## How to Use Find

**Return to Document Management Home** 

## How to Use Find

Find is the most advanced search method in Meridian.

It gives you complete flexibility for search scope, properties, and conditions.

Find can include referenced documents in its results and its results can be saved and shared with other users.

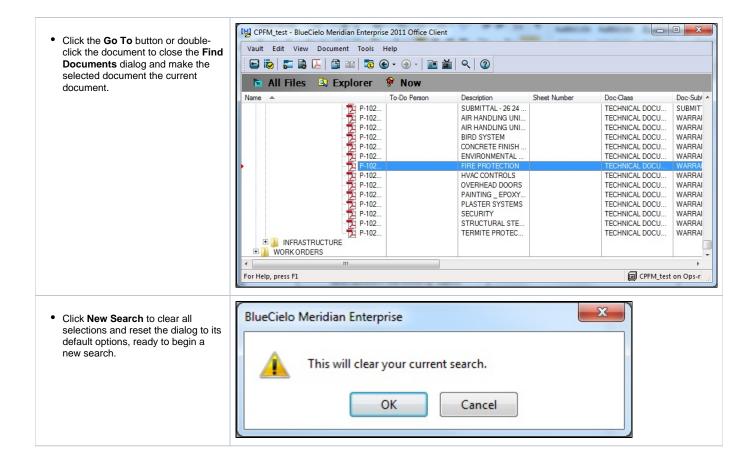
Make sure the Find Toolbar is showing	[M] CPFM - BlueCielo Meridian Enterprise 2013 PowerUser	
at the top of the application.		✓ Main toolbar
1. Right-click in the empty space	Vault Edit View Folder Tools Help	Find toolbar
next to the menu icons.	🖗 All Files 🖾 Explorer 🕑 Now	Manager toolbar
	Name 🔺	To-Do Person Scope toolbar
2. Select Find Toolbar.	CPFM B ADMIN & STANDARDS	Viewer Ctrl+Alt+V
3. You should now see the Find	MASTERS     PROJECTS	Properties Ctrl+Alt+P     Shortcuts Ctrl+Alt+S
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4. Select the property you want	[M] CPFM - BlueCielo Meridian Enterprise 2013 PowerUser	
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	👰 All Files 🖾 Explorer 😕 Now	Search 'Location' Search 'Loc-Building Abbr'
	Name 🔺	Search 'Loc-Building Alias' Search 'Loc-Building Code'
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		Search 'Originator Company Number' Search 'Originator Transmittal Description'
		Search 'Originator Transmittal Number' Search 'Originator Type'
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		Search 'Security Level' Search 'Security Level Code'

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<b>7.</b> Depending on how many documents there are, you may	BlueCielo Meridian Ente	rprise 2013 PowerUser	×	
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