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The



Windows[®] 7

Power Users Guide

Quick Reference Book

Search

starting
installing
exploring
working
searching
connecting
securing
configuring
playing
communicating

by **Mike Halsey**

editor - Windows7News.com
TheLongClimb.com

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SEARCH PULLOUT

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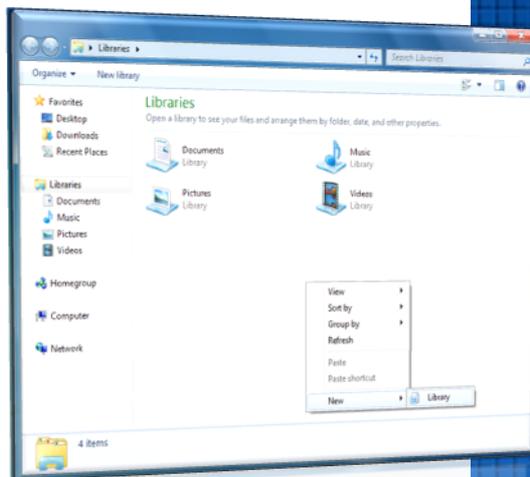
Duncan Buchanan
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Searching

Contents

SEARCHING

Search is everywhere.....	5
Searching in context	5
Start Menu search	5
Explorer search	5
Other programs.....	5
Indexing.....	6
Saved Searches	6
Advanced searching.....	7
Search filters	7
Basic search terms	7
Libraries.....	8
Organising libraries.....	8
Creating a library.....	8-9
Tags	10
Ratings	10

QUICK TIPS

Search from the Start Menu.....	5
Contextualised search.....	5
Controlling indexed locations	6
Power searches	7
Build yourself custom libraries	8
Add more locations to libraries	9
Add Tags and Ratings	10

APPENDIXES

Advanced search query syntax.....	11-17
-----------------------------------	-------

QUICK TIP

Search from the Start Menu

Just hitting the Start Button will instantly bring up a search box.

You won't then need to click in it. The 'focus' is automatically taken by the search box so you can start typing straight away.

Contextualised search

Depending on where you're searching from, the results you get will change. Searching from the Start Menu will prioritise programs and control panel items, from within a pictures or photos view will prioritise images and so on.

SEARCH IS EVERYWHERE

Search is built into every aspect of Windows 7, and as we get more and more files, documents, photos, music and videos in our personal libraries it can become harder to find things, especially if we haven't looked at them in a while.

SEARCHING IN CONTEXT

Search in Windows 7 works in a contextual way depending on what you're searching in. For instance, search in the Start Menu will prioritise Start Menu items and programs, search in Explorer will prioritise documents and pictures, search in Internet Explorer will prioritise Favourite websites and browsing history and so on.

START MENU SEARCH

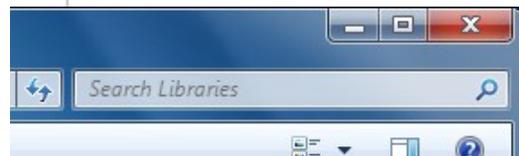
When you open the Start Menu you can start typing in the search box there without having to click in it. Anything you type will automatically be there.

Any search results will appear in the Start Menu itself.

Searching here will prioritise Start Menu items, programs, Control Panel items and system settings. However files and documents should also appear.

EXPLORER SEARCH

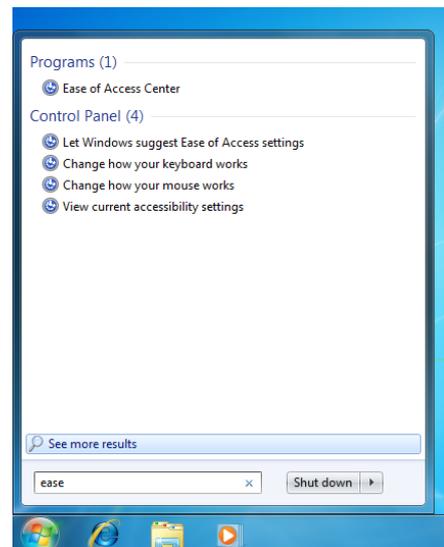
The search box in explorer windows is always in the top right. Searching here will first



prioritise the folder you're looking at and then your documents, photos, pictures and music.

OTHER PROGRAMS

Search boxes in other programs such as Windows Media Player, Zune player and Internet Explorer will all be found in the same place, in the top right of the window.



Searching in these programs will prioritise searches too, so searching in Windows Media Player will prioritise music.

