



Windows 7 SEARCH

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The Search window is easier to find in Windows 7 than in the earlier versions. Just click on the Start button and it's right above it (**Figure 1**).

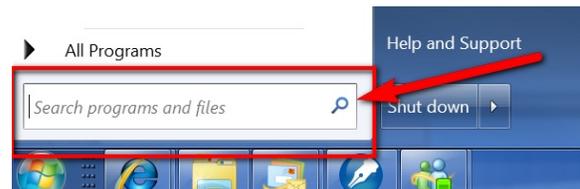


Figure 1

SEARCH TIPS

1. Typing single, unique names. If your file is called “Darry D’s Pictures”, just type “Darry”. If you type “Pictures,” you’ll get many more listings.
2. If it’s a specific kind of file, use that in the search. For example, if your file was named “Photo by PegEgg.jpg”, type “PegEgg.jpg” or “PegEgg AND jpg”.
3. Think like a computer. A computer only sees what you typed; not what you thought. That’s why it’s important that when you create a file, name it whatever your mind first calls it. If you start to call it “Church Directory,” don’t change it to “UMC Directory” later on. The PC will not know that UMC is the abbreviation for United Methodist Church.
4. According to Microsoft, use Boolean operators: AND, OR, NOT. (A boolean operator is a term used to combine search terms. Boolean operators are AND, OR, and NOT. **AND** narrows a search, **OR** expands a search, and **NOT** excludes terms from the search.
 - ★ Boolean operators (NOT, OR, AND) must be in all UPPERCASE letters.
 - ★ You can **not** use two keywords (for example, NOT and OR) in the same query in Windows XP or Vista, but you can in Windows 7.

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| TYPE | TO FIND |
|---|--|
| Windows | Items containing Windows, windows, WINDOWS or any other combination of uppercase and lowercase letters |
| Microsoft Windows | Items containing <i>both</i> the words microsoft and Windows |
| Microsoft NOT Windows Microsoft — Windows | Items containing microsoft, but not Windows |
| Microsoft NOT Windows | Items containing all three words: microsoft, not, Windows; but, not necessarily in that order |
| Microsoft or Windows | Items containing microsoft, windows, or both |
| Microsoft or Windows | Items containing all three words: microsoft, or, windows; but, not necessarily in that order |
| "Microsoft Windows" | Items containing the exact phrase microsoft Windows |
| (Microsoft Windows) | Finds items containing the terms microsoft and windows in any order |
| Microsoft and Windows Microsoft + Windows | Finds items containing microsoft and Windows |
| 11/05/04 | Finds items with a date of 11/05/04 |
| size: <5 | Finds items with a size less than 5 |

If Windows Search isn't finding everything that you know you've saved, check the Windows Indexing Options (type 'indexing options' into the Windows 7 Start Menu search bar), and then check the locations that are **included** in the search index. Click 'Modify', and navigate through the C: drive to add more locations to index.