



GCdocs16



Job aid

Working with Search features

How to perform a quick Search

Classic View

Performing a quick Search

1. Select the **Search** field from the **Global Menu bar**



2. Type one or more keyword(s)
3. Select **Perform Search**



Wildcard characters:

- “ ” Use quotation marks to search for an exact phrase (e.g. “Mary and John Smith”)
- * Use the asterisk to substitute zero or more characters (e.g. M*ry)

Search operators:

- AND** Search multiple keywords by separating them with the word **AND** (e.g. Mary **AND** John)
- OR** Search for either keyword **OR** both (e.g. Mary **OR** John)
- NOT** Search for a keyword and **NOT** the other (e.g. Mary **NOT** John)



Using the quick search panel

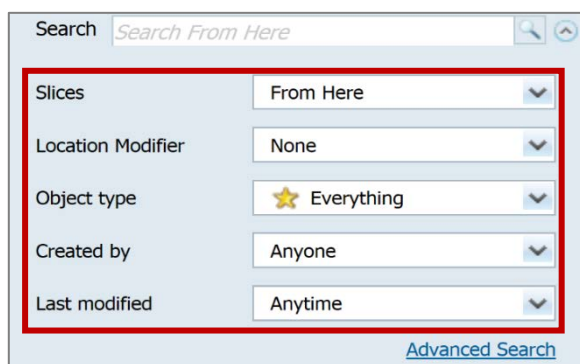
1. Select the **Search** field on the **Global Menu bar**



2. Type one or more keyword(s)
3. Select **Open Search Panel**



4. Select the options that apply to your search



5. Select **Perform Search**



Slices	Are portions of an area in GCdocs that you can search (e.g. Enterprise Workspace, Personal Workspace, Versions, etc.)
Object type	Allow you to define the type of document you are searching for based on the type (folder, document) or application it was created with (e.g. MS Word, MS Excel, etc.)
Created By	Allows you to narrow your search by selecting one of: Anyone, Created me, or Created by my group.
Last modified	Allows you to search based on the date a document (or its profile) was last modified