INDEXING

Instant search is possible in Windows 7 because the operating system constantly manages and maintains an index of all the files on your disk(s).

You can access the controls for this by searching in the Start Menu for *Indexing* or Opening *Indexing Options* in the *Control Panel*.

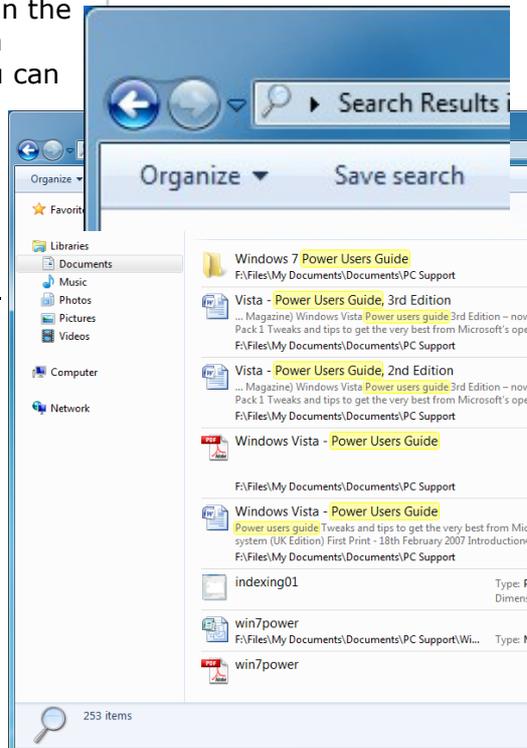
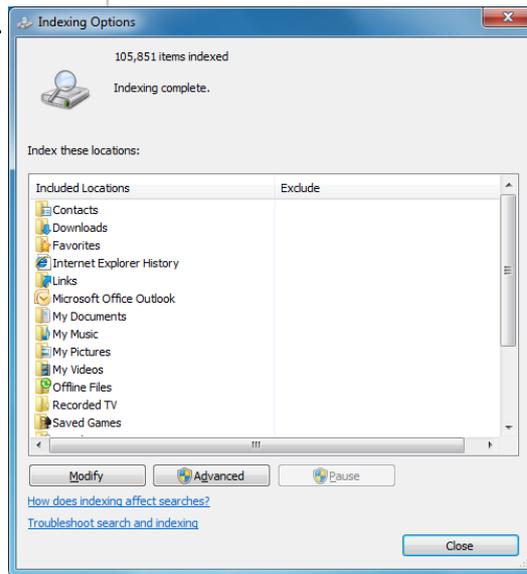
If you are finding that some files and folders aren't displaying in searches, it may be because those locations aren't in the index.

To add a location in the index, open *Indexing Options* and press the **Modify** button in the window that appears then **Show all locations**. You can now tick and untick locations you do and don't want indexed.

SAVED SEARCHES

When you perform a search you have the option to save it. When you save a search it will be automatically saved to a *Searches* folder in your *Documents* however you have the option to save it elsewhere if you wish.

Reopening a save search will automatically update it with the latest information, so your saved searches will always be up to date.



QUICK TIP

Controlling indexed locations

If you find that items you would expect to appear in searches are missing check the index.

This is where all the locations are listed. Get to it through *Indexing Options* in the control panel.

If a folder is missing from the index you can add it by pressing the *Modify* button then *Show all Locations*.

Finally you just tick and untick the folder locations you do and don't want included.

QUICK TIP

Power searches

The new search in Windows 7, while nowhere near as friendly on the surface as in previous versions of Windows, is incredibly powerful.

The search terms listed on this page are just a small sample of those available.

For a full list of all the search terms available in Windows 7 see Appendix C.

Note: These search terms also apply to Windows Desktop search on Windows XP and other products.

ADVANCED SEARCHING

Alas, gone is the simple search of previous versions of Windows to be replaced by a more text-based search. When you start a search a drop down will ask if you want to add a *search filter*.

There are a great many of these which I shall detail but the basic ones *Name:* and *Type:* for file name and file type respectively would be used in the format...

Type: pdf

...if you were looking for Adobe Acrobat files. This is a way to help narrow down searches.

SEARCH FILTERS

There are, as I have said, a great many search filters. The full list from Microsoft can be found at...

<http://www.microsoft.com/windows/products/winfamily/desktopsearch/technicalresources/advquery.msp>

...however I have included a full list in Appendix C.

BASIC SEARCH TERMS

A full list of search syntax is available in Appendix C however some of the most common are...

