

Microsoft Windows 7

10 – Searching in Windows 7



SEARCHING IN WINDOWS 7

In Focus

No matter how efficient or well-organised your filing system is, there will be times when you cannot locate that important file or photo that you know is on the computer somewhere!

Windows 7 provides a very powerful and flexible search facility that will help you to locate files quickly. Windows 7 uses **indexing** to search the file names and contents of your files, and also provides a range of other useful searching, sorting and filtering tools to find that important file when you need it.

In this booklet we will show you how to:

- gain an understanding of the Windows 7 search facility
- create and save a file in WordPad
- search for indexed files
- search for files in unindexed folders
- index a folder
- unindex a folder
- perform searches on unindexed files
- save a search
- sort files
- tag files and add other properties
- modify view settings for folders and files.

UNDERSTANDING SEARCHING IN WINDOWS 7

It can be quite frustrating to know that you've saved a file onto your computer but don't know where! Windows 7 comes to the rescue by offering a very powerful and

fast search facility that allows you to search for files by their name, contents, or even by file **properties**.

Windows 7 has a powerful and fast search facility that will help you locate that important file in a matter of seconds. The key to Windows 7 search is that it **indexes** your files.

Indexing Is The Key

The reason that Windows 7 can help you to find your files quickly is because many of the files that you create are indexed when you saved them. So, rather than browsing your folders one after another to locate the file you're after, you can use a specific keyword, such as part of a file name or a phrase from its contents, and let Windows 7 do the rest.

Building An Index

While searching an index is fast, building an index takes time. This, of course, depends on how many files need to be indexed. Therefore, Windows 7 has already established several default indexed locations. Most notably, the **Libraries** and their contents are indexed by default. This provides yet another reason why it is important to store your work in Libraries, as any files you save into library folders will automatically be indexed, making them much easier to locate in future.

Other default indexed locations include your desktop, email and offline files, as well as **Public** folders and **Control Panel** options. Windows 7 also gives you the option to index folders and files that you perform searches on regularly. 6

Searching For Files

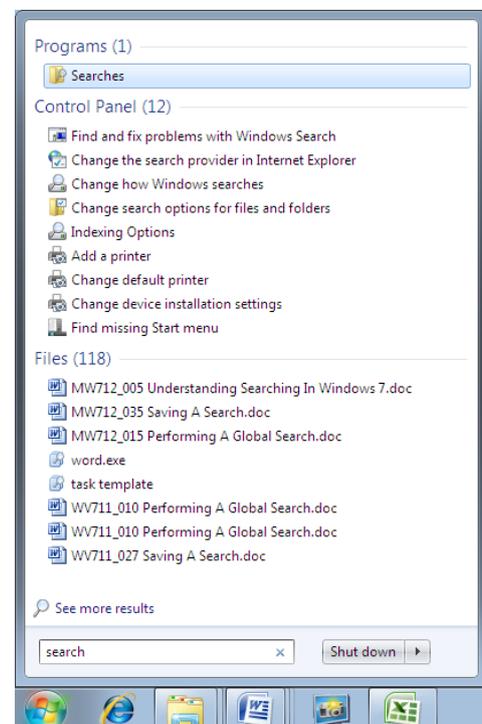
Searching for a file begins by typing its file name, or part of the file name, into the **Search** box on the **Start** menu. The more specific your keyword/s, the greater the chance that Windows will return the exact file you're looking for. Windows 7 uses a *tag-as-you-type* feature, which means that it will start to return results the moment you start typing.

For non-indexed folders, Windows 7 provides other search features to make it quicker to locate your files and folders, such as changing what Windows searches for, as well as applying sorting and filtering options. However, searching for files in non-indexed locations takes longer than searches on indexed locations (called **global** searches).

Windows 7 also gives you the ability to add file properties, such as tags and keywords, which can be especially useful when searching for photos, for example. Another feature of Windows 7 is that you can save searches that you perform regularly.

Good Organisation Is Better Than Good Indexes

In an ideal world, you won't need to search for files to find them. Ensuring that you organise your files into folders within the Libraries, and provide meaningful and logical names, means that you'll know exactly where to find what you need when you need it.



The picture above shows the results listing after performing a search for 'search', using the **Search** box on the **Start** menu.

CREATING A SEARCHABLE FILE

In this chapter we aim to show you how Windows 7's search facility works. To do this you will need to have a searchable file that contains specific words and phrases that can be used in your search. In this

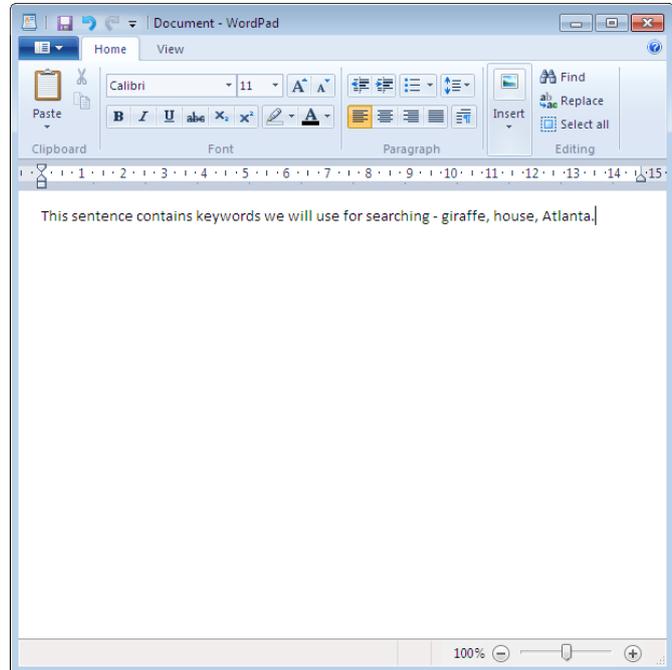
exercise you will create a simple file in Windows' basic word processing program, **WordPad**, that contains a range of keywords you will use to perform searches.

