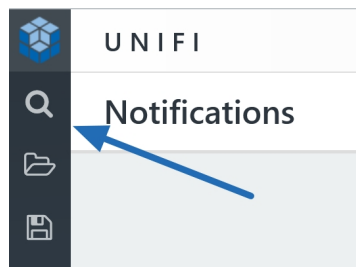# How to Find Content Using the Standard Search

Last Modified on 06/27/2022 3:24 pm EDT

The Standard Search feature makes it easy for you to find content and load it into a project because it allows you to search by fields, tags, or Revit parameter data.

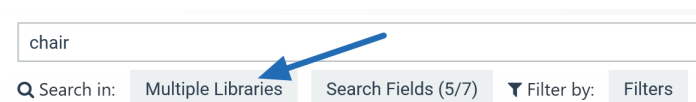First, you'll click on the magnifying glass in the upper left-hand corner of the screen.

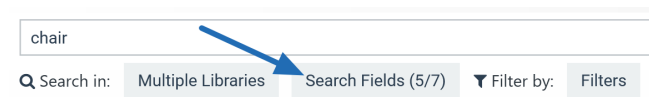Next, you'll type in what you are looking for.

A useful aspect of the search lookup is the Common Industry Synonyms feature. This prevents you from having to type in a specific word to get a specific result. For example, if you type in "AHU", you'll get the same search results as if you typed in "air handler."
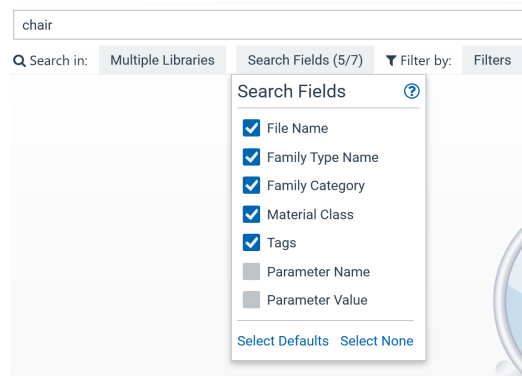
The platform defaults to the most recently searched library; however, you can easily edit default search libraries and channel subscriptions by selecting the libraries button below the search bar and indicating where you'd like to search.
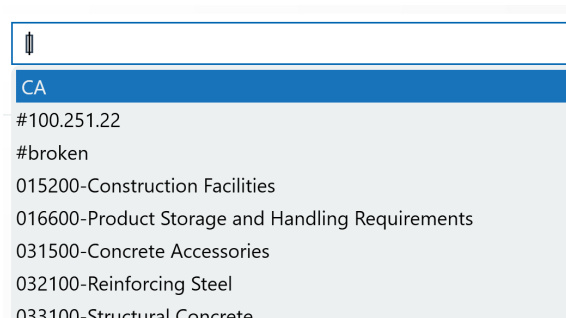

Next, click on **Search Fields**.

In the example above, UNIFI, by default, will be looking for the word "chair" in its file name, family type name, family category, material class, and tags. However, you could uncheck as needed to not search those fields.
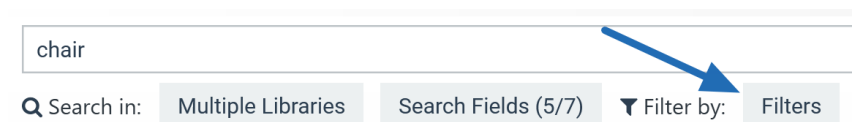

You can also search by tag by entering the tag in brackets [] in the search field. If you want to see a list of tags created by Company Admins, simply start entering the brackets in the search bar and a list of options will appear.

If you type in a tag with your search term, UNIFI will find content that matches both of those criteria. For example, you could search for "[Hospital] bed" and UNIFI would find all beds that fall under the "hospital" tag.

Additional Filter

You can also select the **Filters** button below the search bar to customize your search even more. From here, you can search by file name, star rating, favorites, family category, file type, tags, author, and Revit parameters.

Search Filters

File Name	Filter by File Name
Revit Parameters	Do Not Filter by Parameters
Minimum Star Rating	☆☆☆☆☆
Favorites Only	☐
Family Category	

Clear Family Categories

File Type	

Clear File Types

Include Tags	

Clear Include Tags

Exclude Tags	

Clear Exclude Tags

Author	

Clear Authors

Cancel   Apply

If you type two terms in the File Name field, then UNIFI will find content with *either* of those terms (in other words, it uses "*or* logic").

