
SEARCHING FOR YOUR DOCS

There are a few ways to find a specific document, spreadsheet or presentation.

- To quickly search for a document using a term contained in the title or body, simply enter this term in the search bar (at the top of the Docs list page), then click **Search Docs**. A list of documents, spreadsheets and presentations containing that term appears in your Docs list.
- If you or one of your collaborators edited the document in the last 48 hours, it will be listed either in the Today or Yesterday section of the Docs list.
- To find a document, spreadsheet or presentation that you shared with a specific collaborator, you can look in the **Shared with...** list (below **Items by type** in the Docs list page side bar). From here, click the collaborator's name, and all of the documents shared with that specific person will appear in your Docs list.
- To locate a document that has been deleted (assuming the Bin hasn't been emptied), click the **Bin** icon under the **All items** section at the top of the Docs list page side bar.
- If you've assigned a document to a specific folder, open this folder from the **All folders** section in the side bar. All of the documents, spreadsheets and presentations in the folder will appear in your Docs list.