Try This Yourself:

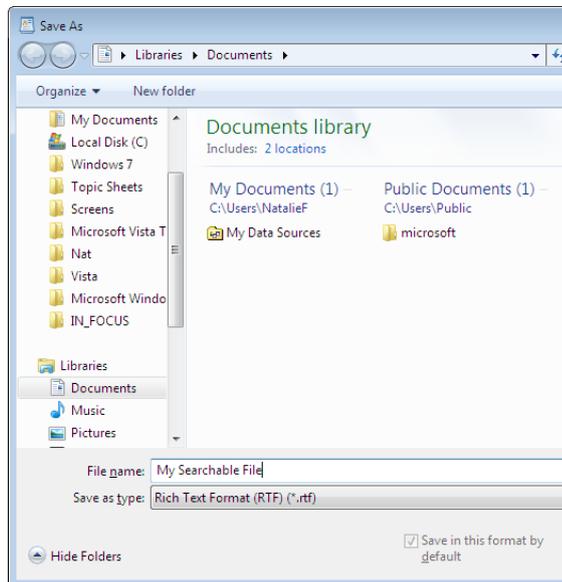
Before starting this exercise ensure you are viewing the desktop...

- 1** Select **Start > All Programs > Accessories > WordPad** to start the **WordPad** program
- 2** Type **This sentence contains keywords we will use for searching – giraffe, house, Atlanta.**
- 3** Click on the **WordPad** button  and select **Save** to display the **Save As** dialog box
The default save location should be the Documents library...
- 4** Type **My Searchable File** in **File name**
- 5** Click on **[Save]** to save the file
- 6** Click on **close**  to exit **WordPad**

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For Your Reference...

To create a file in WordPad:

1. Select **Start > All Programs > Accessories > WordPad**
2. Click on the **WordPad** button  and select **Save**

Handy to Know...

- Files saved into folders within the **Documents** library, or indeed any library, will automatically be added to Windows' search index during the save operation.

PERFORMING A GLOBAL SEARCH

Windows 7 provides a **Search** box on the **Start** menu that allows you to perform a **global** search: a search that is carried out in all indexed locations across your computer and network (where

applicable). To perform a search simply type in a keyword, such as part of the file name or its contents, into the Search box. The more you type the more precise the results will be.

Try This Yourself:

Before starting this exercise ensure you are viewing the desktop...

- 1 Select **Start** to display the **Start** menu

- 2 Type **g** in the **Search** box at the bottom of the menu
The search results will now display results for items containing the letter 'g' in the name or their contents...

- 3 Slowly type **iraffe** and notice how the list of results reduces

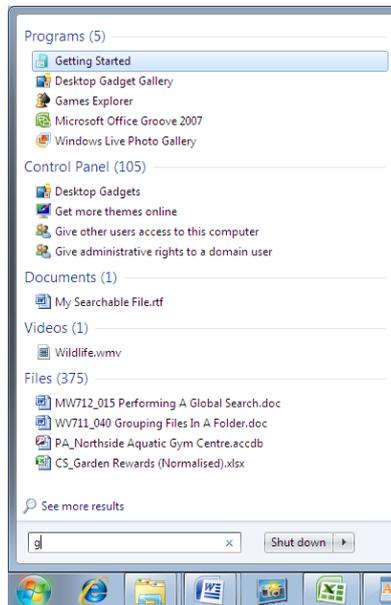
Unless you work in a zoo there shouldn't be too many files listed...

- 4 Click on **My Searchable File** to open it

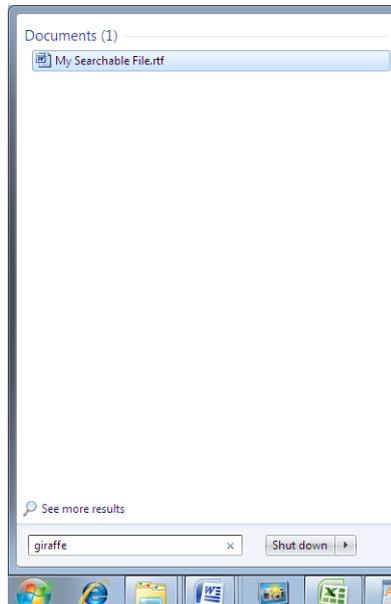
If you have Microsoft Word installed on your computer the file will open in Word rather than WordPad. This is because by default Word will also open files with a .rtf extension (such as WordPad files)

- 5 Click on **close**  to exit the program

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For Your Reference...

To perform a global search:

1. Select **Start** to display the **Start Menu**
2. Type a keyword, such as part of the file name or a word or phrase from its contents, into the **Search** box

Handy to Know...

- Using the **Search** box is a simple way to open programs. For example, instead of selecting **Start**, then **All Programs**, then **Accessories** and then **WordPad** (phew!), just type **wordpad** into the **Search** box and it will appear in the results. You can then click on the search result to start **WordPad**.