Once you are done entering your search filter criteria, select **Apply**.

You can then press **Enter** to view your results or click the **Search** button to the right of the search bar.
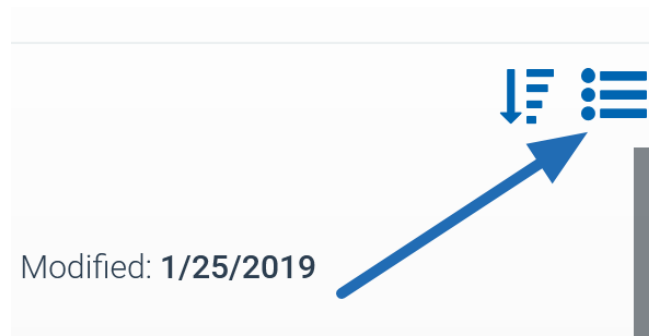
If your search result brings up far too many or too few results, we recommend that you double-check that you selected the appropriate libraries, search fields, and filter properties.

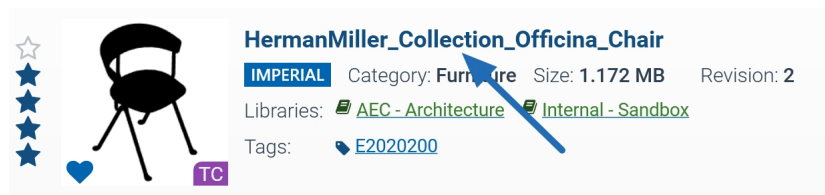# How to Search for Content with a Particular Measurement Unit

If you'd like to search for content with a particular measurement unit, you can type that in the search bar (for example, "pipe metric"). You could also create a Saved Search with the appropriate files matching the measurement UNIT or by using the Filter and selecting an RFA file type and then selecting "Imperial" or Metric."
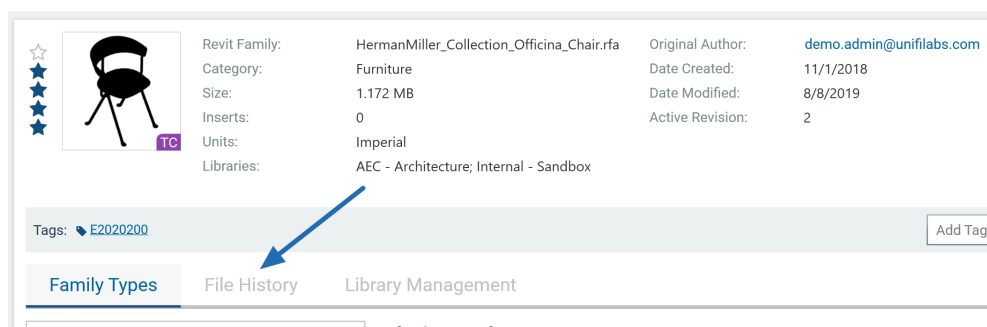
Reviewing Search Results

If you click on the view icon in the upper right corner of the screen, you can change how your search results appear. You can display your results in a grid, row, or detail layout. In a grid or row display, you can view the metadata for your content results.

You can view star ratings, tags, which libraries it belongs to, and more. If you need more information on the family, you can click on the name to view more.

You can click on the tabs to view the different family types and their parameter data before bringing it into your project or even opening it in Revit.
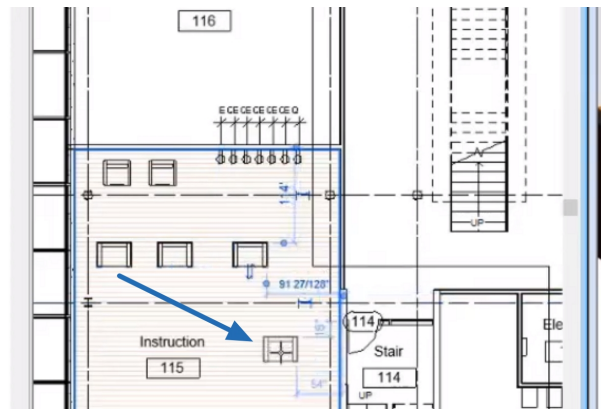

Once you've confirmed that this is the family that you want in this project, you can click on the thumbnail image.

UNIFI then downloads that family from the cloud and loads it into your current Revit project. It immediately puts you into the placement view in Revit to allow you to place the family into your project. You can use your cursor to select where you want that family to go.

Once you're done, you can hit escape to return back to your search window.