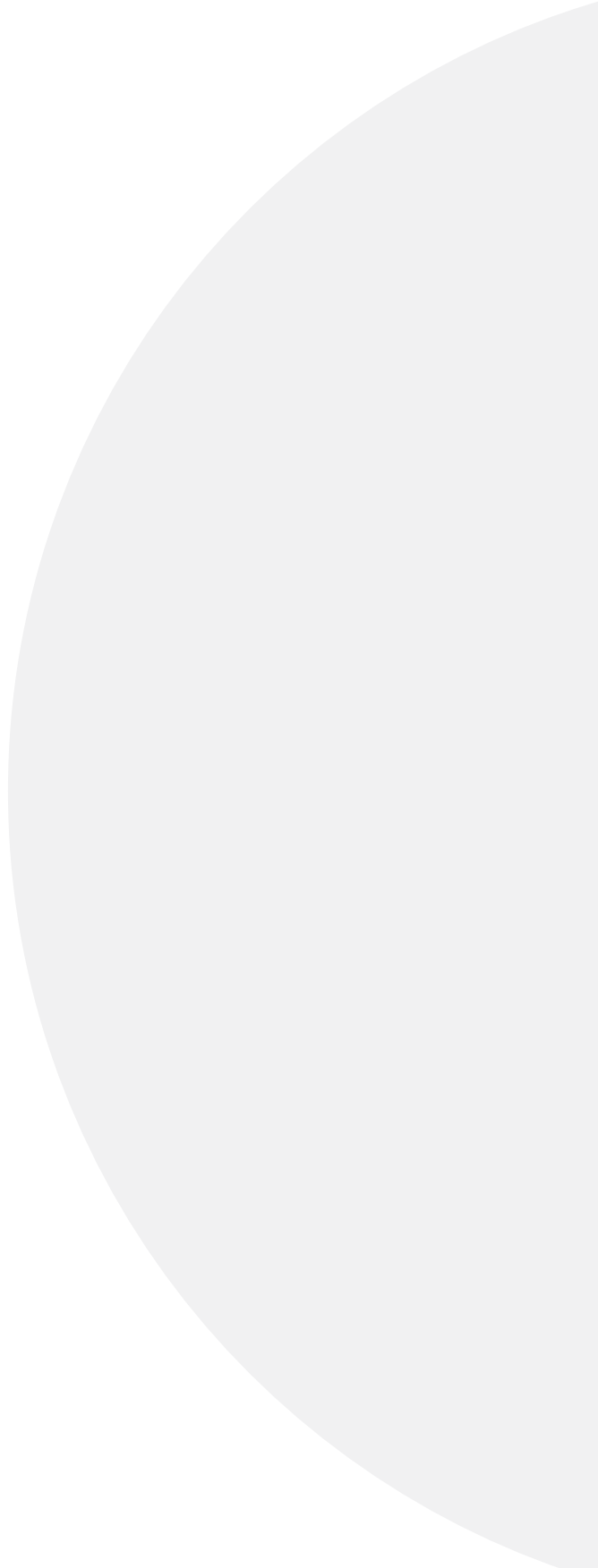# Search Basics

Searching with Yadle

Version 1.1

Search Basics

With Yadle, you can find files by searching for their file name, metadata, path, tags, and comments, all at the same time. This enables you to always find files even when you don't know the exact filename or know only little about a specific file. Discover the basics of searching with Yadle.

1. How to search using single term: *girl*

A term is a string of characters preceded and followed by one or more whitespace characters ("**/**" is considered a whitespace character). To search for a single term, simply type the term in the search bar. A search for the word *girl* will display all files that contain the word *girl* in the file name, folder path, tags, comments, source device name, or any metadata field.

It's good to know that searching by terms is NOT case sensitive.

2. How to search with multiple terms: *nasa apollo*

To search for multiple terms, type them in the search bar separated by spaces. You can use as many terms as you want, though you may want to stick with related terms to improve your search results.

> **Example:**
> A search for the terms *nasa apollo* brings up results that contain **BOTH** *nasa* and *apollo* in their filename, metadata, etc.
>
> The more search terms you use, the better you can narrow down results, which is useful when you need to find a specific file.

3. How to search using ✳ for unknown start of term: **house*

Sometimes you may not know or remember the exact name of a file, but you think it may include a word or a string of letters. When that happens, wildcard characters such as ✳ and ❓ can help you find the right files. Wildcards stand in for words or characters.

You can use ✳ for the unknown start of a term, and add after it the word or letters you know, such as ****house.***

> **Example:**
> ****house*** matches ***townhouse***, but not ***houseboat.***

4. How to search using ✳ for unknown end of term: *space**

You can also search for terms whose ending you don't know, applying the same concept as above, but reversing the position of the ✳

> **Example:**
> ***space**** matches ***space, spaces,*** or ***spacecraft,*** but not ***outer-space.***

5. How to search with ✳ for unknown start and end of term: **space**

When you don't know the start or end of a search term but think that it may include a word or several letters you know, you can use ✳ before and after the word or letters you know, as in ****space*.*** In this way you can exclude a lot of irrelevant results.

> **Example:**
> ****space**** matches both ***spacecraft*** and ***outer-space.***

6. How to search with unknown characters: *volume??*

Another powerful way to search is using **?** as a substitute for an unknown character. Each **?** you add before or after your search term stands in for a character. This can help you locate important files like reports or documents that include numbers or other letters or characters in their titles, among other things.

Example:
volume?? matches *volume8* and *volume 18* but not *volumes8* or *volume189.*

You can also add **?** to the end of a term to make sure results will include plurals: *house?* will include results for *houses.*

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7. How to use * and ? together

You can combine ***** and **?** in the same search to improve results. Both ***** and **?** can be used anywhere in the term.

Examples:

- **house?* matches *inhouse8*
- *f??d* matches *food, feed,* or *fled*
- *f*d* matches *fed, feed, followed, figured*
- *cl?p** matches *clip, clap, clapped*

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8. How to exclude terms from results: *-house cat* or *-space man*

You can also exclude terms from the results in order to filter out irrelevant results and narrow down your search. To exclude a term from the search, add **–** before it.

Examples:

- *-space man* matches all files that have the term *man* in the file name or metadata, but excludes files with the term *space* in them.

- *-house cat* matches *cat, cat food* and all files that include *cat* in the file name, path, or metadata, but that DO NOT HAVE house in it. Excludes files with the term house in them such as *"house cat"* or *"cat in the house"*

You can also use **–** to exclude file types, i.e. **-jpg, -pdf,** or **-doc**

Example:
-jpg space finds files with *space* in the filename or metadata for all file types **except .jpg.**

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9. How to search for a phrase: *"black cat"* or *"new years eve"*

If you are searching for a phrase (a group of related words in a specific order) rather than for a single search term, you can enclose the phrase in quotation marks **" "** to display only relevant items.

Examples:

- *new years eve* matches files that contain *new, years,* and *eve* in any field.
- *"new years eve"* matches only the phrase *new years eve* – in that order and with that spacing.