Kind: used to search the properties of a document type

Kind:email
Kind:tasks
Kind:notes
Kind:docs
Kind:music
Kind:song
Kind:folders
Kind:programs

Datemodified: to search by the date a file was modified

Datemodified:22/10/2008
Datemodified:22/10/08
Datemodified:yesterday
Datemodified:lastweek
Datemodified:pastmonth
Datemodified:27/03/03..1/4/08

Type: to search by file type

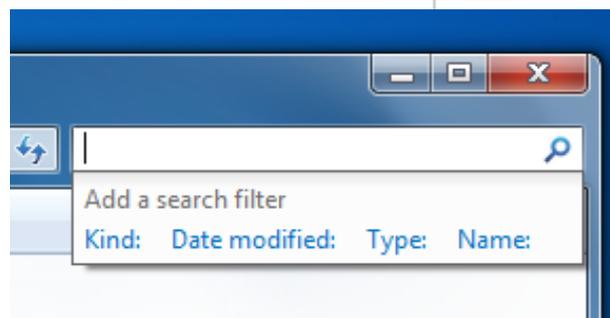
Type:image
Type:.doc
Type:.pdf

Name: searching by file name or by a property name for a file

Name:holiday
Name:wedding

Unfortunately the search syntax doesn't let you double-up on

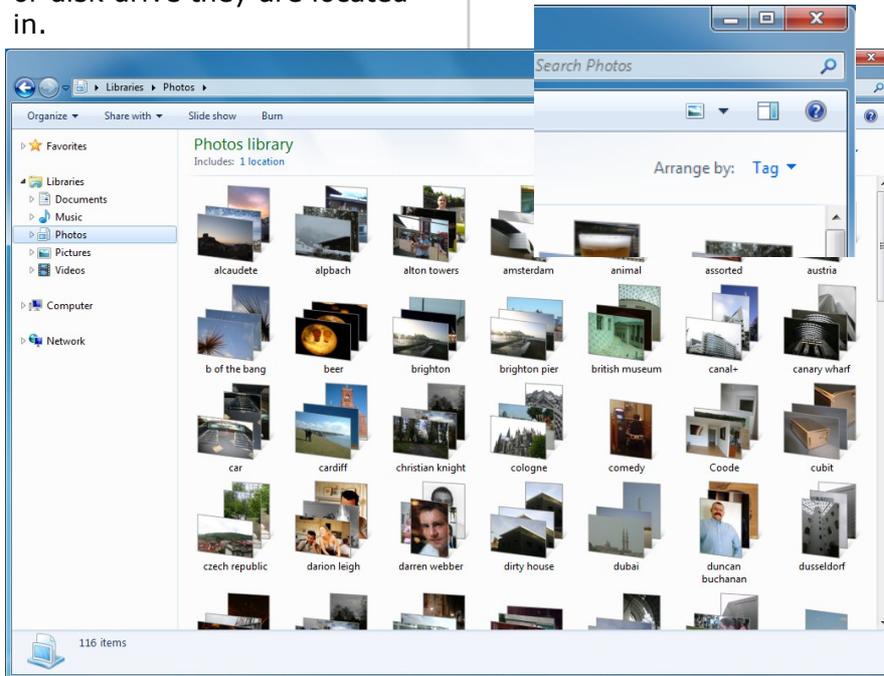
search terms. For instance typing *type:.docx, .pdf* won't bring up search results for all Word *and* PDF files.



LIBRARIES

A new feature in Windows is called *Libraries* and opening an explorer window will display your libraries by default.

Libraries are, in essence, aggregated storage for all your files, regardless of what folder or disk drive they are located in.



By default there are four libraries set up for *Documents*, *Music*, *Pictures* and *Videos*. All the appropriate documents in your Documents, Music, Pictures or Videos folders will appear in these libraries as a list of all available files. The folder structure for those files will be ignored.

Libraries have their limitations, for instance you can't create a library of all the Excel spreadsheets on your computer, but they are still very powerful.

ORGANISING LIBRARIES

In the top right of every library is an *Arrange by:* option. This will give you the option to sort the files in the library by a variety of methods depending on the content.

QUICK TIP

Build yourself custom libraries

Libraries are an extremely useful way of finding files that are scattered across your hard disk.

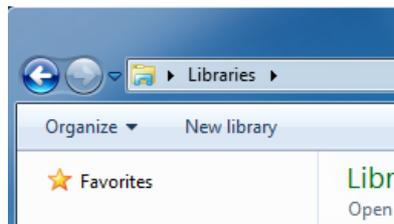
You can create custom libraries that are displayed exactly how you want.

