



# Windows 7 EVERYTHING SEARCH

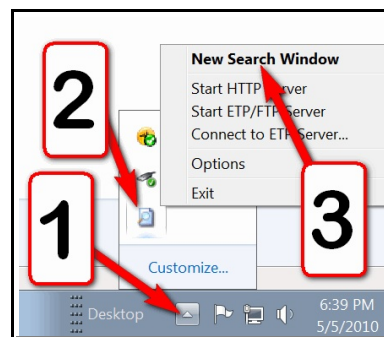
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If you've tried using Windows Search with little or no success. "Everything Search Engine" is the cure for that problem. It searches every attached drive — internal or external; hard drive or flash drive. Here's how to use it.

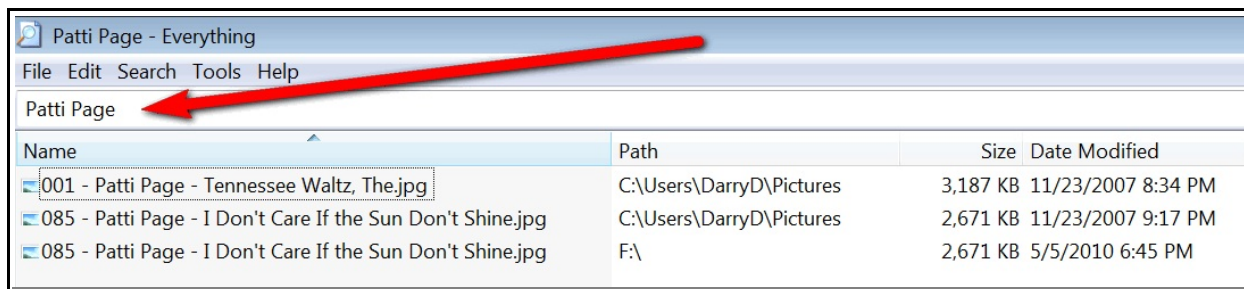
1. Once installed, it automatically runs in the background. To use it (**Figure 1**):

- 1 Left-click on "Show hidden icons" button just to the left of the time on the Windows 7 taskbar.
- 2 RIGHT-click on the 'Everything Search Engine' icon.
- 3 Left-click on "New Search Window" option.



**Figure 1**

2. Type the word/phrase in the pane just below the MenuBar (**Figure 2**). As soon as you type it, all files and folders containing that word or phrase is shown. (In my example, the 'F:' drive is an external hard drive.)



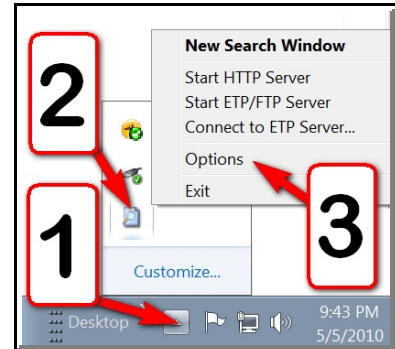
**Figure 2**

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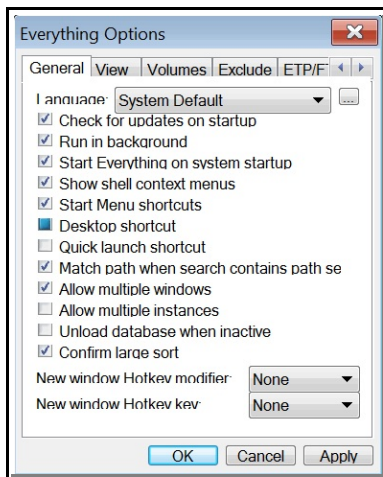
## SET OPTIONS

3. To set the options (**Figure 3**):

- ❶ Left-click on the “Show Hidden Icons” upward arrow.
- ❷ RIGHT-click on the “Everything Search Engine” icon.
- ❸ Left-click on Options.



**Figure 3**



**Figure 4**

4. Select the options I have (**Figure 4**).