

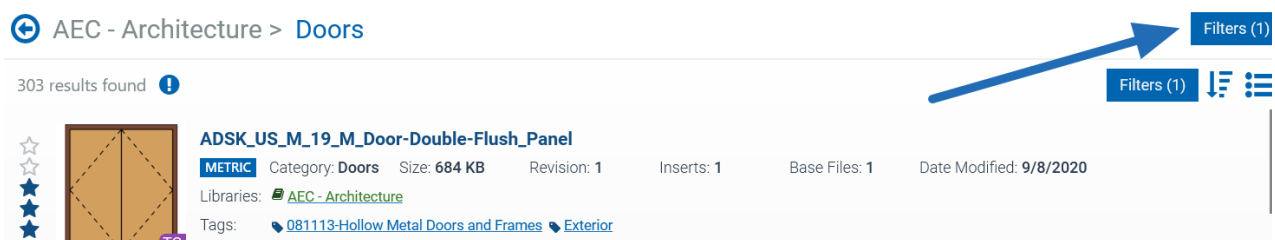
Smart Search Hacks for the Advanced UNIFI User

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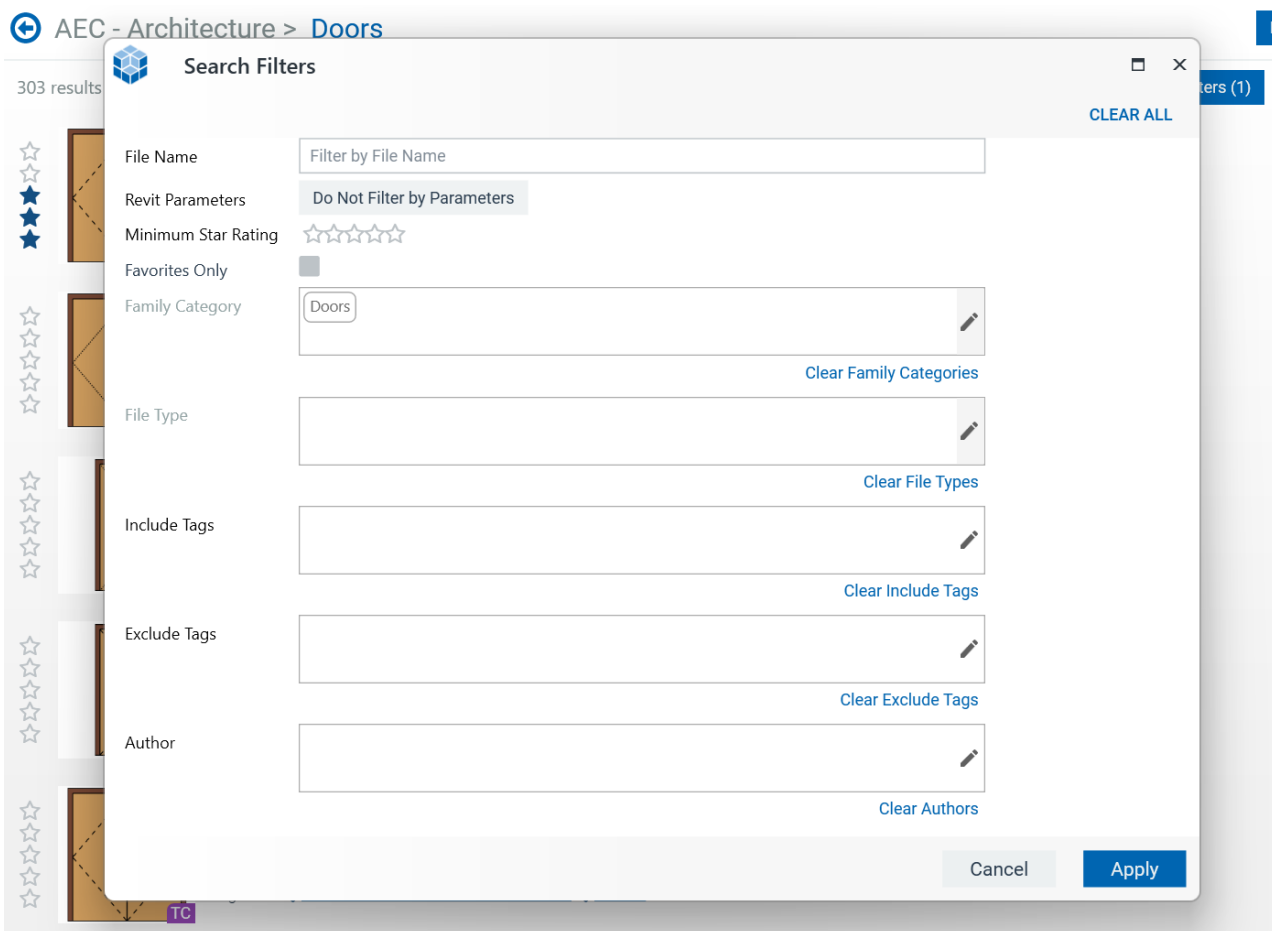
With just a basic knowledge of [UNIFI's search features](#), users can easily find the content that they are looking for. However, there are also a few UNIFI hacks that advanced users can utilize to find content even faster. In this post, we will share some of our favorites.

