



Hu3a Computer Club

January 2023

File Searching



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Windows Indexing

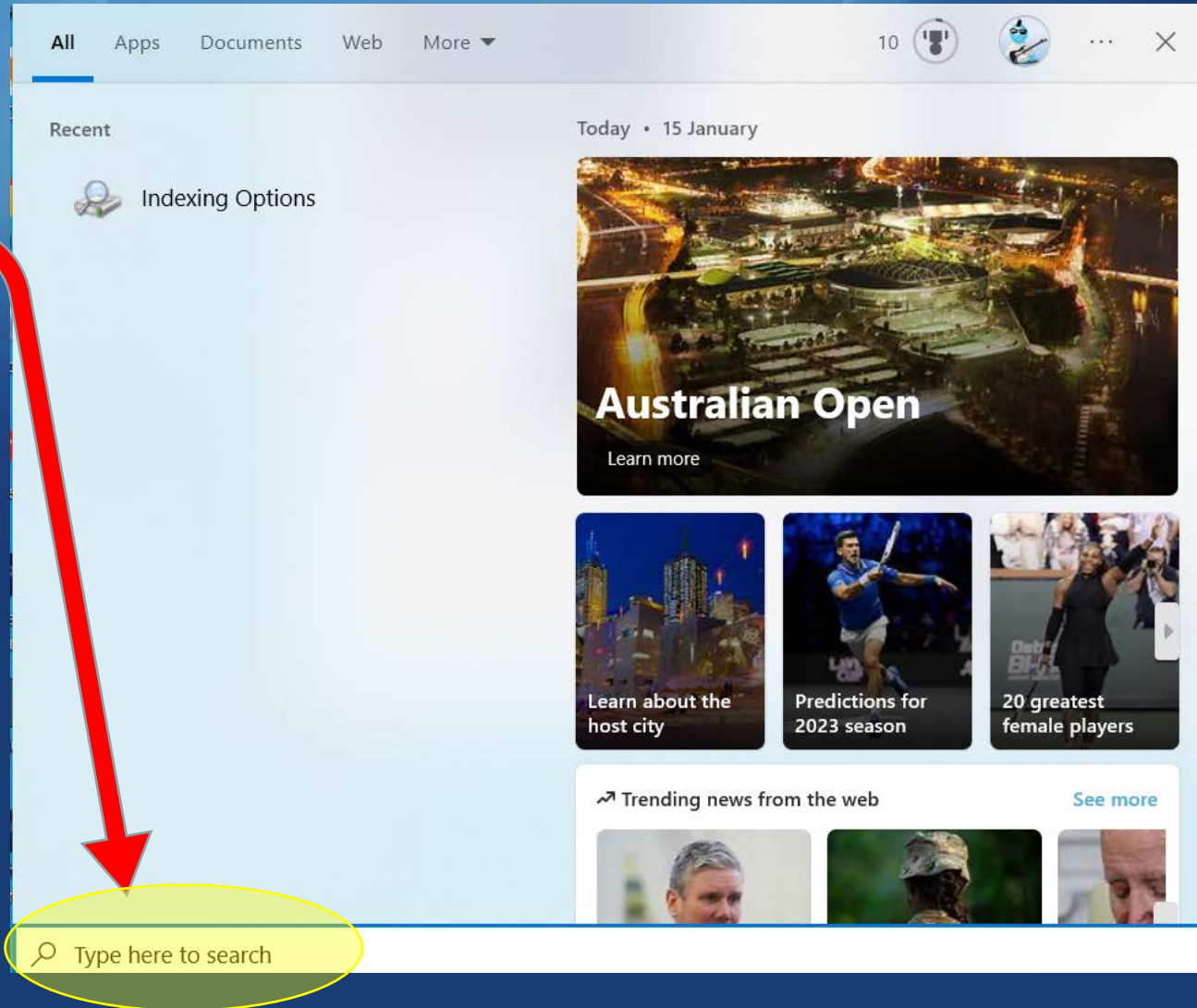
Windows Indexing

- Windows has always had a search indexing service that creates an index of all files on your computer
- This is similar to a database index which greatly improves lookup speed.
- If the files you're looking for are indexed, rather than having to sort through the files manually then a file can be quickly looked up in the index.

