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*
Quotes	Find files that contain the exact phrase. *Ex.: "cat mouse"*
>	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)
store:	Limit search to a specific folder location or data store. *Ex.: store:dropbox, store:outlook*
kind:	Limit search to a specific type. *Ex.: kind:docs, kind:email, kind:video*
name:	Find a file by its name. *Ex.: name:"Makeuseof"*
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*
deleted:	Search for deleted files in Recycle bin. *Ex.: deleted:image.jpg*
ext:	Search for files of a specific extension. *Ex.: ext:jpg, ext:mp3, ext:pdf*
authors:	Find files based on the username of the person who created it. *Ex.: Authors:john*
artist:	Find songs by artist. *Ex.: artist:JayZ*
genre:	Find songs by genre. *Ex.: Genre:rap*
album:	Find a particular album. *Ex.: album:"Blueprint"*
year:	Find songs by release year. *Ex.: year:2012*
track:	Find song by its track number. *Ex.: track:12*
orientation:	Find an image by its visual orientation. *Ex.: orientation:portrait*
height:	Filter images by height. *Ex.: Height:1024*
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.