



YADLE BASICS

HOW THE YADLE SEARCH WORKS

Keyword search terms will return matches in filenames, file paths, metadata (embedded in the file), Tags, and File Comments. If you use tags only (ex. **#car**), it will only look for files that have the tag **"car"** associated to it.

WHAT ARE TAGS?

Tags are virtually associated labels added to files in Yadle to help find them faster. Tags are added automatically by Yadle's AI, and manually by users. Tags are propagated to all duplicate files. As example, adding **#official** to one file adds it to all 23 copies everywhere.

TAGS AUTO-COMPLETE

As you begin typing a Tag in the search bar, existing Tags will appear in an auto-complete dropdown list.

EXAMPLE: If you start typing **#con** you may see the Tags **#convertible** and **#conversion** appear if they exist in your File Channels.

WHAT ARE FILE CHANNELS?

File Channels are a collection of files stored in various places made available for members of the File Channel to search and access. Think of them like virtual folders. Four types of File Channels exist:

Private Only you can search and access files private to you.	Group Only users invited by you and who have accepted can search and access those files.
Organization All users within your Yadle organization can search and access those files.	Public All users can search and access files in Public File Channels.

YADLE AGENT

Files become searchable if they have been indexed by an installed Yadle Agent and are accessible via a File Channel. Certain File Actions including **"Get"** and **"Send"** require the Yadle Agent to be running. If a file is requested for transfer while the Agent is offline, it will be added to a queue and processed when it is back online.

SEARCH TIPS

Using #Tags

SEARCH BY TAGS TO FIND FILES FASTER

Searching by Tags helps you find files faster using terms you know. You search using Tags by typing **#** before a keyword.

EXAMPLE: Typing **#image** will look for files that have the Tag **image** associated to it. Typing **#image #dog doberman** will look for files with the Tag **image** and **dog** with the keyword **doberman**.

ADD TAGS AND KEYWORDS TO REFINE SEARCHES

To reduce the amount of search results, you can use multiple Tags and/or keywords.

EXAMPLE: Instead of typing just **car**, you could type **#car BMW blue 2016**.

POPULAR CATEGORY TAGS

Depending on the file type, category Tags are automatically added by Yadle. They include:

#image, #video, #audio, #document.

file extension tags

SEARCH BY FILE EXTENSION

Like category tags, Yadle's File Intelligence automatically detects and tags each file with its file extension. Searching **#png** would return all files of the type **.png**.

@filechannel

SEARCH BY FILE CHANNELS

Use the drop down on the left of the search bar and select one or many File Channels to narrow your search. You can also access File Channels on the left main menu.

USE METADATA TO FIND FILES

Type anything you remember about a file to help you locate files which can be hard to find. This can be who created the file, in which year, what type of file format it is, where it was created, or other aspects about a file.

EXAMPLE: If looking for a photo taken with a **Canon camera in San Francisco in 2015**, type **#image Canon San Francisco 2015**

exclude files with -

USE MINUS SIGN TO EXCLUDE FROM YOUR SEARCHES

Use the **-** (minus) sign to exclude certain files from your searches. As example, typing **#image -#jpg** will search for all image files besides JPG image file formats.

"match exact phrase"

SEARCH FOR A PHRASE

Putting several keywords within **"** (quotes), like **"red convertible car"** will search for files that match the exact phrase **red convertible car** in its metadata.

USER INTERFACE KEY ELEMENTS

SEARCH VIEW SETTINGS

Below the search bar, you can adjust your View Options for **Thumbnails, Tags, Comments, Details** (for available file descriptions), **Deleted** (files that have been deleted), and **Sequences**. You can change the display from **Row** to **Lightbox** and also set results you see per page.



FILE INFORMATION

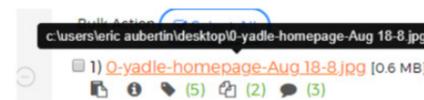
Browse the 5 icons below the filename to get file information. Starting from the left, what they represent:



1. Copy full path to clipboard.
2. View file details including all metadata.
3. # of tags the file has.
4. # of duplicates of this file.
5. # of file comments that exist.

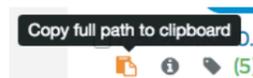
VIEW FILE PATH

You can roll-over a filename in the search results to see the full file path to know where the file is located.



COPY PATH TO CLIPBOARD

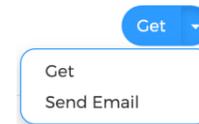
In the search results, you can click on the clipboard icon below the file name to copy the full file path to the clipboard. You can then paste the file path into an application or file browser on your computer.



THINGS TO DO

GET OR SEND FILES

Click the **Get** or **Send Email** button to get or send files.



ADD & REMOVE TAGS

You can add a Tag to a file by clicking the **+Tag** icon and pressing the enter key after typing your Tag. You can add or remove Tags in bulk by selecting multiple files using the check boxes and selecting the relevant choice from the Bulk Action drop-down menu and clicking **Go**.



ADD & REMOVE FILE COMMENTS

For each file, you can add File Comments (text, image, link, video) that are searchable. It can take a few seconds to be added to the search results. To add File Comments, the Comments need to be turned "on" in the Search View Options below the search bar.



ADVANCED SEARCH OPTIONS

SEARCH BY FILE PROPERTIES

Yadle allows you to search for files using ranges of dates, values, and other parameters to filter your search results. A file property begins with the **!** character followed by the property name, and optional equality term and value. Here are examples:

- Search for **!age>1m** to find files created or modified more than 1 month ago.
- Search for **!size<100k** to find files smaller than 100 kilobytes in size.
- Search for **#image !size>100k !size<200k** to find image files whose sizes are between 100 and 200 kilobytes.
- Search for **#image !size>10m** to find image files larger than 10 megabytes in size.
- Search for **#video concert !size<18m** to see video concert smaller than 18 megabytes.
- Search **!age<1w** to find files created or modified in the last week.
- Parameters can be combined to filter searches by ranges like: **!age>1w !age<4w**

MOST USED PROPERTIES

!age
!comment or !comments
!size
!unique
!tags
!indexed

!age Returns files based on the age of the file. The age can be specified using the following:

day (d/D/day/Day/days/Days)
week (w/W/week/Week/weeks/Weeks)
month (m/M/month/Month/months/Months)
year (y/Y/year/Year/years/Years)

!comment or **!comments** return files with one or more comments.

!size The default unit for the value parameters is bytes. The unit of values can be specified using these suffixes:

k – for kilobytes (e.g. 100k)
m – megabytes (e.g. 12m)
g – gigabytes
t – terabytes
p – petabytes

!unique returns files that are unique, i.e. have no duplicates. Same as **!duplicates=0**

!tags returns files that have 1 or more tags.

!indexed Returns files depending on when they were indexed by the Yadle agent. The values after the operator are the same for the **!age** property. For example, **!indexed<1d** will return files indexed within last 24 hours.

APPLICATION PROPERTY

These properties are used to filter results to only include those file types supported by the specified application. Only specify one application property in any single search.

!3dsmax	!houdini	!premiere
!aftereffects	!illustrator	!renderman
!animate	!incopy	!revit
!audacity	!indesign	!sketchup
!audition	!maya	!vlc
!autocad	!nuke	!word
!blender	!photoshop	
!excel	!powerpoint	