

# Finding Content in Google Drive

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## Intro

There is a lot of content in the Society shared drives and, especially if you have access to many of the Shared Drives, finding content can be a chore

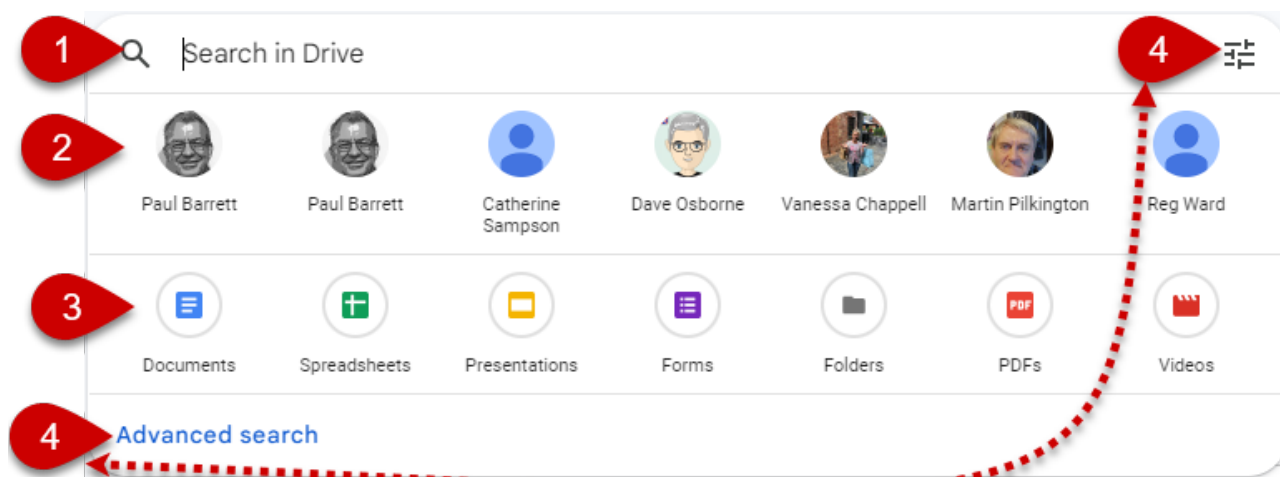
## Prevention

Finding content is a lot easier if you organise the content. See the separate guide about organising content. If content you access frequently is starred or added to a workspace, you can save yourself a lot of time. For everything else, there's 'Search'

## Search function

The search function is easy to use, powerful and fast. By default it searches for:

- **Content you have access to (see later section)**
- By owner
- By title
- Within the content, where it can (e.g. In Google Docs, Sheets and Slides, and PDFs)



1. You can simply type a search term here to view the results, but there are several quick tools to help focus the search
2. Dwell in the search box for a second before typing and this panel will appear, allowing you to pick from a regular source
3. You can also focus on document types
4. This label and the filter icon top right, will allow you to open an advanced search box where you can fine-tune your search:

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Type	<input type="text" value="Any"/>
Owner	<input type="text" value="Anyone"/>
Includes the words	<input type="text" value="Enter words found in the file"/>
Item name	<input type="text" value="Enter a term that matches part of the file name"/>
Location	<input type="text" value="Anywhere"/> <input type="checkbox"/> In bin <input type="checkbox"/> Starred <input type="checkbox"/> Encrypted
Date modified	<input type="text" value="Any time"/>
Approvals	<input type="checkbox"/> Awaiting my approval <input type="checkbox"/> Requested by me
Shared to	<input type="text" value="Enter a name or email address..."/>
Follow-ups	<input type="text" value="-"/>

[Learn more](#) [Reset](#) [Search](#)

## Still can't find it?

**The search function works on content you have access to**, either because you own it or it has been shared with you. So why can't you find a document you know exists?

The most common cause is dual accounts. Several of you run service accounts, such as Chairman, Vice-chairman, Secretary, Treasurer, Membership Secretary, Webmaster, Editor etc. These accounts are portable and can be passed between incumbents. Therefore each incumbent will have a personal Society account as well, so that they can be emailed in their personal capacity. This is important, because if you created a document or had something shared with your *service* account, then it may not be accessible to view from your *personal* account and vice versa. Swap accounts and try again.

Author: PB 30 Aug 2023