



ePortfolio Support | Academic Success Initiatives
odu.edu/asis/eportfolio

Search Options

Q Search in Drive

Type

Any

Owner

Anyone

Has the words

Enter words found in the file

Item name

Enter a term that matches part of the file name

Location

Anywhere

☐ In trash ☐ Starred ☐ Encrypted

Date modified

Any time

Approvals

☐ Awaiting my approval ☐ Requested by me

Shared to

Enter a name or email address...

Follow-ups

-

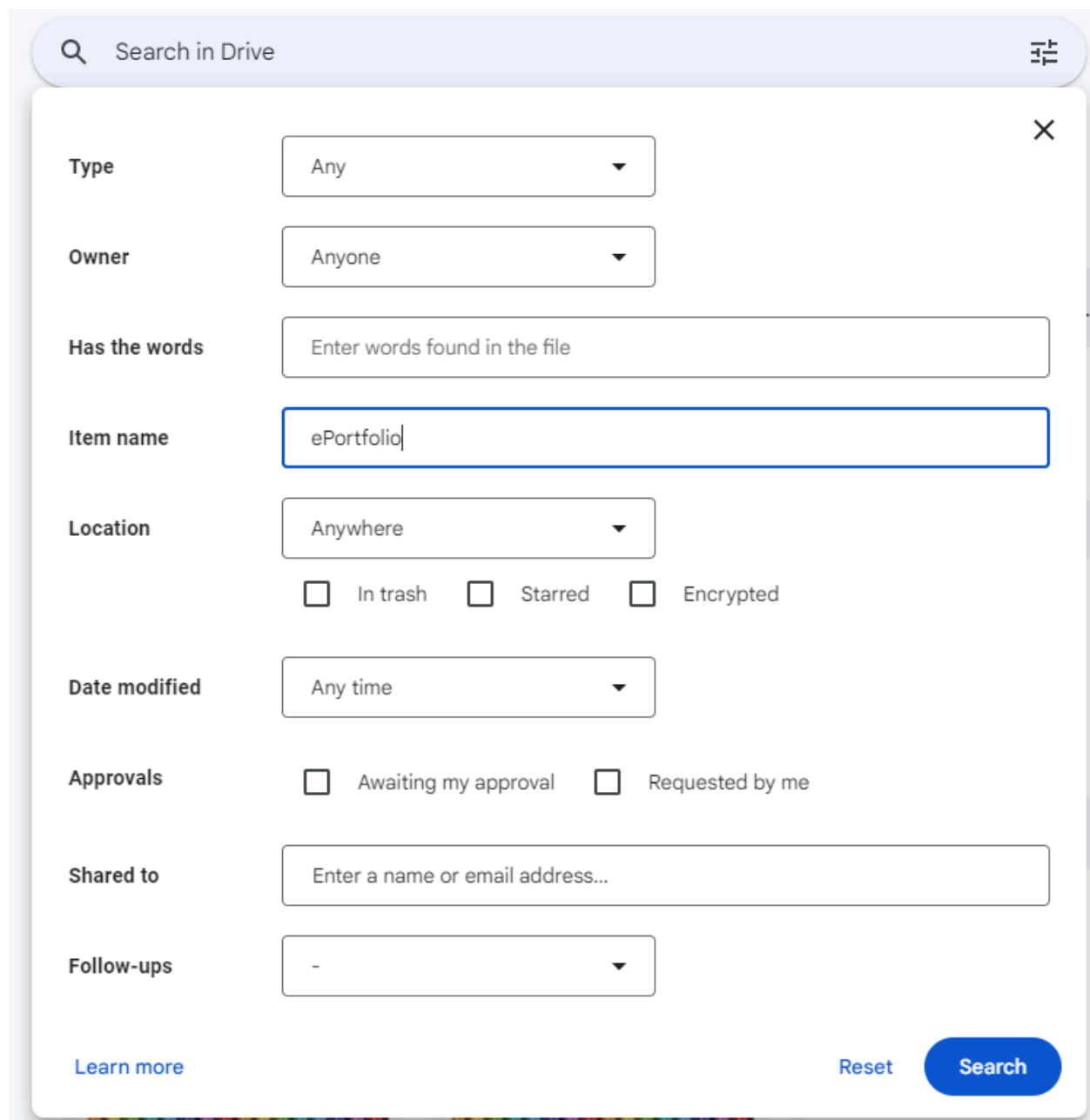
Learn more

Reset

Search

Searching within Google Drive can be accomplished by clicking on the search bar located at the top of the web browser page.

