

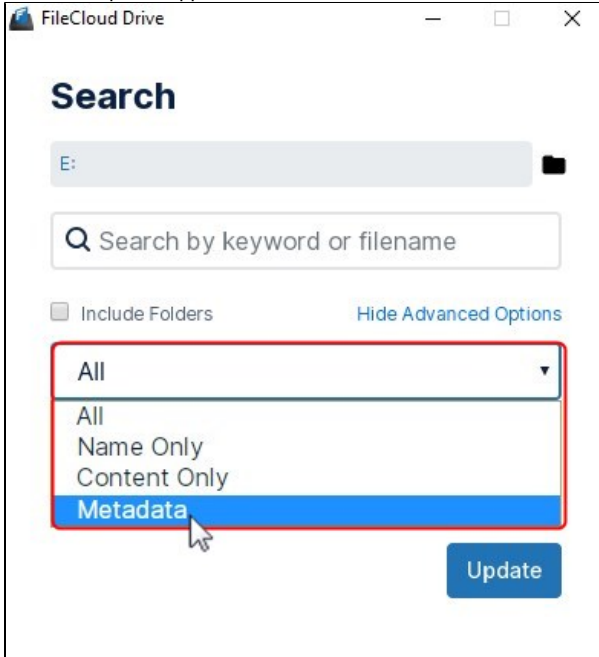
Metadata Search in Drive

You can search on metadata from any of the metadata sets in Drive.

To search on metadata:

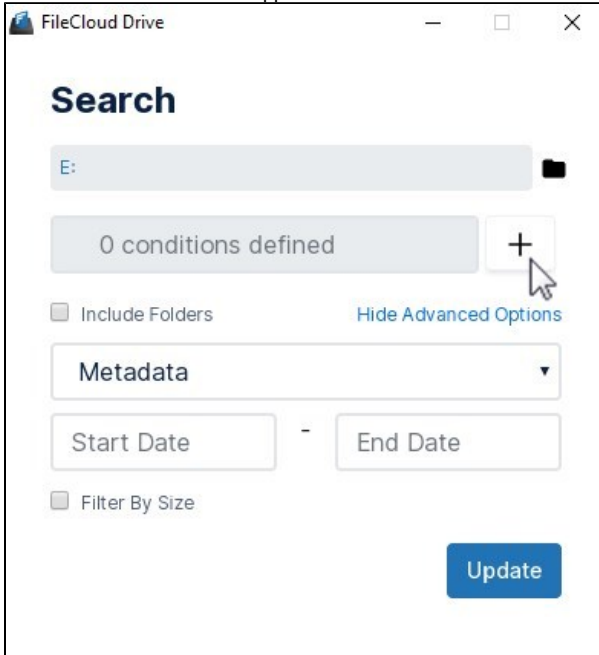
1. [Access the Search window in Drive.](#)
2. Click **Advanced Options**.

Advanced options appear.

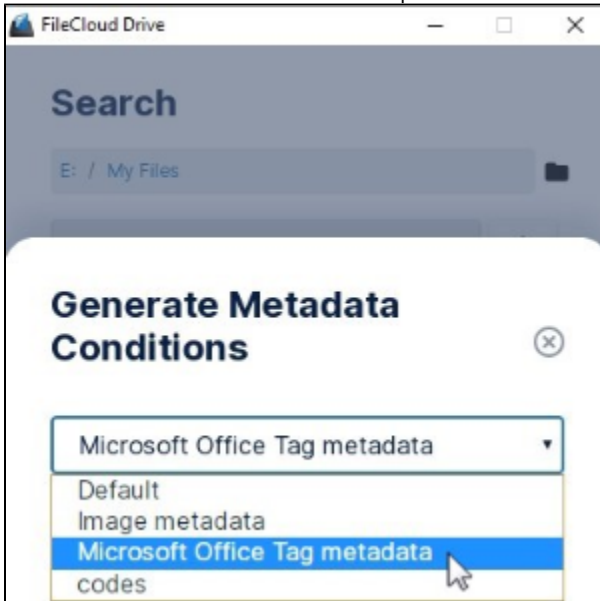


3. In the drop-down list, choose **Metadata**.

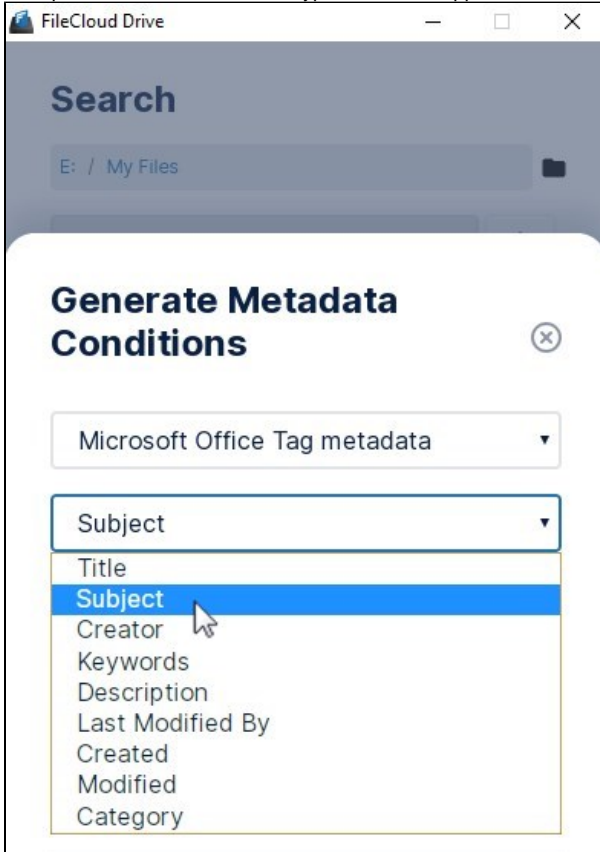
A **Conditions defined** field appears.



4. To define conditions, click + to the right of the field.
A **Generate Metadata Conditions** window opens. Add search conditions in this window.



5. In the drop-down list, choose a metadata type.
A drop-down list of the metadata type's attributes appears below it.



6. Choose an attribute.
A field for the attribute value appears below it.

The screenshot shows a 'Generate Metadata Conditions' dialog box in a FileCloud Drive window. The dialog has a title bar with a close button. Below the title, there are two dropdown menus: the first is set to 'Microsoft Office Tag metadata' and the second is set to 'Subject'. Below these is a text input field containing 'Research', which is highlighted with a red border. To the right of this field is a blue 'Add' button. Below the input field is a table with the following structure:

Set	Attribute	Value	Clear
Microsoft Office Tag metadata	Subject	Research	✕

At the bottom right of the dialog is a blue 'Apply' button.

7. Enter a value in the attribute field, and click **Add**.
The value is case-sensitive.

8. Add any number of additional conditions, and click **Apply**.
The search results are returned.

