



Reusing a previously saved complex search

Windows Search Reference

Now that you are familiar with the basics of Windows Search, you might be wondering how you can be even more efficient when it comes to finding files and e-mails on your PC. Advanced Query Syntax (AQS) can help you do just that. Using AQS, you can quickly define and narrow your searches for even more targeted results.

You can narrow your searches using a variety of keywords, or search parameters, which can restrict your query to specific locations, specific file types or properties within those types, or specific "file kinds".

The tables below give you an overview of additional syntax that can be used with Windows Search, including the properties that can be added to your search terms to narrow and refine your results.

Common file kinds

Users can also limit their searches to specific types of files, called file kinds.

To Restrict by File Type:	Use	Example
All file types	everything	kind:everything
Communications	communications	kind:communications
Contacts	contacts	kind:contacts
E-mail	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
Text documents	text	kind:text
Spreadsheets	spreadsheets	kind:spreadsheets
Presentations	presentations	kind:presentations
Music	music	kind:music
Pictures	pics	kind:pics
Videos	videos	kind:videos
Folders	folders	kind:folders
Favorites	favorites	kind:favorites
Programs	programs	kind:programs

Boolean Properties

Search keywords and file properties can be combined to broaden or narrow a search with Boolean operators:

Keyword/Symbol Examples	Function
AND	Finds items that contain social and security.
NOT	Finds items that contain social, but not security.
-	Finds items that contain social, but not security.
OR	Finds items that contain social or security.
>	Finds items with a size greater than 500 bytes.
<	Finds items with a date before 11/05/04.
..	Finds items with a date beginning on 11/05/04 and ending on 11/10/04.
<>	Finds items with a date other than 11/05/04.
>=	Finds items with a date on or after 11/05/04.
<=	Finds items with a date before or on 11/05/04.
Quotation marks	Finds items that contain the exact phrase social security.
Parentheses	Finds items that contain social and security in any order.

Dates

In addition to searching on specific dates and date ranges using the date, datecreated or datemodified operators described earlier, Windows Search allows relative date values:

Days

today, tomorrow, yesterday, earlierthisweek, monday, tuesday, wednesday, thursday, friday, saturday, sunday

Weeks

thisweek, lastweek

Months

nextmonth, lastmonth, pastmonth, earlierthismonth, january, february, march, april, may, june, july, august, september, october, november, december

Years
alongtimeago, earlierthisyear, lastyear, pastyear

Common File Properties

Many of these properties are common to all file kinds.

Property	Use	Example
Title	title	title:"Quarterly Financial"
Subject	subject	subject:"Fashion Show 2009"
Status	status	status:complete
Date	date	date:last week
Date modified	datemodified or modified	modified:last week
Importance	importance or priority	importance:high
Size	size	size:> 50
Deleted	deleted or isdeleted	isdeleted:true
Is attachment	isattachment	isattachment:true
To	to or toname	to:bob
Cc	cc or ccname	cc:john
Company	company	company:Microsoft
Location	location	location:"Conference Room 102"
Category	category	category:Business
Keywords	keywords	keywords:"sales projections"
Album	album	album:"Fly by Night"
File name	filename or file	filename:MyResume
Genre	genre	genre:rock
Author	author or by	author:"Stephen King"
People	people or with	with:(sonja or david)
Folder	folder, under or path	folder:downloads
File extension	ext or fileext	ext:.txt

Documents

These are properties common to documents, and is commonly used together with the kind:docs operator.

Property	Use	Example
Comments	comments	comments:"needs final review"
Last saved by	lastsavedby	lastsavedby:john
Document manager	documentmanager	documentmanager:john
Revision number	revisionnumber	revisionnumber:1.0.3
Document format	documentformat	documentformat:MIMETYPE
Date last printed	datelastprinted	datelastprinted:lastweek

Presentation

These are properties common to presentations, and is commonly used together with the kind:presentations operator.

Property	Use	Example
Slide count	slidecount	slidecount:>20

Pictures

These are properties common to pictures, and is commonly used together with the kind:pics operator.

Property	Use	Example
Camera make	cameramake	cameramake:sample
Camera model	cameramodel	cameramodel:sample
Dimensions	dimensions	dimensions:8x10
Orientation	orientation	orientation:landscape
Date taken	datetaken	datetaken:yesterday
Width	width	width:1600
Height	height	height:1200

Music

These are properties common to music files, and is commonly used together with the kind:music operator.

Property	Use	Example
Bit rate	bitrate, rate	bitrate:192
Artist	artist, by or from	artist:"Freddie Mercury"
Duration	duration	duration:3
Album	album	album:"A Kind Of Magic"
Genre	genre	genre:rock
Track	track	track:12
Year	year	year:1980

Videos

These are properties common to videos, and is commonly used together with the kind:videos operator.

Property	Use	Example
Name	name, subject	name:"Family Vacation to the Beach 05"
Ext	ext, fileext	ext:.avi

Contacts

These are properties common to contacts, and is commonly used together with the kind:contacts operator.

Property	Use	Example
Job title	jobtitle	jobtitle:CFO
IM address	imaddress	imaddress:john_doe@msn.com
Assistant's phone	assistantsphone	assistantsphone:555-3323
Assistant name	assistantname	assistantname:Paul
Profession	profession	profession:plumber
Nickname	nickname	nickname:Tex
Spouse	spouse	spouse:Debbie
Business city	businesscity	businesscity:Seattle
Business postal code	businesspostalcode	businesspostalcode:98006
Business home page	businesshomepage	businesshomepage:Microsoft Corporation
Callback phone number	callbackphonenumbers	callbackphonenumbers:555-555-2121
Car phone	carphone	carphone:555-555-2121
Children	children	children:Timmy
First name	firstname	firstname:John
Last name	lastname	lastname:Doe
Home fax	homefax	homefax:555-555-2121
Manager's name	managersname	managersname:John
Pager	pager	pager:555-555-2121
Business phone	businessphone	businessphone:555-555-2121
Home phone	homephone	homephone:555-555-2121
Mobile phone	mobilephone	mobilephone:555-555-2121
Office	office	office:sample
Anniversary	anniversary	anniversary:1/1/06
Birthday	birthday	birthday:1/1/06
Web page	webpage	webpage:Microsoft Corporation

Communications

These are properties common to communications, and is commonly used together with the kind:communications operator.

Property	Use	Example
From	from or organizer	from:john
Received	received or sent	sent:yesterday
Subject	subject or title	subject:"Quarterly Financial"
Has attachment	hasattachments, hasattachment	hasattachment:true
Attachments	attachments or attachment	attachment:presentation.ppt
Bcc	bcc, bccname or bccaddress	bcc:dave
Cc address	ccaddress or cc	ccaddress:john_doe@hotmail.com
Follow-up flag	followupflag	followupflag:2
Due date	duedate or due	due:last week
Read	read or isread	is:read
Is completed	iscompleted	is:completed
Incomplete	incomplete or isincomplete	is:incomplete
Has flag	hasflag or isflagged	has:flag
Duration	duration	duration:> 50

Calendar

These are properties common to calendars, and is commonly used together with the kind:calendar operator.

Property	Use	Example
Recurring	recurring or isrecurring	is:recurring
Organizer	organizer, by or from	organizer:debbie

External Resources

This tutorial was created using information from the following websites:

- [Vistaforums Tutorial - Advanced Searches](#)
- [Microsoft Technet - Windows Search 4.0 Administrator's Guide](#)
- [Microsoft Windows Search Advanced Query Syntax](#)