For example, the custom library shown (left) is displaying all the photos on my computer arranged by tag.

This means that, no matter where a file is, I can instantly see all the photos of Dusseldorf or my dog Jed.

CREATING A LIBRARY

You can create additional libraries easily, I for instance have one just for my photographs. In the main libraries view click the *New Library* button and give it a name.



QUICK TIP

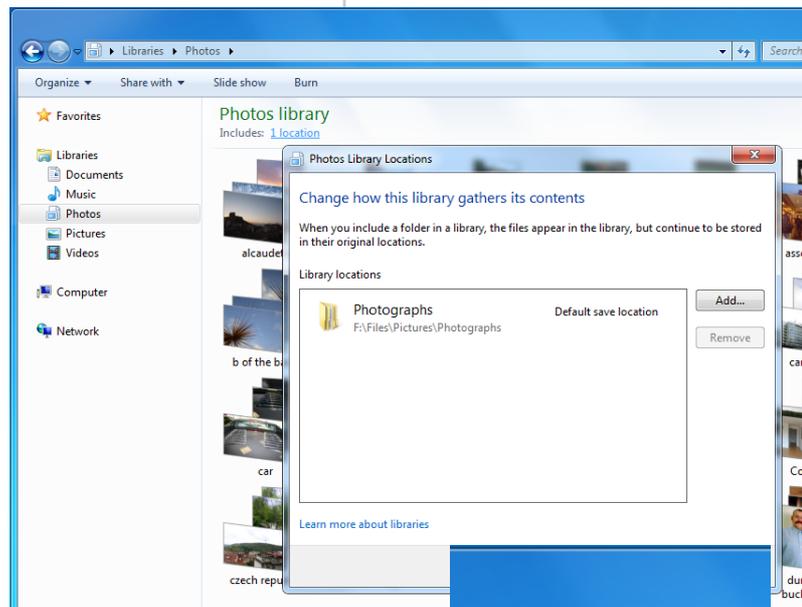
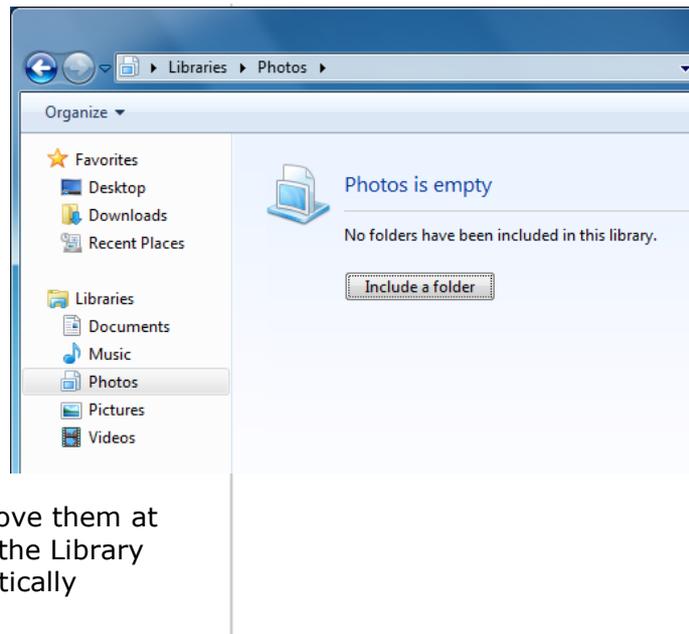
Add more locations to libraries

You can add as many drives and folders to libraries as you like, though you cannot add removable storage such as USB pen drives.

Adding and removing folder locations in Libraries is easy, just click the *Includes: 1 location* (the number may be different) to bring up a wizard that will easily help you add and remove folder locations.

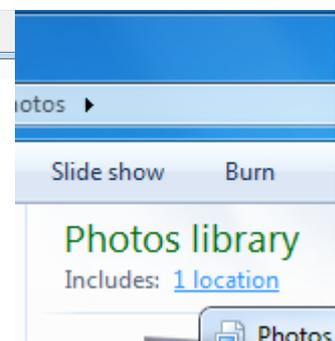
You will now be taken into your new Library and invited to add folder to it. The contents of that folder can be added to the Library.

You can add as many folders as you like to a Library or remove them at any time, and the Library will be automatically updated.



Clicking the *Includes: 1 location* link under the library name in the top left of the explorer pane that displays the library contents will bring up a window allowing you to do this easily and quickly.

