

Using Windows Search Boxes

Microsoft has offered a variety of search tools in Windows beginning late in Windows XP.

- Since Windows Vista, there is a search box in the upper right-hand corner of every File (Windows) Explorer window you open.
 - With each version, 7, 8, and now 10 it has improved.
- There is also a Search box in the lower left-hand corner of the Windows Vista and Windows 7 Start Menu.
- As Windows 8 had no Start menu, no box was needed. Just start typing as soon as the Windows 8 Start screen or App View appears, and Windows begins to search programs, apps, settings, mail, and files.
 - Immediately when you begin typing, Windows begins to display items on the right, and revises them as you type more characters or words.
 - In Apps view, the items appear on the left.
 - Similarly, bring up the Charms menu to perform the same Search.
 - Searches from the Charms menu are however also specific for apps or programs you should you be in one (such as Store, Folder, Control Panel).
- Windows 10 has a Start menu, but no Search box. It doesn't need it.
 - Similar to Windows 8, just open the Start menu and start typing.
 - Don't look for a box, just type!
 - Windows 10 also provides a search box on the Taskbar to type into.
- Searching can be accomplished by typing words, extensions, tags, or properties.

Using Windows Search Boxes

- File (Windows) Explorer searches for any words or characters entered into the search box, beginning to show results as soon as you begin typing, and modifying the list of items as you type more.
 - By clicking in the search box in Windows 7, a drop-down of folder specific search filters (file size & date taken as examples) are offered.
 - On Windows 8 and 10, change search criteria in File Explorer using the Search ribbon.
 - Search ribbon does not appear until a search has been initiated.
 - And searches through any **indexed** file or folder within the folder (or library) being searched (See below for more)
 - Add folders to those indexed by:
 - Adding a folder (including external or networked drives) to one of the Libraries, if you use Libraries (Windows 10).
 - All library folders are automatically indexed.
 - As are all Username folders.
 - By right-clicking a desired folder and choosing (add to library) or using the Add to library button.
 - By using the Control Panel icon “Indexing Options” (Search for it by using the Start Menu search box) and click Modify
 - Then place a check in desired additional folders.
 - If the folder is not visible, click Show all locations.
- Files that aren't routinely indexed include program files and system files—files that most people rarely need to search.
- Searches can include multiple words, phrases in quotes, and use **operators** like **AND**, **NOT**, and **OR**.

Using Windows Search Boxes

Using the Search box in each folder

- Type a character or term or terms with or without operators
- Selectively searches only within that folder or library being viewed.
 - And again, only indexed items
- If the desired file is not found, on Windows 7, scroll to the bottom of the search items and under **Search Again in**:
 - Choose Libraries (to search all libraries), or Homegroup (to search across shared folders), Computer, or Custom (to choose which folders to include in the search).
 - Windows 8 and 10 include **Search again in** on the Location group (far left group) of the Search ribbon.
 - Click **Computer** to search across your entire computer. This is the way to search for files that aren't indexed (such as system or program files). However, be aware that the search will be slower.
- Change other search criteria in Windows 8 and 10 File Explorer using the Search ribbon.
 - **Remember**, Search ribbon does not appear until clicking in the search box.
 - Search ribbon Options
 - Location (group)
 - Current folder
 - Subfolders
 - *Search Again in* drop-down (Windows 7 bottom equivalent).
 - Refine (group)
 - Date modified
 - Kind (such as documents, or pictures) i.e. keywords
 - Size
 - Other Properties
 - Options (group)
 - Recent searches
 - Advanced options
 - Save search (If you wish to later revisit a search)
- Once a search is accomplished, you simply open the document.
 - Or open folder location.

Using Windows Search Boxes

More about Advanced Search Techniques

- Use operators (AND, OR, NOT)
- Add search filters
 - Open the folder or library
 - Click in the empty search box
 - Windows 7: Choose a filter at the bottom, such as date taken.
 - Windows 8/10: Chose from the options on the search ribbon.
- Use Keywords
 - If you want to filter on a property that doesn't appear (isn't offered) when you click in the search box, you can use special keywords. This typically involves typing a property name followed by a colon, sometimes an operator, and then a value. The **keywords** are **not case sensitive**.
 - Property Examples
 - System.FileName (indicates the name (typed as text) is to be searched for)
 - System.Kind (indicates the type file, such as picture)
 - System.DateModified (searches a specific date provided)
 - System.Author (who authored a file- if ever used)
 - System.Keywords (refers to Tags)
 - System.Size (refers to storage size of file)
 - You can also use the operators AND, OR, and NOT to combine search keywords. (Note how the use of parentheses can change the effect of a search term.)
 - Values
 - ~< means begins with
 - ~= means contains
 - ~! means does NOT contain
 - = means matches exactly
 - <> means is not
 - < means less than
 - > means greater than
 - You can also use the operators AND, OR, and NOT to combine search keywords. (Note how the use of parentheses can change the effect of a search term.)

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Examples of Keyword filters

- Website regarding Windows 7 search hints: <http://windows.microsoft.com/en-us/windows7/Advanced-tips-for-searching-in-Windows>
- **System.FileName:~<"public"** searches for Files whose names begin with "public".
- **System.FileName:= "Microsoft word"** searches for Files whose name matches exactly "Microsoft word."
- **System.FileName:~="pro"** searches for files which include "pro" in the name
- **System.Kind:<>picture** searches for files which are not picture files
- **System.Kind:jpg** searches for files which are only jpg files
- **System.DateModified:05/25/2010** looks for that specific date
- **System.DateModified:2010** looks for all 2010 files

Using Windows Search Boxes

Using the Start Menu Search (box-Windows 7)

- Use as a Run box
 - Down side, it doesn't "remember" like the Run box (previous commands)
 - Windows logo+R opens actual Run box.
- Quickly Access Start Menu items (programs) by typing part of the name
 - Saves navigating through folder after folder
- Search looks in all aspects of the indexed computer files
 - Start Menu items (such as programs)
 - Control Panel items
 - Documents, Pictures, Music, Videos, etc.
 - E-mail
 - External drives included in libraries
 - Favorites (Internet Favorites)
- If the list of found items is too long to see, click Show More results to open a window full of results
- When the item is found, just click on it to launch the program, open the document, or display the picture.

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Example of keywords

Example search term	Use this to find
System.FileName:~<"notes"	Files whose names begin with "notes." The ~< means "begins with."
System.FileName:="quarterly report"	Files named "quarterly report." The = means "matches exactly."
System.FileName:~="pro"	Files whose names contain the word "pro" or the characters pro as part of another word (such as "process" or "procedure"). The ~= means "contains."
System.Kind:<>picture	Files that aren't pictures. The <> means "is not."
System.DateModified:05/25/2010	Files that were modified on that date. You can also type "System.DateModified:2010" to find files changed at any time during that year.
System.Author:~!"herb"	Files whose authors don't have "herb" in their name. The ~! means "doesn't contain."
System.Keywords:"sunset"	Files that are tagged with the word <i>sunset</i> .
System.Size:<1mb	Files that are less than 1 MB in size.
System.Size:>1mb	Files that are more than 1 MB in size.

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Examples of Keywords plus operators

Example search term	Use this to find
System.Author:Charlie AND Herb	Files that are authored by Charlie as well as any files that include <i>Herb</i> in the file name or in any file property.
System.Author:Charlie AND System.DateModified:>2009	Find only files that are authored by Charlie after 2009.
System.Author:(Charl* AND Herb)	Files that have either Charles and Herb or Charlie and Herb listed as authors.
System.Author:"Charlie Herb"	Files that are authored by someone with exactly this name.