

05 Windows Search of the contents of your disk

This guide is written for Windows 10. It will be similar in Windows 7 and 8.

Indexing

It is likely that your computer is defaulted to indexing the **names** of folder/items **and** their **contents**. This speeds up searches but can have a significant impact on performance. A program will run in the background, but by its very nature, will consume a considerable amount of disk and processor performance.

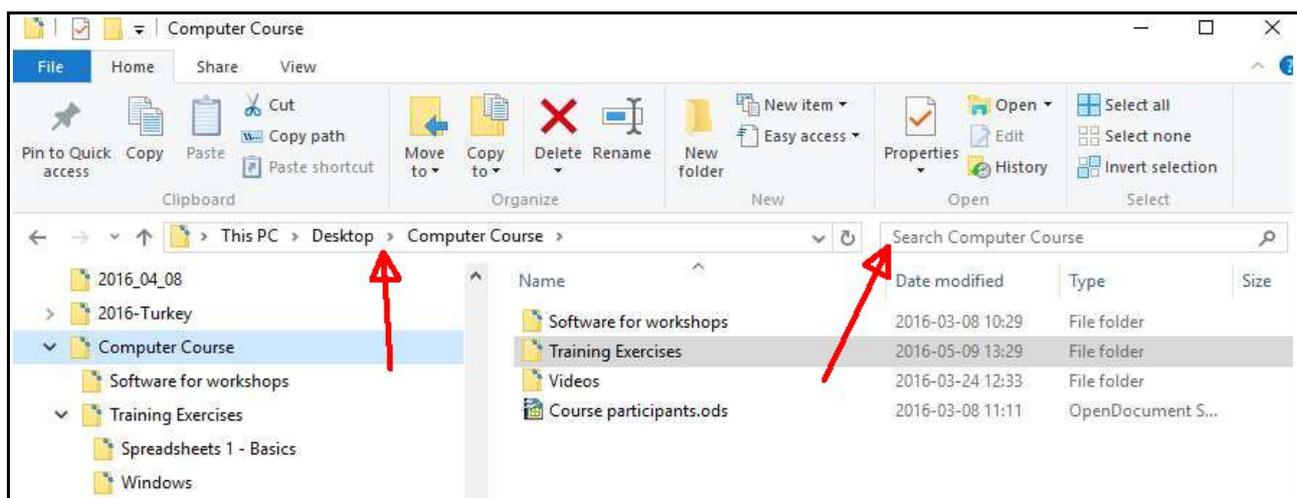
If you do not expect to regularly do searches, or if you don't have a high performance laptop, it is suggested that you disable the indexing of item contents as described below. Note that disabling the indexing will not stop your searches, just make them slower.

The reality is that much more time is spent in indexing than you will wait while searching. Microsoft's assumption is that you have more than adequate computer power and do lots of searches.