SEARCHING AN UNINDEXED FOLDER

When files are **indexed** you can search on their file name or a word or phrase from their contents by default. However, when you store files in folders outside of the default indexed locations, they will not be

included in the search results. You can still perform searches on files within these folders, but searches will be, by default, limited to the file name or part of the file name.

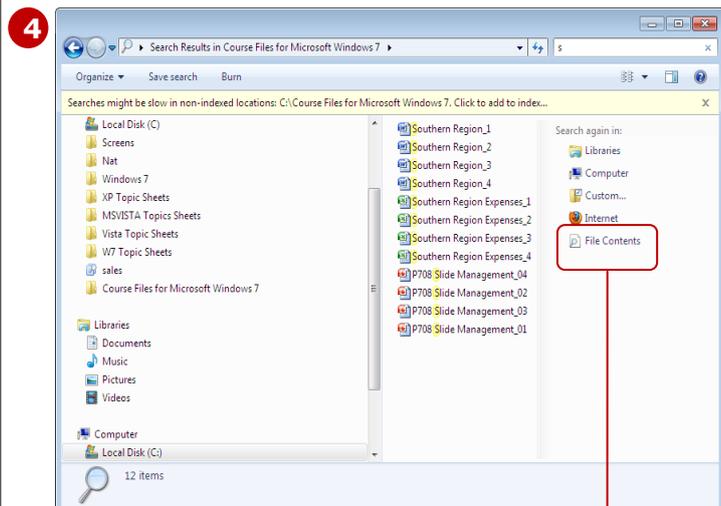
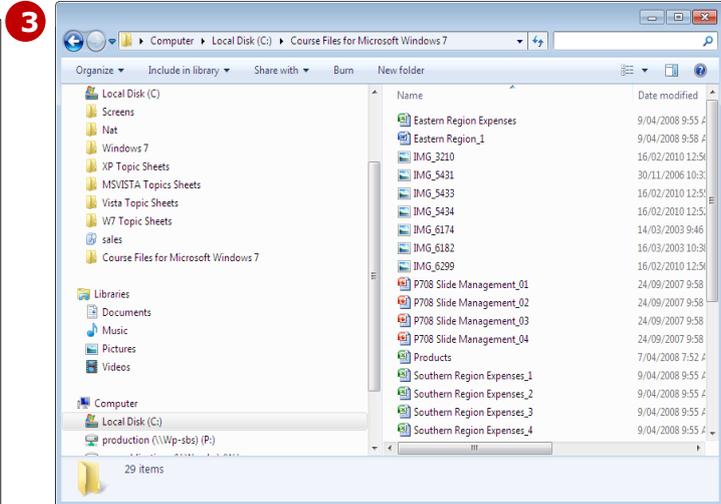
Try This Yourself:

Before starting this exercise ensure you are viewing the desktop...

- 1 Select **Start > Computer** to open **Windows Explorer** and display all drives on your computer
- 2 Double-click on **Local Disk (C:)** in the right pane to view the contents of this drive
- 3 Double-click on **Course Files for Microsoft Windows 7** to see the contents of this folder
- 4 Click in the **Search** box at the top right-hand corner of the window (next to the **Address** bar) and type **s** to list all of the files with the letter **s** in their file name

As this folder is not indexed a message offering to do this will appear in a yellow box at the top of the listing...

- 5 Type **o** to reduce the display to show all files with **so** in their file name
- 6 Click on **Back**  to see all files in the **Course Files for Microsoft Windows 7** folder



The **Search again in:** **File Contents** option will appear only if results are displayed. Click on this to search again within the contents of the folder.

For Your Reference...

To search an unindexed folder:

1. Navigate to and open the folder in **Windows Explorer**
2. Start to type the file name (or part of the file name) into the **Search** box in the upper right-hand corner of the window

Handy to Know...

- Searches on unindexed folders will only return results where the search term is contained in the file name. If the search returns results but not the file you are looking for, you will be given the option to **Search again in the File Contents**. If no results are displayed, you are not given this option.

INDEXING A FOLDER

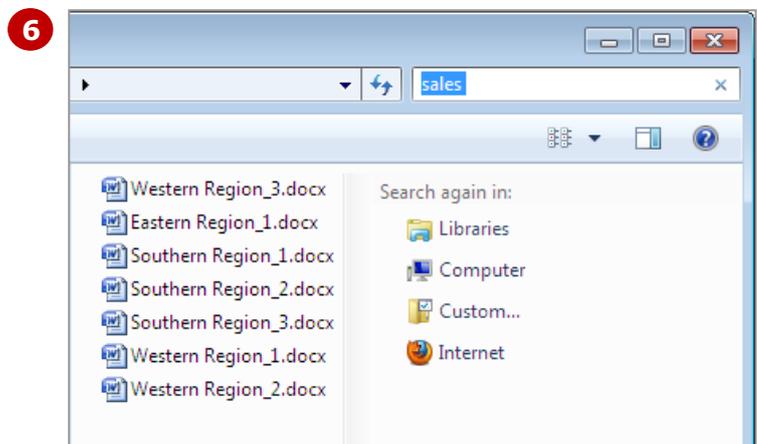
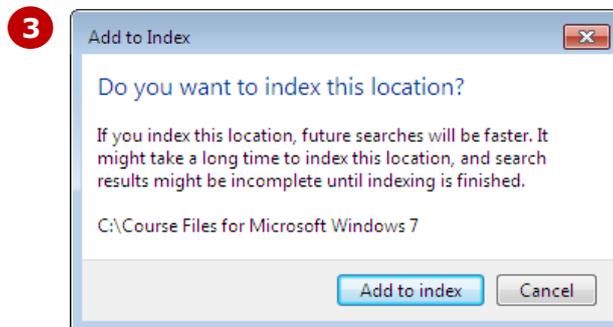
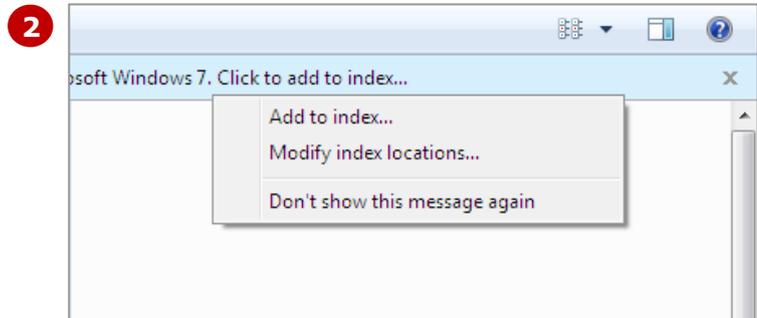
If you are going to perform searches regularly on the contents of a folder, it is recommended that you index the folder. Indexing a folder means that it will be included in global searches, and will also

