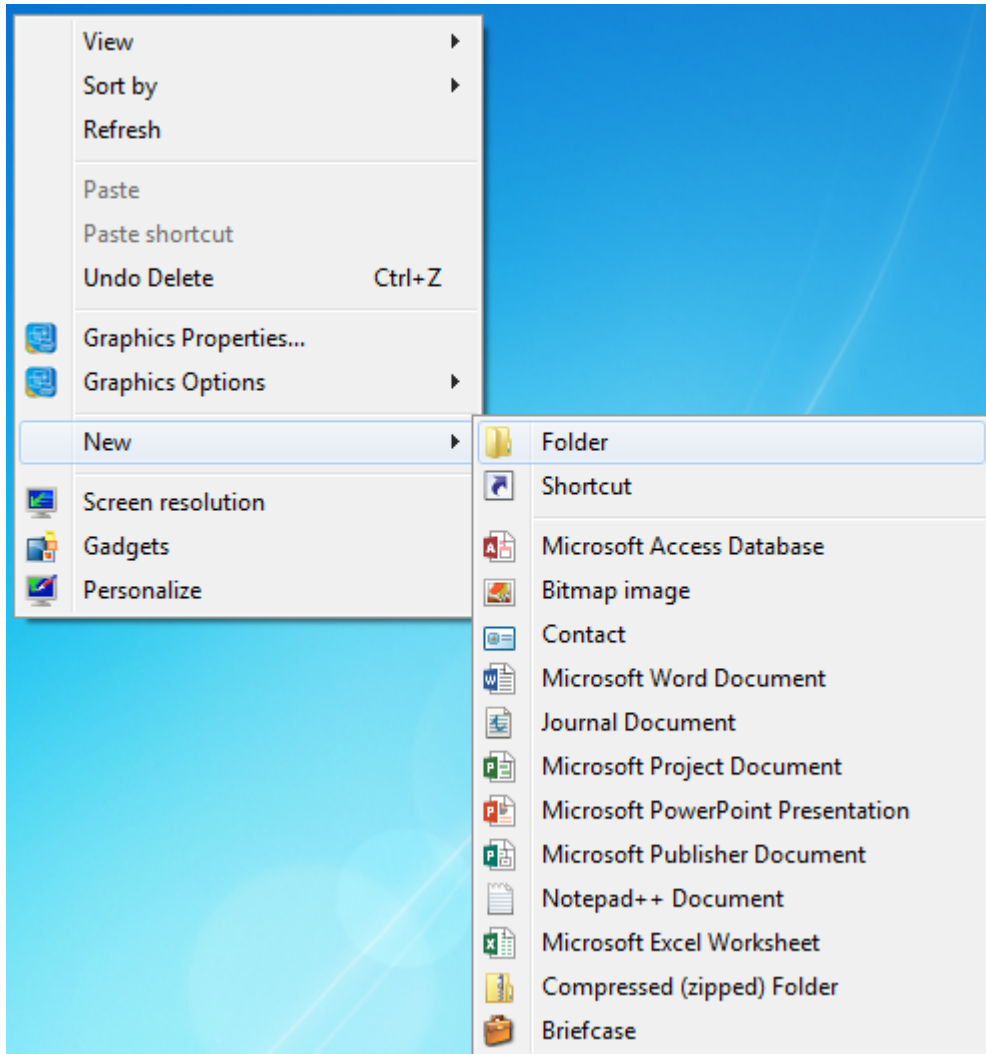


Effective Searching of Windows File Systems

Creating a folder to store/duplicate search results

1. **Right-Click** the desktop and choose **New**, and then **Folder**.



2. The new folder will be created with the name **New Folder** and will already be selected for renaming. Type the desired name of the folder and press Enter.

Searching the file system

1. Open Explorer by clicking **Start, Computer** (Win7) or **Start, This PC** (Win8).
2. In the Explorer window that opens, enter your desired search term in the top right field. This will search for the term you enter surrounded by wildcards by default and will return files and folders from local and network drives so long as they are connected, e.g. if you enter "search" you would get results such as 1search.txt, searchdoc.docx and the folder named MySearchHistory.
3. You can use your own wildcards to limit search results. You can use a question mark (?) as a wildcard for a single character and an asterisk (*) as a wildcard for any number of characters. For example, *.pdf would return only files with the PDF extension.

4. There are also many advanced options to narrow the search results by typing special keywords into the search box. They are entered via the keyword and : and a menu will then be presented to select further details when necessary. Some more common ones are highlighted below, but many more can be found [HERE](#)¹.

~<	This signifies only objects beginning with the search term. E.g. ~<a will show afile.txt but not filea.txt. Does not work with numbers.
= "term"	This will return only results that match exactly the term entered. E.g. = "test" will return the file test but not test1.
kind:	This will allow you to narrow results to a known type of object such as calendar entries, contacts, documents, emails, folders, games and more.
datemodified:	This will allow you to narrow results to files modified either in a time range such as 'a month ago' or to specific times and dates.
datetaken:	This is similar to date modified but applies only to photos and the date they were taken.
datecreated:	This is similar to date modified but applies to when a file was created instead of modified.
name:	This searches only the names of objects, never the contents.
type:	This searches only for files of the specified type, such as PDF (entered as type: pdf).
tags:	This searches metadata tags set on objects. Only useful in very specific situations.
size:	This filters the results based on file size. A range can be specified by using two periods. E.g. size: 10MB..50MB would return files between 10 and 50 MB in size.
length:	This filters results to audio and video files only that match the length specified.

5. Once you have found results you want to save, the standard Windows selection methods are available.
- Left-Click** to select an individual item.
 - Shift-Left-Click** to select all items from the previously selected item to the currently selected item.
 - Control-Left-Click** to select individual items.
6. Once you have selected the items of interest **right-click** any of the currently selected items and choose Copy.
7. **Right-click** the folder you created earlier and choose **Paste** to make a copy of the selected search results and place it into the new folder.

¹ <http://windows.microsoft.com/en-us/windows7/advanced-tips-for-searching-in-windows>