8 Tips to Smartly Search Your Google Drive

1

Quotes

You can search for a document that contains a specific phrase
Example: "match this phrase exactly"

2

Or

Search for files that contain at least one of the words
Example: discourse Or text

3

Minus sign

Find documents that do not contain a particular word.
Example: you search for pets but exclude cats: pet -cats

4

Owner

Find documents owned or shared by or with a particular person.
Examples:
Owner: bla@gmail.com
From: bla@gmail.com;
To: bla@gmail.com

5

Type

Search your Drive by document type :folder, document, spreadsheet, presentation, PDF, image, video, drawing, form, script, or table.
Example: type:presentation

6

Before and after

Search for documents edited before or after a specific period of time. Format the date as Year-Month-Day.
Example: before:2015-03-02

7

Title

Find documents by title
Example: title: ESL conference

8

App

Find items that can be opened by only certain apps
Example: app:"Google Docs"