allow you to search the *contents* of files within that folder, and not just the file name. To index a folder, you first perform a search on that folder and then respond to the yellow message bar that appears.

Try This Yourself:

Before starting this exercise ensure you are viewing the contents of the Course Files for Microsoft Windows 7 folder in Windows Explorer...

- 1** Click in the **Search** box at the top right-hand corner of the window and type **sales**
Since the default search is performed on the file name nothing will appear...
- 2** Click on the yellow bar that says **Click to add to index** to display a pop-up menu
- 3** Select **Add to Index**
A dialog box appears asking whether you want to index the folder...
- 4** Click on **[Add to Index]**
- 5** Click on **Back**  to view all of the files in the **Course Files for Microsoft Windows 7** folder
- 6** Repeat step **1** and the search results (7 files) will now appear
These files contain at least one occurrence of the word 'sales' in their contents



For Your Reference...

To index a folder:

1. Perform a search on the *contents* of a file within an unindexed folder
2. Click on the yellow **Click to add to index** message to display a menu
3. Select **Add to Index** and then click on **[Add to Index]**

Handy to Know...

- The easiest way to index a folder is to add it to a library.

UNINDEXING A FOLDER

When you no longer need to perform searches on files within indexed folders, it's best to **unindex** the folder. Unindexing a folder means that it will take less time to

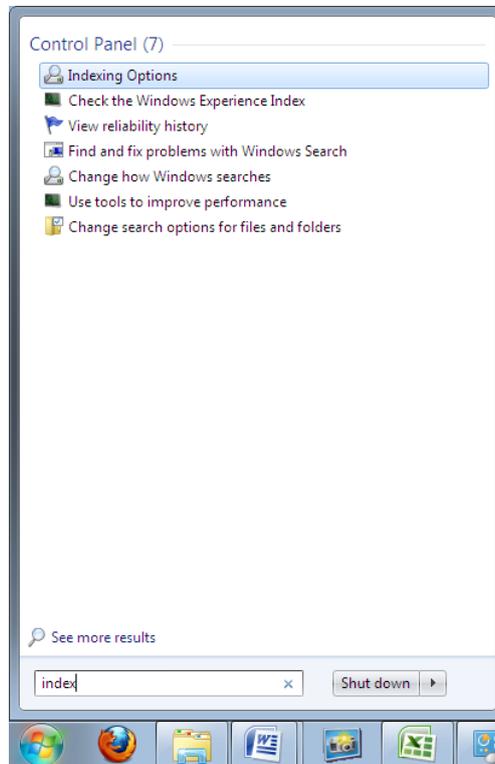
run searches on your computer, as Windows 7 has fewer folders to search. Folders can be unindexed via the **Control Panel** options.

Try This Yourself:

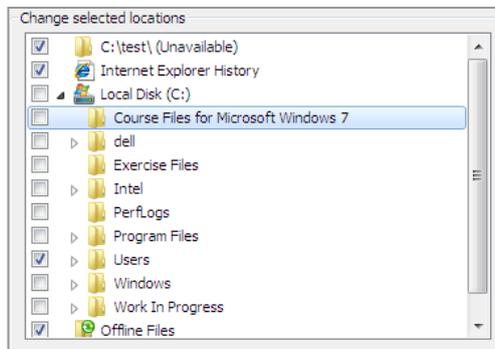
Before starting this exercise ensure you are viewing the desktop...

- 1** Select **Start** to display the **Start** menu
- 2** Type **index** in the **Search** box
- 3** Click on the **Indexing Options** result
The Indexing Options dialog box is displayed and shows a list of indexed folders...
- 4** Click on **[Modify]**
The Indexed Locations dialog box is displayed...
- 5** Click on **Course Files for Microsoft Windows 7** in **Summary of selected locations**
The folder appears with a tick beside it in the Change selected locations area...
- 6** Uncheck (deselect) **Course Files for Microsoft Windows 7** in **Change selected locations**
- 7** Click on **[OK]** and then click on **[Close]**

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For Your Reference...

