

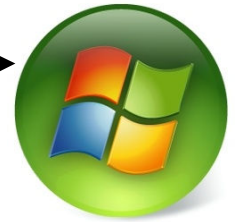
# Windows Search

This document is based on information from the Microsoft website. Here is the link:

<http://windows.microsoft.com/en-US/windows7/products/features/windows-search>

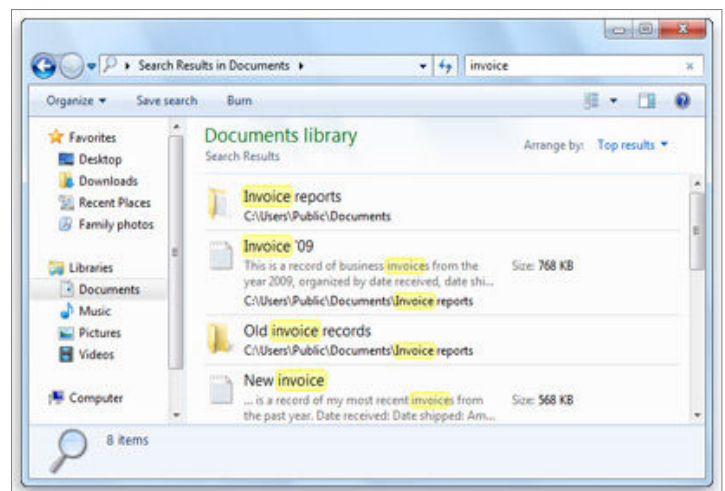
In Windows 7 and Vista, you can find more things in more places—documents, email messages, songs—and do it faster.

Start typing in the **Start Menu Search Box** (when you click on the Start button, a text box appears just above it. You can type a word or phrase into that text box). Your computer will search for that word or phrase, and you'll instantly see a list of relevant files on your PC. You can search by typing the name of the file, or its tags, file type, or a significant word or phrase from its contents.



To see even more matches, click a category in the results, like Documents or Pictures, or click See More Results. Your search terms are highlighted to make it easier to scan the list.

This is the Documents Library after typing the word "invoice" in the search box



Few people store all their files in one place these days. So Windows 7 is also designed to search external hard drives, networked PCs, and libraries.

Overwhelmed by your search results? You can instantly narrow them by date, file type, and other useful categories.

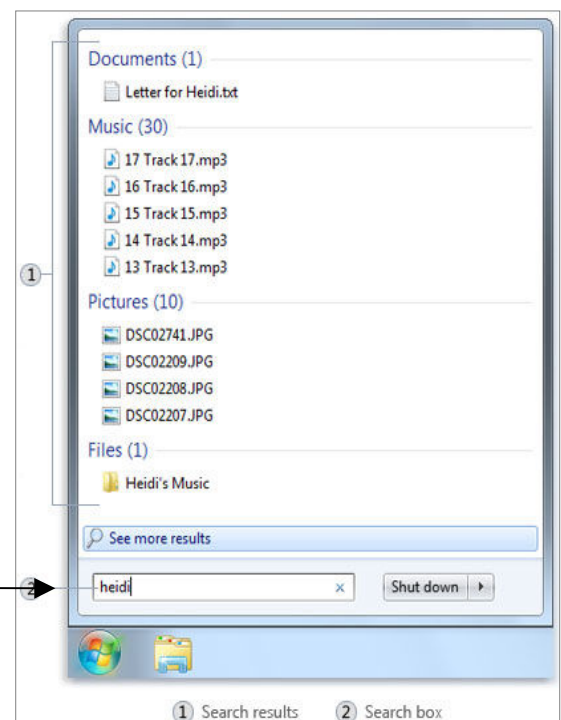
## Find a file or folder

Windows provides several ways to find files and folders. There isn't one best way to search—you can use different methods for different situations.

### Use the search box on the Start menu

To find files, folders, programs, and e-mail messages stored on your computer.

- Click the Start button , and then type a word or part of a word in the search box.
- Search results appear as soon as you start typing in the search box.
- As you type, items that match your text will appear on the Start menu. The search results are based on the file name, internal text, tags, and/or other file properties.



## Use the search box in a folder or library

You're often looking for a file that you know is in a particular folder or library, such as Documents or Pictures. Browsing for the file might mean looking through hundreds of files and subfolders. To save time and effort, use the search box **at the top of the open window**.

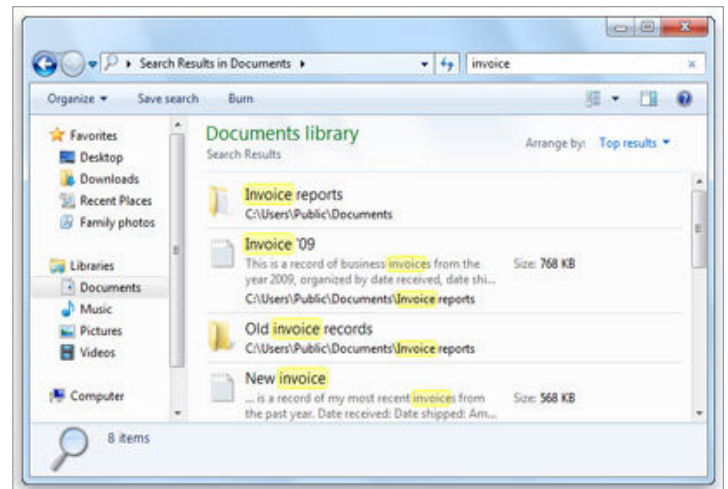
This is what the search box looks like at the top of a folder or library: →



The search box filters the current view based on text that you type. The search looks for text in the file name and contents; and in the file properties, such as in tags. In a library, the search includes all folders included in the library as well as subfolders within those folders.

Suppose that you're looking for your invoice files, so you type "invoice" in the search box.

The Documents library looks like this after typing "invoice" in the search box →



You can also use other techniques in the search box to quickly narrow down a search. For example, if you're searching for a file based on one or more of its properties (such as a tag or the date the file was last modified), you can use search filters to specify the property in your search. Or, you can type keywords in the search box to narrow down your results even further. To learn how to use search filters and keywords, see [Advanced tips for searching in Windows](#).

## Expand a search beyond a specific library or folder

If you can't find what you're looking for in a specific library or folder, you can expand the search to include different locations.

1. Type a word in the search box.
2. Scroll to the bottom of the list of search results. Under Search again in, do one of the following:
  - Click Libraries to search across every library.
  - 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.