Disabling content indexing

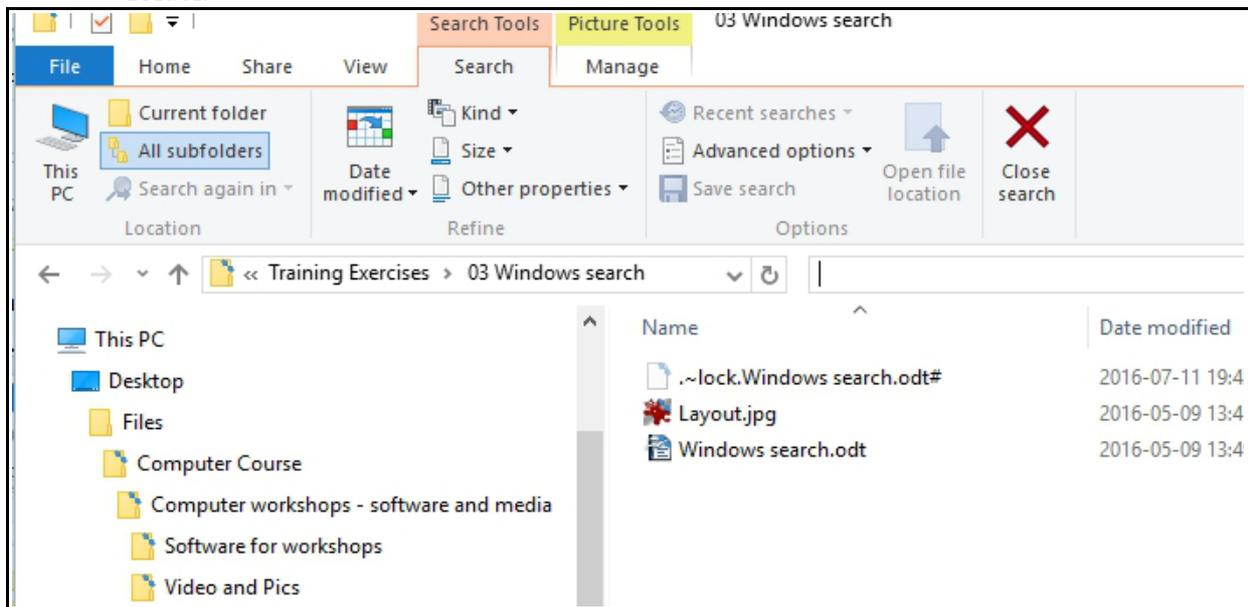
1. Open Windows/File Explorer
2. Right click on the "C" drive
3. Untick the option "**Allow files in this folder to have contents indexed in addition to file properties**".
4. If you want to do this for a specific folder you may have to choose "**Advanced options**" first.
5. Answer yes when prompted if this is to apply to all sub-folders.
6. If your disk is already indexed this may take several minutes to process.

Exercise 1 – A basic search



1. Note that searches look at the name and contents unless you use the extended options to limit the search. The speed of search will depend whether your files are indexed.
2. Preferably in the **left column** select the **disk** or **folder** you want to search.
 1. If you want to search everywhere you can select "**This PC**".

2. If you have any external devices or your internal disk has been partitioned into "C" and "D" drives you may wish to only select one of those devices.
3. Otherwise selecting "C" will have the same effect as "This PC".
4. If you want to restrict the search to, for example, your documents then select the relevant folder.



3. Click in the search box which is towards the top right. In this case it shows "Search Computer Course".
4. The ribbon display will change as above.
5. Let's start with a simple search, that is without restricting size etc.
6. In the **left column** select the "**Computer workshops.....**" folder. The display to the **left** of the **search box** should now reflect the changed target folder and the right column will show its sub-folders. Note that selecting a folder implies that its contents and those of all of its sub-folders will be searched.
7. Type in "**schematic**" in the search box.
8. You will probably have only one item found. Notice that the display will show you in which folder the item is to be found.
9. Now type in "**computer**" in the search box.
10. You will have an extended list of items. Most of the items do not have "computer" in their name but they have been listed because they reside in a folder whose name contains "computer".

Explanation of "Name" column

Name implies the full name including the parent(s) of a sub-folder. In this case the name may be displayed as

Software for workshops (C:\Computer workshops ...)

The name in parentheses indicates the parent(s) folders so that the full name is

C:\Computer workshops...\Software for workshops.

Please note that

- when a reference is made to a disk it is always shown as C: or D: etc.
- The different levels of folders are demarcated by use of "\". This is different to the delimiter used in Internet addresses which is "/"

Exercise 2 - Extended search criteria

The ribbon will show a set of criteria which can be selected to limit the search. If you do not select a specific criteria then that criteria will be ignored in the search. For example, if you do not select a size range items will be selected irrespective of their size.

- **This PC** – the search will be made across all disks
- **Current Folder – All subfolders.** Toggle this to either search only in the selected folder or to include any sub-folders.
- **Search again in** – retains the search field but allows you to change the location.
- **Date modified** – allows you to select items only modified in the selected date range. Very useful if you have recently modified an item but cannot recall where you saved it.
- **Kind** – allows you to select by a general classification, e.g. "Picture", which would select pictures irrespective whether they were jpg's or gif's.
- **Size** – self explanatory
- **Other Properties** – you can limit the search to a specific type (extension), or name. Select the option and then type in the selection criteria in the search box, e.g. name: computer

Now experiment with various settings for the above criteria searching for the word "computer".