To unindex a folder:

1. Select **Start** and type index in the **Search** box
2. Click on **[Modify]** and select the folder in **Summary of search locations**
3. Uncheck the folder in **Change selected locations**, click on **[OK]** and then **[Close]**

Handy to Know...

- You can index or unindex any folders on your computer via the **Indexing Options** in the **Control Panel**. Select **Start > Control Panel** and type **index** in the **Search** box of the window. Click on **[Modify]** and select or deselect the folders in **Change selected locations**. Click on **[OK]** and then **[Close]**.

SEARCHING CONTENTS OF UNINDEXED FILES

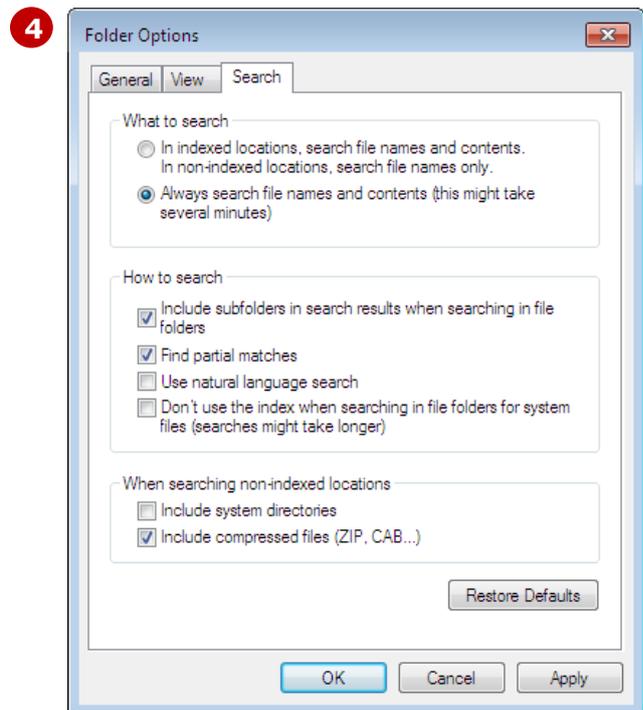
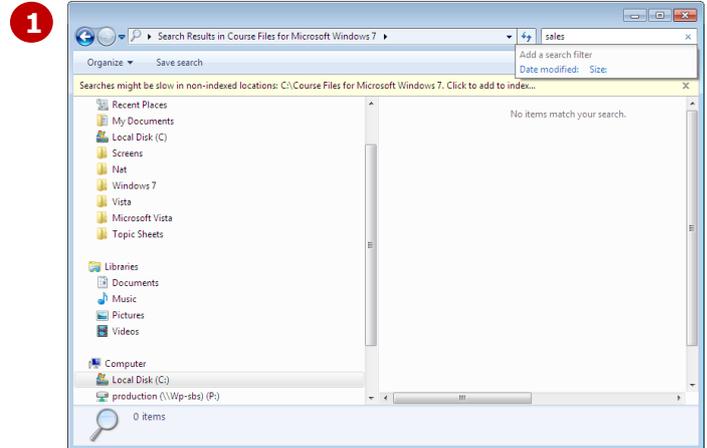
Sometimes searching on just the file names of unindexed files may not be sufficient, especially where you cannot recall the file name! Windows 7 provides an option whereby you can perform

searches on the contents of *all* unindexed files across your computer. But be aware that searches will generally take longer to yield results, as there is a lot more data to search.

Try This Yourself:

Before starting this exercise ensure you are viewing the contents of the unindexed Course Files for Microsoft Windows 7 folder in Windows Explorer...

- 1** Click in the **Search** box at the top right-hand corner of the window and type **sales**
As no files exist with the word 'sales' in the file name, you will receive a message that No items match your search...
- 2** Click on **[Organise]** and select **Folder and search options** to display the **Folder options** dialog box
- 3** Click on the **Search** tab to display the search options
- 4** In **What to search**, select **Always search file names and contents**
- 5** Click on **[OK]**
- 6** Click on **Back**  to view all of the files in the **Course Files for Microsoft Windows 7** folder
- 7** Repeat step **1**
After a few moments all files that contain the word 'sales' will be listed (7 files)...
- 8** Click on **Back**  to view all of the files in the **Course Files for Microsoft Windows 7** folder



For Your Reference...

To enable searches of contents across all unindexed files:

1. In **Windows Explorer**, click on **[Organise]** and select **Folder and search options**
2. Click on the **Search** tab and select **Always search file names and contents**
3. Click on **[OK]**

Handy to Know...

- To disable searching of file names and contents of unindexed folders, click on **[Organise]** in Windows Explorer and select **Folder and search options**. Click on the **Search** tab and select **In indexed locations, search file name and contents**. In **non-indexed locations, search file names only**.

