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. Note that your Yadle account will automatically join any Organization wide File Channels.
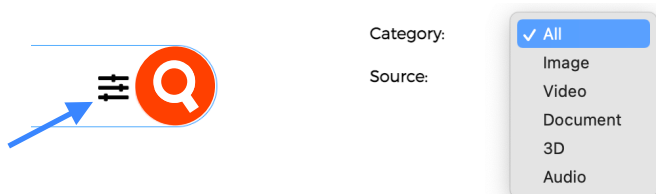
What are File Channels?
File Channels are a collection of one or more file directories that are searchable as if they were in a single directory. Think of them as virtual folders. Access to File Channels can be configured to allow one, several, or all Yadle users to search files within the Channel.

Suggested Ways to Search with Yadle

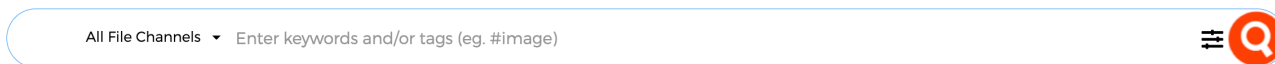We recommend the following method of searching with Yadle:

1. Start with Category
If you know the type of file, start your search with a category tag by invoking the Search Filters and selecting one of the categories from the dropdown menu (**3D**, **Audio**, **Document**, **Image**, **Video**).
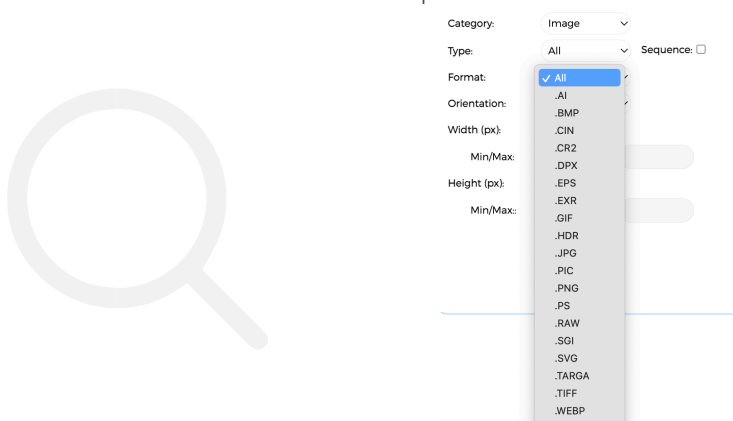

2. Add Keywords to Refine your Searches
Enter keywords in the main search bar to refine your searches. Keywords will return results from matches found anywhere in the metadata, filename, and file path.

3. Refine further with File Extension Tags
Depending on the Category chosen from Step 1, different search filters will appear that are specific to the Category. Refine your results even further by selecting a specific file extension from the Format dropdown menu.

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:

> ProjectXYZ 2021 fire 🔍

This will look through all file metadata for matches of **ProjectXYZ**, **2021**, **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 refine your searches.

Example:

> #fog Canon San Francisco 🔍

`#image ✕`

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. Note that when using the UI Search Filters, the equivalent search terms are added as badges beneath the main search bar.

Category:	Image		
Type:	All	Sequence: ☐	
Format:	All		
Orientation:	All		
Width (px):			
Min/Max:			⇕
Height (px):			
Min/Max::			

03. Advanced Search

Search by File Properties

Hone in on search results by using age, size, number of duplicates, and more. Advanced searches can be done manually as well as using the UI Search Filters. Equivalent search terms will appear as badges beneath the main search bar when using the UI Search Filters.

Example:

> 🔍

`#video ✕` `#hd ✕` `!age<=7d ✕` `!size>=1g ✕` `!size<=4g ✕`

This advanced search was constructed solely using the UI Search Filters. Note that the main Yadle search bar is empty with no search terms. This search will return **video** files, that are **HD** (720p), have an **age** of less than 7 days, and a **size** between 1GB and 4GB.

Category:	Video		Creation Date:		
Resolution:	HD (720p)				
Format:	All		Since:	04/02/2022	
Frame Rate:	All		Until:	mm/dd/yyyy	
Duration:			File Size:		
Minimum:	: :		Larger than:	1	GB
Maximum:	: :		Smaller than:	4	GB
			Duplicates:		
			Min/Max:		

reset filters Search

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:

> -#mp4 🔍

`#video ✕`

This will find all video files that are **NOT mp4** format.