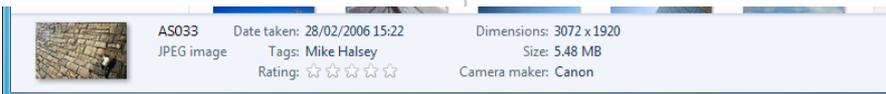
Note: It can take Windows a little time after installation to index your files, libraries may seem incomplete until this is done.



TAGS

One way to make search easier is to add *tags* to your files. *Tags* are words that are related to the file, a good example is the information accompanying music files.

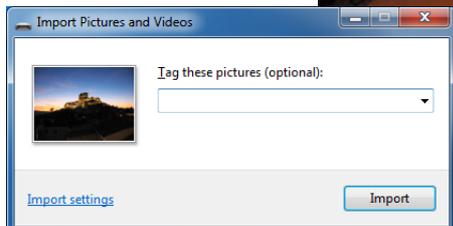
Each music files will contain the following information, *Track name, Artist, Supporting Artist, Album, Track number,*



Composer among many others. In Windows 7 you can add tags to every kind of file, from Word and Excel documents to pictures, photos and more besides.

You can add tags to a file (or multiple files together) in *Windows Explorer* by selecting the file(s). In the *Details pane* will appear information about the file(s) including any current *Tags*. Clicking next to *Tags* in the *Details Pane* will let you add or update them.

You can also use software such as *Windows Live Photo Gallery* to make adding tags easy.



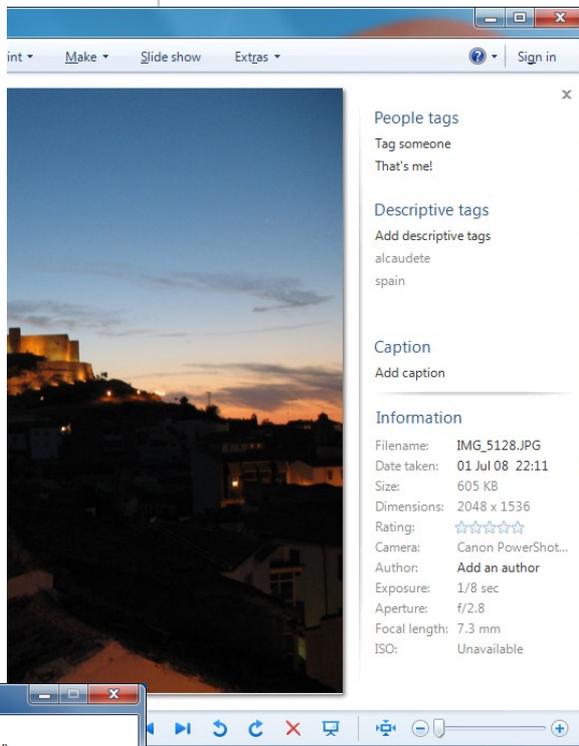
The *Import Photos and Videos* wizard will also allow you add tags when you plug in your digital camera of camcorder.

RATINGS

Many file types, including *music, photos* and *video* will allow you to add *Ratings*. These are star ratings from

zero to five stars.

Adding ratings to mark your favourite files can also make searching for files much faster and simpler.



QUICK TIP

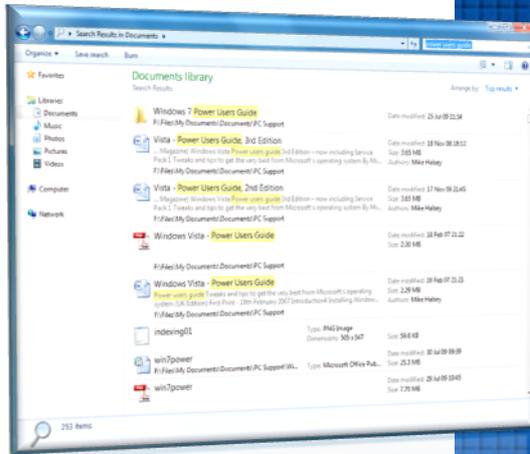
Add tags and Ratings

This can be a chore the first time around but it's one of those jobs that only ever needs doing once.

Adding *Tags* and *Ratings* to your *documents, music, photos* and *video* can make searching your files considerably faster and easier.

You can select multiple files for tagging by selecting them all with your mouse, clicking the first one and holding down the **SHIFT** key while selecting the last one or by holding down the **CTRL** key while selecting multiple files with your mouse.