SAVING A SEARCH

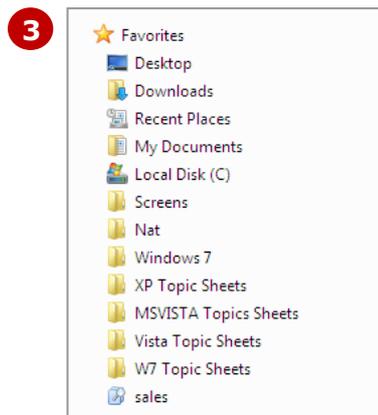
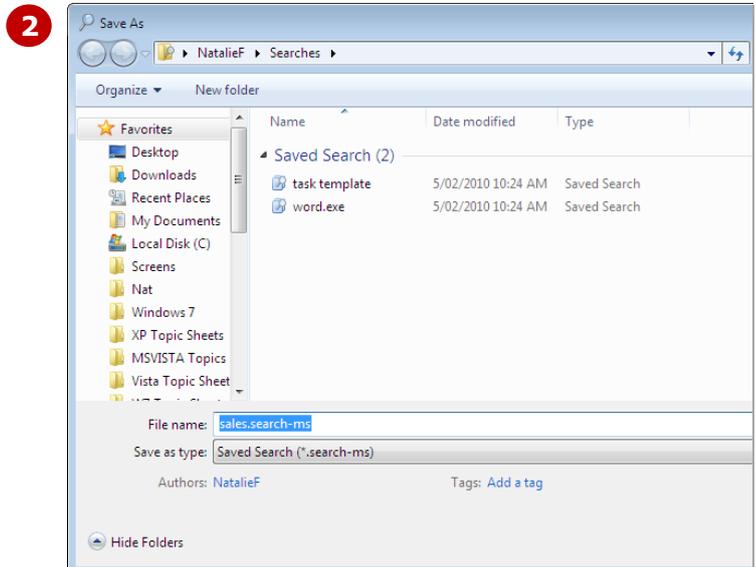
If you find that you are performing the same search over and over, you can run the search once and then save it for future use. Windows 7 saves searches in a special file that is stored by default in **Favourites**,

unless you select an alternative save location. Once you have saved a search, you only need to click on the link in Favourites to run the search.

Try This Yourself:

Before starting this exercise ensure you are viewing the contents of the Course Files for Microsoft Windows 7 folder in Windows Explorer...

- 1** Click in the **Search** box at the top right hand-corner of the window and type **sales** to display all of the files that contain **sales** in the file names or their contents
- 2** Click on **[Save search]** in the toolbar
The Save As dialog box is displayed, and note the default save location is Favourites...
- 3** Type **sales** in **File name** and click on **[Save]**
The saved search now appears as a link in Favourites...
- 4** Click on **Back**  twice to view all of the files in the **Course Files for Microsoft Windows 7** folder
- 5** In the **Navigation** pane, click on **sales** in **Favourites**
Windows will run the saved search and display the results



For Your Reference...

To save a search:

1. Run the search to locate the files you want
2. Click on **[Save search]** in the toolbar
3. Type a name for the search in **File name** and click on **[Save]**

Handy to Know...

- The actual location where saved searches are stored is **Favourites > Desktop > [Your user name] > Searches**.

SORTING FILES IN A FOLDER

If you are viewing files by **Details** in the right pane of Windows Explorer, you'll notice that each column of information has a column heading, such as **Name**, **Date modified**, **Type**, and so on. These

headings are dynamic, which means that you can sort on each. For example, if you click on the **Name** heading, all of your files will be sorted alphabetically by file name.

Try This Yourself:

Before starting this exercise ensure you are viewing the contents of the Course Files for Microsoft Windows 7 folder in Windows Explorer...

- 1** Click on **Maximise**  to maximise the window if necessary
- 2** Click on the drop arrow  for the **Views** button  to the right of the toolbar to see a menu of different views
- 3** Drag the slider to **Details** if not already set at **Details**
This will enable you to see the column headings...
- 4** Click on the **Name** heading to sort alphabetically by name
- 5** Click on the **Name** heading again to reverse the sort order
- 6** Click on the **Type** heading to sort alphabetically by file type
- 7** If you cannot see the listings for **Type**, move the pointer between the **Type** and **Size** column headings until a crosshair pointer appears
- 8** Double-click to expand the column and view the **Type** details
- 9** Click on the **Date modified** heading to sort by date

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Name	Date modified	Type	Size
Western Region_3	9/04/2008 9:58 AM	Microsoft Office ...	11 KB
Western Region_2	9/04/2008 9:57 AM	Microsoft Office ...	11 KB
Western Region_1	9/04/2008 9:57 AM	Microsoft Office ...	11 KB
Western Region Expenses_3	9/04/2008 9:55 AM	Microsoft Office ...	11 KB
Western Region Expenses_2	9/04/2008 9:54 AM	Microsoft Office ...	11 KB
Western Region Expenses_1	9/04/2008 9:54 AM	Microsoft Office ...	11 KB
Training Manual_1	9/04/2008 9:57 AM	Microsoft Office ...	11 KB
Southern Region_4	9/04/2008 9:57 AM	Microsoft Office ...	18 KB
Southern Region_3	9/04/2008 9:58 AM	Microsoft Office ...	11 KB
Southern Region_2	9/04/2008 9:58 AM	Microsoft Office ...	26 KB
Southern Region_1	9/04/2008 9:58 AM	Microsoft Office ...	11 KB
Southern Region Expenses_4	9/04/2008 9:55 AM	Microsoft Office ...	11 KB
Southern Region Expenses_3	9/04/2008 9:55 AM	Microsoft Office ...	11 KB
Southern Region Expenses_2	9/04/2008 9:55 AM	Microsoft Office ...	11 KB
Southern Region Expenses_1	9/04/2008 9:55 AM	Microsoft Office ...	11 KB
Products	7/04/2008 7:52 AM	Microsoft Office ...	10 KB

