Searching in Windows 7 (Windows Search)

One of the primary goals of the Windows 7 design was to help users find and manage files, folders, disks easier and with greater speed. Windows Search provides an easy way to finding your information located in programs, files, documents, music, pictures and even email. The information could be stored on your hard disk, file shares or even web sites you have visited.

From the Start Menu: The first place that one encounters Windows Search is from the Start menu. Click on Start and in the example below, search for “display”. One notices that a list is built as you start typing with the first letter and further refined as one completes the word or phrase.
Click on the **See more results** button to display more documents, emails, web pages where the search word or phrase is found as shown below:

This opens up the Windows 7 library which shows you all documents located on your hard disk, either from documents or emails. For a more complete discussion of the Windows 7 Library see the “Libraries” Quick Guide.
From Windows Explorer: Open up the Windows Library from the Taskbar. One finds a search box in the upper right corner as shown below. For this example I am searching for documents about Windows 7 operating system. You will notice that documents are found as you type in letters/characters. This is part of Windows 7 indexing function which provides a quick response.

You can use a drop down box to further refine your search. You can look to a specific kind of document, a type of document or a specific name.