Advanced Search



The  **Windows 7**
Power Users Guide

by Mike Halsey

ADVANCED SEARCH QUERY SYNTAX

Author:name	Author:mike	Finds documents written and / or created by Mike
	Author:(mike halsey)	Find items containing the string Mike Halsey
	Author(mike or jed)	Finds items written / created by mike or jed
	Author:mike jed	Finds items written / created by mike and with jed anywhere in the document
From:name	From:mike	Finds items sent by mike
Before:date	Before:22/10/2009	Finds items created before 22/10/2009
After:date	After:22/10/2009	Finds items created after 22/10/2009
Has:attachment	Guide has:attachment	Finds items containing the word guide that have attachments
Is:attachment	Guide is:attachment	Finds attachments containing with word guide

When typing dates you can use several methods. The one above is an example but to search between a range of dates you can use **from:mike sent:27/03/08..22/10/09** as Windows search will recognise all relevant date formats.

In addition you can use the following terms...

Relative dates: *today, tomorrow, yesterday*

Multi-word relative dates: *week, next month, last week, past month, coming year, or contracted as thisweek, nextmonth, lastweek, pastmonth and comingyear*

Days: *Sunday, Monday ... Sunday*

Size:>50KB <70KB	Searches for files with a file size between 50Kb and 70Kb
Size:>=50KB <=70KB	Searches for files with a size between 50Kb and 70Kb including the end values
Size:50KB..70KB	The same as size:>=50KB <=70KB
Date:>27/3/08<22/10/09	Searches for dates between 27/3/08 and 22/10/09
Date:>=27/3/08<=22/10/09	Searches for dates between 27/3/08 and 22/10/09 including the end values
Date:27/3/08..22/10/09	The same as Date:>=27/3/08<=22/10/09

Searching by file type

To search for	Use	Example
Communications	Communications	Kind:communications
Contacts	Contact Person	Kind:contacts Kind:person
Email	Email	Kind:email
Instant messenger conversations	Im	Kind:im
Meetings	Meetings	Kind:meetings
Tasks	Tasks	Kind:tasks
Notes	Notes	Kind:notes
Documents	Docs	Kind:docs
Music	Music Song	Kind:music Kind:song
Pictures	Pics Pictures	Kind:pics Kind:pictures
Videos	Videos	Kind:videos
Folders	Folders	Kind:folders
Folder name	Foldername	Foldername:windows7
Programs	Programs	Kind:programs
Recorded TV	Tv	Kind:tv
Link	Link	Kind:link
Journal Entry	journal	Kind:journal

To search by file store

Store	Use	Example	Store	Use	Example
Files	File	Store:file	Outlook	Mapi	Store:mapi
Offline files	csc	Store:csc	Outlook Express	outlookexpress	Store:outlookexpress

Video

Property	Use	Example
Name	Name Subject	Name:paris Subject:holiday
Extension	Ext filext	Ext:mp3 Filext:wmv

Calendar

Property	Use	Example
Recurring	Isrecurrin g recurring	Isrecurring:true Recurring:false
Organiser	Organizer, by, from	Organizer:mike
Location	location	Location:sheffield

Searching by file type

Property	Use	Example
Title	Title, subject, about	Title:consultant
Status	Status	Status:active
Date	Date	Date:lastweek
Date modified	Datemodified, modified	Modified:yesterday
Importance	Importance, priority	Importance:high
Size	Size	Size:>50MB
Deleted	Deleted, isdeleted	Isdeleted:true
Is attachment	Isattachment	Isattachment:false
To	To, toname	To:johnsmith
Cc	Cc, ccname	Cc:david
Company	Company	Company:inspirare
Category	Category	Category:business
Keywords	Keywords	Keywords:sports
Album	Album	Album:greatest
File name	Filename, file	Filename:2009hits
Genre	Genre	Genre:jazz
Author	Author, by	Author:mike
Folder	Folder, under, path	Folder:windows7
Ext	Ext, fileext	Ext:.pdf
Tags	Tag, keyword	Tag:personal
Type	Type	Type:image

Properties for Documents

Property	Use	Example
Comments	Comments	Comments:excellent
Last saved by	Last saved by	Lastsavedby:mike
Document manager	Documentmanager	Documentmanager:mike
Revision number	Revisionnumber	Revisionnumber:5a
Date last printed	Datelastprinted	Datelastprinted:yesterday
Slide count	slides	Slides:>20

Properties for Music

Property	Use	Example
Bit rate	Bitrate	Bitrate:>150kbps
Artist	Artist, by	Artist:pink
Year	Year	Year:1977..1987 Year:>1980<1990
Album	Album	Album:"greatest hits"
Genre	Genre	Genre:rock
Lyrics	Lyrics	Lyrics:"I can make you happy"
Track	#, track	Track:14