6

Name	Date modified	Type	Size
IMG_3210	16/02/2010 12:56 ...	JPEG image	75 KB
IMG_5431	30/11/2006 10:31 ...	JPEG image	512 KB
IMG_5433	16/02/2010 12:55 ...	JPEG image	203 KB
IMG_5434	16/02/2010 12:52 ...	JPEG image	656 KB
IMG_6174	14/03/2003 9:46 AM	JPEG image	677 KB
IMG_6182	16/03/2003 10:38 ...	JPEG image	611 KB
IMG_6299	16/02/2010 12:56 ...	JPEG image	766 KB
Eastern Region Expenses	9/04/2008 9:55 AM	Microsoft Office ...	11 KB
Products	7/04/2008 7:52 AM	Microsoft Office ...	10 KB
Southern Region Expenses_1	9/04/2008 9:55 AM	Microsoft Office ...	11 KB
Southern Region Expenses_2	9/04/2008 9:55 AM	Microsoft Office ...	11 KB
Southern Region Expenses_3	9/04/2008 9:55 AM	Microsoft Office ...	11 KB
Southern Region Expenses_4	9/04/2008 9:55 AM	Microsoft Office ...	11 KB
Western Region Expenses_1	9/04/2008 9:54 AM	Microsoft Office ...	11 KB
Western Region Expenses_2	9/04/2008 9:54 AM	Microsoft Office ...	11 KB
Western Region Expenses_3	9/04/2008 9:55 AM	Microsoft Office ...	11 KB
P708 Slide Management_01	24/09/2007 9:58 PM	Microsoft Office ...	123 KB

For Your Reference...

To sort a file listing in an explorer window:

1. Click on the desired heading to sort it by that category
2. Click on the same heading to reverse the sort order

Handy to Know...

- You can **filter** each sort in Windows Explorer for a more specific search. Click on the arrow that appears when you hover over a column heading to display a pop-up menu with a list of filtering options. Select one or more filters to sort on those filters, and deselect the filter/s to remove the filter/s.

TAGGING FILES FOR EASIER SEARCHES

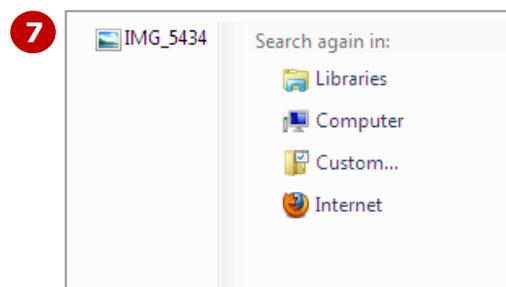
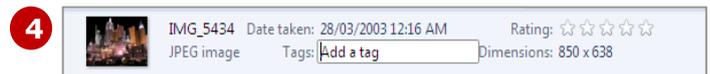
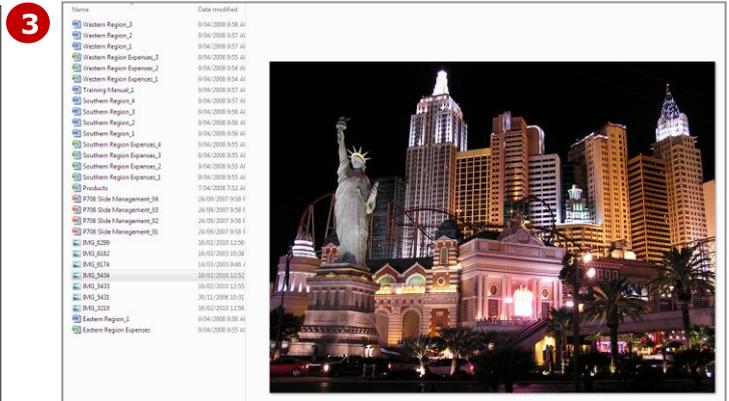
Just as you can search for files according to their file name and contents, you can also apply **tags** to the file. When you apply a tag, such as a keyword or phrase to describe the file, you can then search on

that tag. This is especially useful when browsing through hundreds of photos. Not all files can be tagged, but you can tag **.jpeg** (photo) files and Microsoft Office files, for example.

Try This Yourself:

Before starting this exercise ensure you are viewing the contents of the Course Files for Microsoft Windows 7 folder in Windows Explorer...

- 1 Click on **Maximise**  to maximise the window if necessary
- 2 Click on **IMG_5434.jpg** in the right pane to select it
- 3 Click on **Preview**  in the toolbar to display the **Preview** pane and preview the photo
- 4 Click on **Add a tag** in the **Details** pane at the bottom of the window
- 5 Type **melbourne at night** and click on **[Save]** on the right side of the **Details** pane
- 6 Type **melbourne** in the **Search** box and view the results
IMG_5434.jpg is the only search result returned...
- 7 Repeat steps 2 to 6 to tag **IMG_5433.jpg** with **flower**; **IMG_3210.jpg** with **zebra**; and **IMG_6299.jpg** with **flower**, and perform a search on each using the relevant tag
- 8 Click on **Preview**  in the toolbar to hide the **Preview** pane



For Your Reference...

To add properties to a file:

1. Click on a file to select it in **Windows Explorer**
2. Type in a tag, keyword, genre, category, and so on, and click on **[Save]**

Handy to Know...

- Some files allow you to search not only on tags, but other file properties, such as **author** and **category**. The type of file will determine what properties you can include. For example, you can add a **genre** for your music files, or you can add a **rating** to your photos.

