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# Searching with Yadle & Getting Started

## IMPORTANT BEFORE YOU GET STARTED:

After creating your Yadle account, you will need to Join File Channels that have been made available to you. Only files that are part of File Channels are searchable with Yadle.

### What are File Channels?

File Channels are a collection of one or more file directories that are searchable as if they were in a single directory. Think of them as virtual folders. Access to File Channels can be configured to allow one, several, or all Yadle users to search files within the Channel.

## Suggested Ways to Search with Yadle

We recommend the following method of searching with Yadle:

### 1. Start with Category Tags

If you know the type of file, start your search with a category tag (ex. *#image*, *#video*, *#sequence*, *#3d*, *#audio*)

### 2. Add Keywords to Refine your Searches

Enter keywords to refine your searches. Keywords will return results from matches found in the metadata, filename, and file path.

### 3. Refine further with File Extension Tags

Add the file extension if you know it (ex. *#jpg*, *#exr*, *#png*, *#mp4*, *#r3d*) to further refine your searches.



# 3 Types of Searches

## 01. Search by Keywords

### How Yadle Search Works

When searching by keywords, Yadle looks for matches in the filename, file path, metadata, tags, and File Comments. Searching with multiple keywords will look for files that have a match of ALL keywords.

Example:

ProjectX 2019 fire



This will look through all file metadata for matches of **ProjectX**, **2019**, AND **fire** search terms.



## 02. Search by Tags

Tags are unique labels added to a file, automatically via Yadle's File Intelligence and AI, or manually. Searching by Tags helps you find files faster by searching only a certain category or grouping. Combining Tags and keywords is an excellent way to further refine your searches.

Example:

#image #fog Canon San Francisco



This will look specifically for image file types that have been tagged with **fog** and also have **Canon** and **San Francisco** somewhere in the file metadata.

### Search by File Extension Tag

You can easily refine search results by file type by including the file extension tag.

Example:

#jpg



Will search for only **jpg** files types.



### Types of Tags

All file tags are equal in nature, however we can break them up into different types.

- **Category/File Extension Tags:**

These are added automatically based on file type. E.g. #image, #video, #audio, #document, #jpg, #mp4.

- **AI Tags:**

Yadle uses artificial intelligence for image recognition to identify the content of visual assets and automatically add virtual tags to files.

- **User Added Tags:**

As a user you can add your own tags to individual files or to many at once with Bulk Tagging. Classify files the way you want.

## 03. Advanced Search

### Search by File Properties

File Properties allow for parametric searches of your data. A file property begins with the **!** character followed by the property name, optional equality/inequality term and value.

Examples:

!size>100k



This will search for files **greater than 100 kilobytes** in size.

!age<1w



This would show all files that have been created or modified in the **last week**.

!size>1g !size<4g



This will search for files **greater than 1 gigabyte** and **less than 4 gigabytes** in size.



### Exclude Keywords or Tags

If certain keywords or tags exist that you want to exclude from your search results, prefix the keyword or tag with the **-** character.

Example:

#video -#mp4



This will find all video files that are **NOT** of the type **mp4**.