Properties for Pictures

Property	Use	Example
Camera make	Cameramake	Cameramake:nikon
Camera model	Cameramodel	Cameramodel:D20
Dimensions	Dimensions	Dimensions:8x10
Orientation	Orientation	Orientation:landscape
Date taken	Taken Datetaken	Taken:last Datetaken:22/10/2008
Width	Width	Width:33
Height	Height	Height:66
Flash mode	Flashmode	Flashmode: no flash

Properties for Recorded TV

Property	Use	Example
Broadcast date	Broadcastdate	Broadcastdate:2007
Channel number	Channel	Channel:13
Closed captioning	Closedcaptioning	Closedcaptioning:true
Date released	Datereleased	Datereleased:2008
Episode name	episodename	Episodename:"best of"

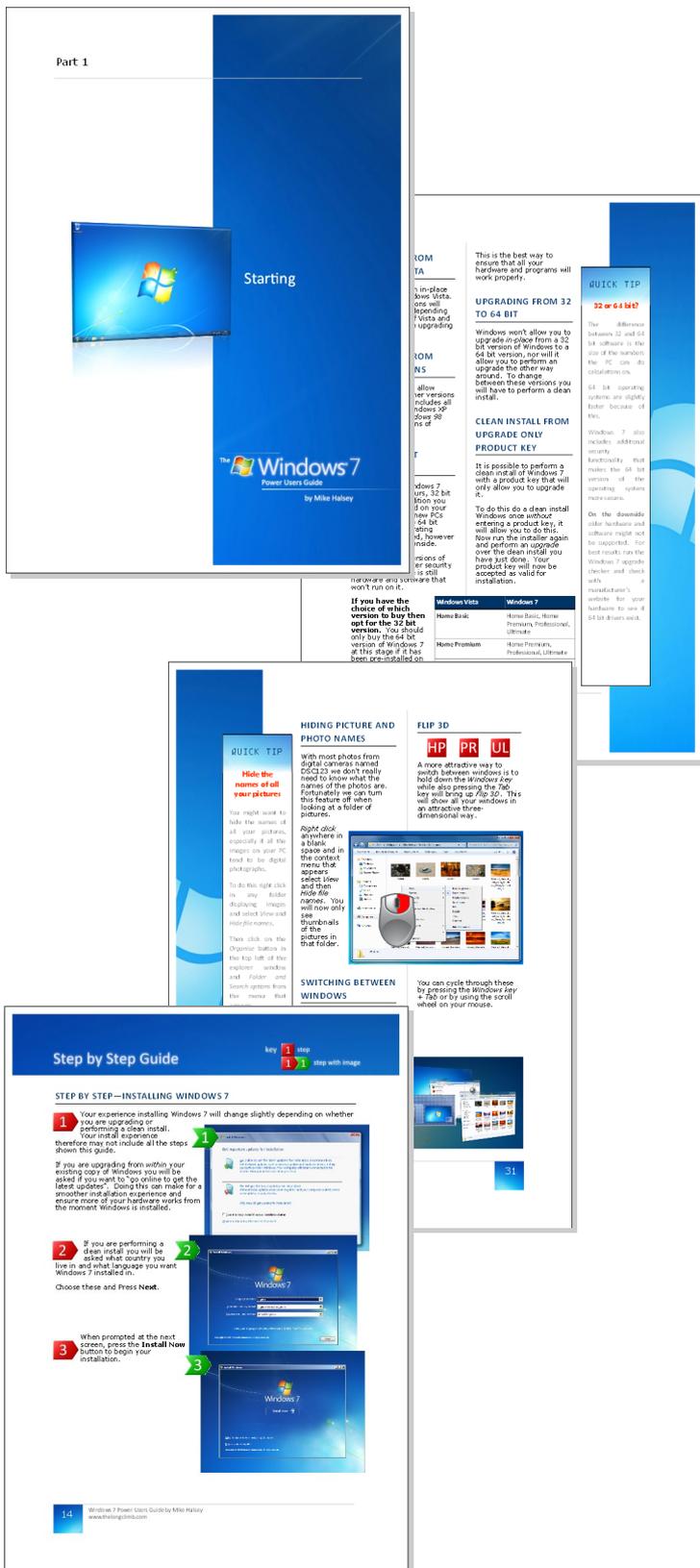
Properties for Contacts

Property	Use	Example
Job title	Jobtitle	Jobtitle:manager
IM address	Imaddress	Imaddress:sparky@inspirare.net
Assistant's phone	Assistansphone	Assistantsphone:01141234567
Assistant name	Assistantname	Assistantname:paula
Profession	Profession	Profession:banker
Nickname	Nickname	Nickname:bono
Spouse	Spouse	Spouse:louise
Business city	Businesscity	Businesscity:redmond
Business postal code	Businesspostalcode	Businesspostalcode:98052
Business home page	Businesshomepage	Businesshomepage:www.inspirare.net
Callback phone number	Callbacknumber	Callbacknumber:882-8080
Car phone	Carphone	Carphone:555-1212
Children	Children	Children:paul
First name	Firstname	Firstname:mike
Last name	Lastname	Lastname:halsey
Home fax	Homefax	Homefax:555-1212
Manager's name	Manager	Manager:steve
Pager	Pager	Pager:882-8080
Business phone	Businessphone	Businessphone:555-1212
Home phone	Homephone	Homephone:01141234567
Mobile phone	Mobilephone	Mobilephone:077712345678