MODIFYING VIEW SETTINGS

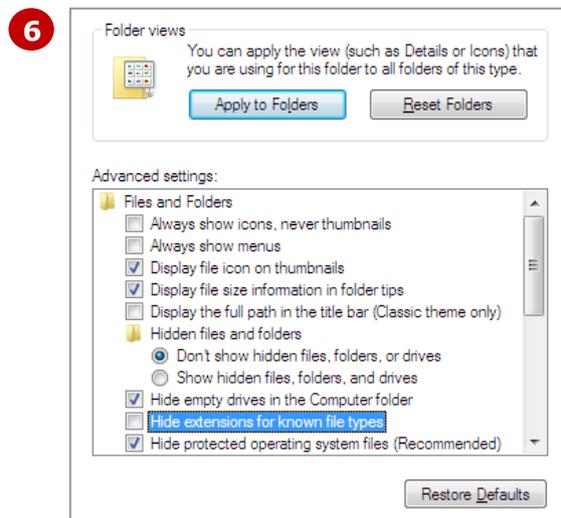
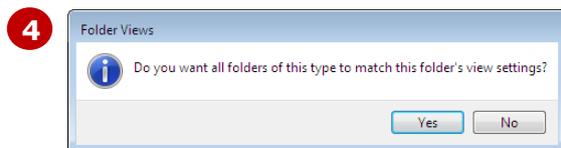
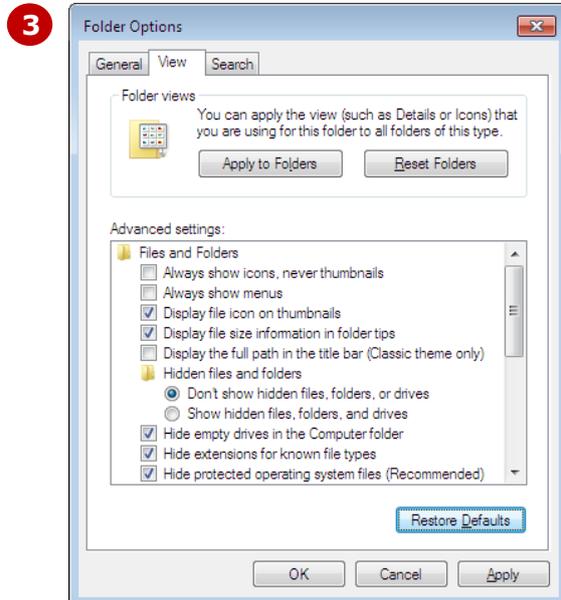
Just as you can change settings for the way you search for files and folders, you can also change the settings for the way you view files and folders. There are many different view settings that can be applied,

however, one of the most helpful is the ability to view file extensions when viewing your files. Another helpful option is to change the default view for all folders and files.

Try This Yourself:

Before starting this exercise ensure you are viewing the contents of the Course Files for Microsoft Windows 7 folder in Windows Explorer...

- 1** Click on the drop arrow  for the **Views** button  on the toolbar and drag the slider to **Details** (if it is not already selected)
You will now modify the view settings so that all folders are viewed by Details by default...
- 2** Click on **[Organise]** and select **Folder and Search Options** to display the **Folder Options** dialog box
- 3** Click on the **View** tab
- 4** Click on **[Apply to Folders]**
A message appears asking you to confirm the changes...
- 5** Click on **[Yes]** to confirm the changes
All files in Windows Explorer will be viewed as Details by default unless you change it...
- 6** In **Advanced settings**, click on **Hide extensions for known file types** so it appears without a tick
- 7** Click on **[OK]** to return to the file listing, and notice how file extensions now appear



For Your Reference...

To modify the way you view folders and files in Windows Explorer:

1. Click on **[Organise]** and select **Folder and search options**
2. Click on the **View** tab and adjust the settings as desired

Handy to Know...

- If you are trying to locate a system file and have been unsuccessful, it is possible that the system files are hidden. To view system files, click on **[Organise]** in Windows Explorer and select **Folder and search options**. Click on the **View** tab and uncheck **Don't show hidden files, folders or drives**.

CONCLUDING REMARKS

Congratulations!

You have now completed the **Searching in Windows 7** booklet. This booklet was designed to get you to the point where you can competently perform a variety of operations as outlined in the task list on page 2.

We have tried to build up your skills and knowledge by having you work through specific tasks. The step by step approach will serve as a reference for you when you need to repeat a task.

Where To From Here...

The following is a little advice about what to do next:

- Spend some time playing with what you have learnt. You should reinforce the skills that you have acquired and use some of the application's commands. This will test just how much of the concepts and features have stuck! Don't try a big task just yet if you can avoid it - small is a good way to start.
- Some aspects of the course may now be a little vague. Go over some of the points that you may be unclear about. Use the examples and exercises in these notes and have another go - these step-by-step notes were designed to help you in the classroom and in the work place!

Here are a few techniques and strategies that we've found handy for learning more about technology:

- visit CLD's e-learning zone on the Intranet
- read computer magazines - there are often useful articles about specific techniques
- if you have the skills and facilities, browse the Internet, specifically the technical pages of the application that you have just learnt
- take an interest in what your work colleagues have done and how they did it - we don't suggest that you plagiarise but you can certainly learn from the techniques of others
- if your software came with a manual (which is rare nowadays) spend a bit of time each day reading a few pages. Then try the techniques out straight away - over a period of time you'll learn a lot this way
- and of course, there are also more courses and booklets for you to work through
- finally, don't forget to contact CLD's IT Training Helpdesk on **01243-752100**