Using Filters in Browse

As you already know, [UNIFI's Browse feature](#) is one of the easiest ways to find content that is sorted by libraries and categories. What you might not know is that you can filter these searches. When viewing a category, simply click on **Filters** in the top right corner of the screen.



A window now appears that allows you to enter your filter criteria:



Once you fill this out and hit **Apply**, the category will show only items in that category that match your filter criteria.

Search by Common Industry Synonyms

One of the ways that you can be a pro searcher in UNIFI is by searching using a common industry synonym or abbreviation, rather than typing out a long strand of text. For example, if you type "AHU", you'll get the same search results as if you typed in "air handler." If you type "CMU", you'll see results for "Concrete Masonry Unit."

This is a handy trick that can save you time when searching for content.

Using the File Name Field for "or"

Another useful search hack is using "or" in a search. This lets you search for either one term or another. For example, if you want to search for a sofa OR a couch, you'd search for the following in "File Name" when using "Filters":

sofa couch

The results would show you content that has either sofa or couch in the file name.

Searching by Unit of Measure in Revit Family File Types

When searching for Revit Family File Types (RFAs), a Unit of Measure field automatically pops up so that you can search for a specific unit of measure.

File Type: Revit Loadable Family (RFA) x |

Unit of Measure:

Clear File Types

Search Your Tags

UNIFI automatically searches through fields, tags, and Revit parameter data when you search for content. But what if you can't remember your tags? UNIFI has a quick hack. Simply start your search with a bracket [, and your list of tags will begin to appear. As you type, the list of tags narrows to match your search.

UNIFI

[h]

016600-Product Storage and Handling Requirements

040519-Masonry Anchorage and Reinforcing

061300-Heavy Timber

061323-Heavy Timber Construction

061600-Sheathing

061700-Shop-Fabricated Structural Wood

064000-Architectural Woodwork

Searching by Tags and Term

Let's take the tag searching to a whole new level. What if you wanted to search for all content WITHIN a certain tag? To do this, search for a tag and your content name.

For example, if you did a standard search for "Doors", then you'll get all types of doors. But let's say that you only want to find residential doors. What you could do is type "[Residential] Doors." UNIFI will then look for doors that only fall under the "Residential" tag.

This is a great example of how market sector tagging can ensure that users are getting content applicable to the market sector that they are working on.

Keep in mind that having a [solid tagging strategy](#) in place makes searching by tags much more effective.

Conclusion

These are just a few of our favorite search tips for advanced UNIFI users. Is there a certain advanced method you use? We'd love to know! Please comment below and share your favorite tips.