Office	Officelocation	Officelocation:red/101
Anniversary	Anniversary	Anniversary:yesterday
Birthday	Birthday	Birthday:nextweek

Properties for Communications

Property	Use	Example
From	From, organizer	From:mike
Received	Received, sent	Sent:yesterday
Subject	Subject, title	Subject:book
Has attachment	has attachment, hasattachments	hasattachment:true
Attachments	Attachment, attachments	Attachment:win7power.pdf
Bcc	Bcc, bccname	Bcc:margaret
Bcc address	Bcc, bccaddress	Bccaddress:mike@inspirare.net
Cc address	Cc, ccaddress	Ccaddress:mike@inspirare.net
Follow-up flag	Flagstatus Flagststus:followup	Flagstatus:unflagged Flagstatus:completed
To address	Toaddress, to	Toaddress:mike@inspirare.net
Date due	Duedate, due	Due:22/10/2009
Read	Read, isread	Isread:true
Is completed	Iscompleted	Iscompleted:false
Incomplete	Iscomplete	Incomplete:false
Has flag	Hasflag, isflagged	Hasflag:true
Duration	Duration	Duration:>120

Contents



ALSO IN THE BOOK

The Windows 7 Power Users Guide contains 15 chapters and 8 Appendixes covering every aspect of Windows 7, with an extra look at the forthcoming Office 2010.

The chapters include...

**starting
installing
exploring
working
searching
connecting
securing
configuring
playing
Communicating
guaranteeing
maintaining
diagnosing
tweaking
upgrading
finishing**

The appendixes cover subjects including...

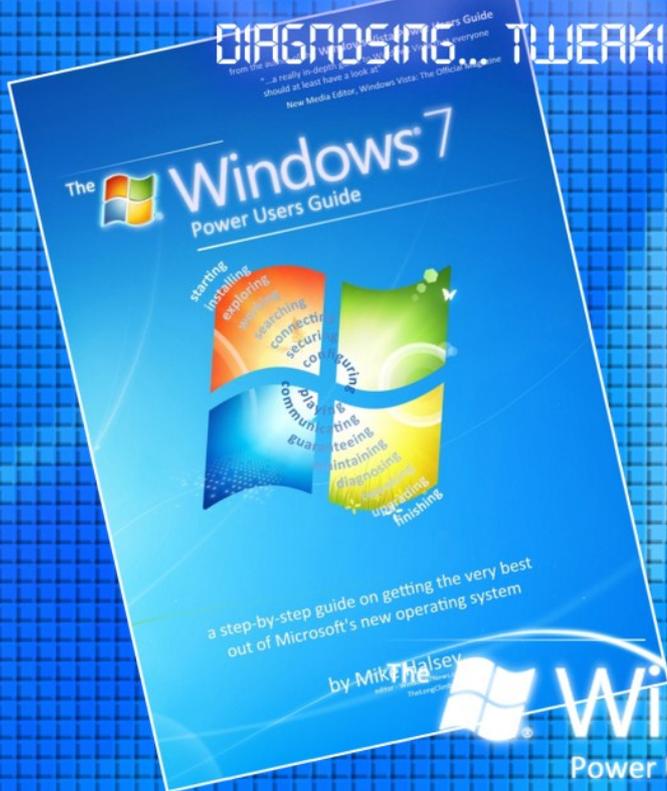
**Keyboard Shortcuts
Windows Features by Version
Virtual Hard Disks**

...and they include a complete section of recommended downloads and websites.

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<http://stores.lulu.com/windows7>

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