# Windows 7 Search Cheat Sheet makeuseof





## **Indexing Options**

Manage indexing options (add, remove search locations and file extensions):

To add/remove/edit search locations: Start-> Control Panel -> Indexing Options -> Modify;

To add/remove file extensions: Start-> Control Panel -> Indexing Options ->Advanced->File Types.

### **Search Filters**

Filter: **Explanation:** 

**AND** Finds files that contain one word and another. Ex.: cat AND mouse NOT Find files that contain one word, but not the other. Ex.: cat NOT mouse

OR Find files that contain either of the words. Ex.: cat OR mouse Find files that contain the exact phrase. Ex.: "cat mouse" Quotes

Find files that are more than or later than a certain value. Ex.: date: >01/05/12 Find files that are less than or earlier than a certain value. Ex.: size: <100MB <

Find all files with a certain extension. Ex.: \*.docx

Exclude items. Ex.: linkin park -jay-z (space before the excluded item is important) Limit search to a specific folder location or data store. Ex.: store:dropbox, store:outlook store:

Limit search to a specific type. Ex.: kind:docs, kind:email, kind:video kind:

Find a file by its name. Ex.: name: "Makeuseof" name:

date: Search items based on dates. Ex.: date:today, date:past year

datemodified: Search for file based on the modified date. Ex.: datemodified:01/05/2012 datetaken: Searches for photos captured on a particular date: Ex.: datetaken: 01/05/2012 datecreated: Searches for a file created on a particular date. Ex.: datecreated: 01/05/2012

Search for deleted files in Recycle bin. Ex.: deleted:image.jpg deleted: Search for files of a specific extension. Ex.: ext:jpg, ext:mp3, ext:pdf ext.

Find files based on the username of the person who created it. Ex.: Authors:john authors:

artist: Find songs by artist. Ex.: artist:JayZ genre: Find songs by genre. Ex.: Genre:rap

Find a particular album. Ex.: album: "Blueprint" album: Find songs by release year. Ex.: year:2012 year: Find song by its track number. Ex.: track:12 track:

Find an image by its visual orientation. Ex.: orientation:portrait orientation:

Filter images by height. Ex.: Height: 1024 height: width: Filter images by width. Ex.: Width:800

size: Search for a file of a specific size or range of size. Ex.: Size:=1mb..16mb, size:medium

Note: you can use multiple filters at the same time.

## Natural Language Search

You can use Natural Language Search to perform searches in a simpler, user-friendly way, without using special operators.

Example: email last week from John.

To turn on natural language search:

Start-> Control Panel-> Appearance and Personalization->Folder Options-> Search tab.

Select the **Use natural language search** check box.



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