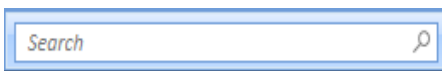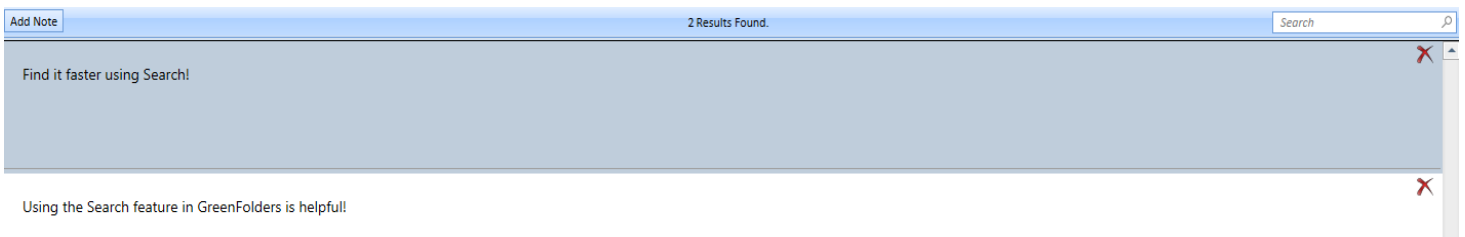# Find What You are Looking for Faster Using Search!

Finding the needle in a haystack is nearly impossible; however, finding a specific Attachment or locating a specific Note within a folder is not!

In fact, adding a few words to the Search tool will help you locate Attachments and Notes faster than you expect.
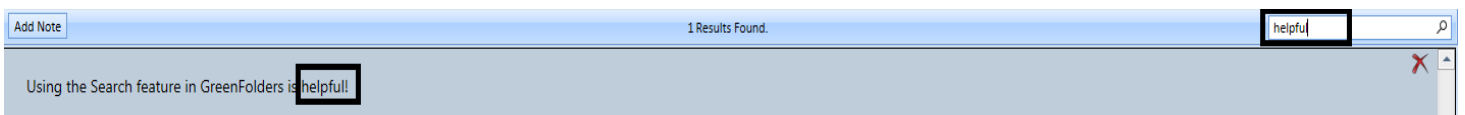

Find the Search Bar in Folder Notes, Task Notes and Attachments

Locate a Note, either in the Notes section of the folder or at the bottom of the screen of each task, containing a specific word by entering the word, or a portion of the word in the search bar located in the upper right hand corner of the Notes! Each Note that contains the text you've entered is displayed. Notes that don't contain the text are hidden from view. In the example below, see both Notes appear since nothing has been entered in the Search bar?
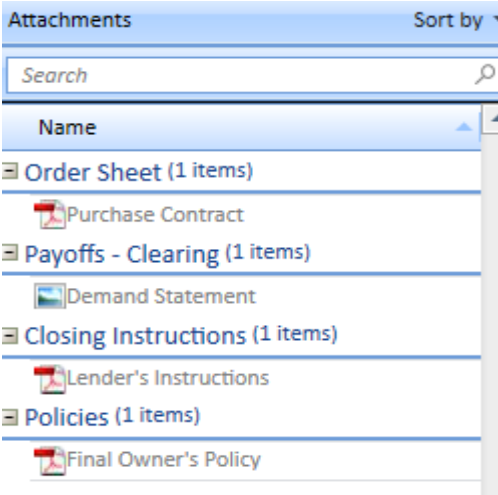

As you type text is added into the Search bar, only those Notes containing the specific text appear for a faster view of the Note(s) you need.
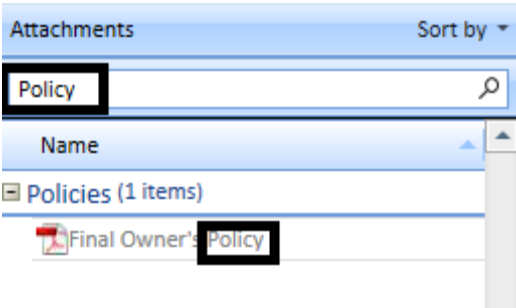
Attachments

Finding a specific Attachment within a Folder is just as easy as finding a specific Note. Using the Search bar located between the Labels and the Attachments List on the left side of your viewing pane, enter a portion of the Attachment Name. The example shown here is a listing of all the Attachments in the Folder.

As you type text into the Search bar, only the Attachment(s) or Attachment Type Name(s) containing the specific text you have entered displays, giving you a faster way to find Attachment(s).

For more information regarding this Leaf of Knowledge, please contact a member of the GreenFolders Support Team at 801-747-2132 or GFSupport@GreenFolders.com.