To make the search more advanced, click on the down arrow located on the right of the search bar.

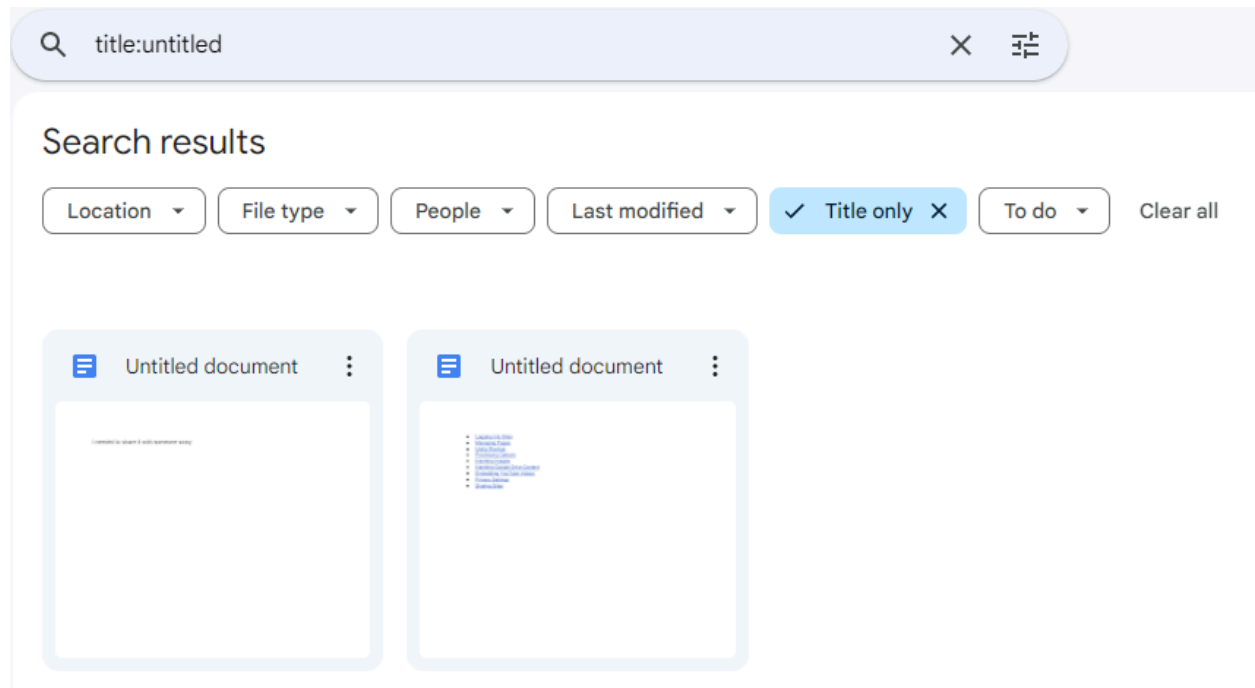


The image shows the Google Drive search filter panel. At the top is a search bar with the text "Search in Drive" and a magnifying glass icon on the left, and a filter icon on the right. Below the search bar is a panel with a close button (X) in the top right corner. The panel contains several filter categories, each with a dropdown menu or checkboxes:

- Type:** A dropdown menu with "Any" selected.
- Owner:** A dropdown menu with "Anyone" selected.
- Has the words:** A text input field with the placeholder text "Enter words found in the file".
- Item name:** A text input field with "ePortfolio" entered.
- Location:** A dropdown menu with "Anywhere" selected. Below it are three checkboxes: "In trash" (unchecked), "Starred" (unchecked), and "Encrypted" (unchecked).
- Date modified:** A dropdown menu with "Any time" selected.
- Approvals:** Two checkboxes: "Awaiting my approval" (unchecked) and "Requested by me" (unchecked).
- Shared to:** A text input field with the placeholder text "Enter a name or email address...".
- Follow-ups:** A dropdown menu with "-" selected.

At the bottom of the panel, there is a "Learn more" link on the left, a "Reset" link in the center, and a blue "Search" button on the right.

When viewing the drop down menu, type in search terms and select the filtering criteria. Once finished, click on “Search.”



The results of the search will be found in a list.