Windows Indexing

- Includes :-
 - Files & Folders
 - Apps like Outlook (emails), OneNote,
 - Explorer History
 - Network Drives (& USB drives)

Windows Indexing

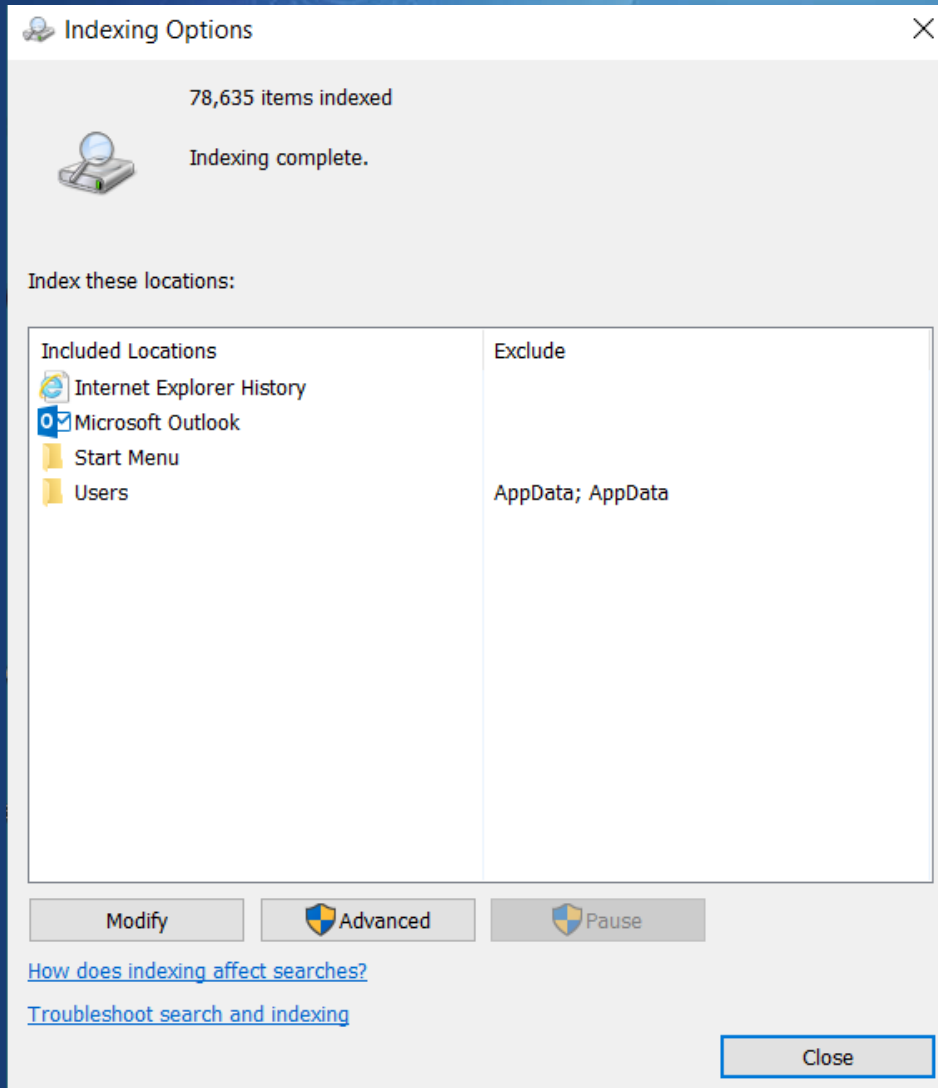


Click on Search

Type "Index"

Select
"Indexing Options"

Windows Indexing



The options Screen

Shows the default
Folders, File & Apps
Indexed

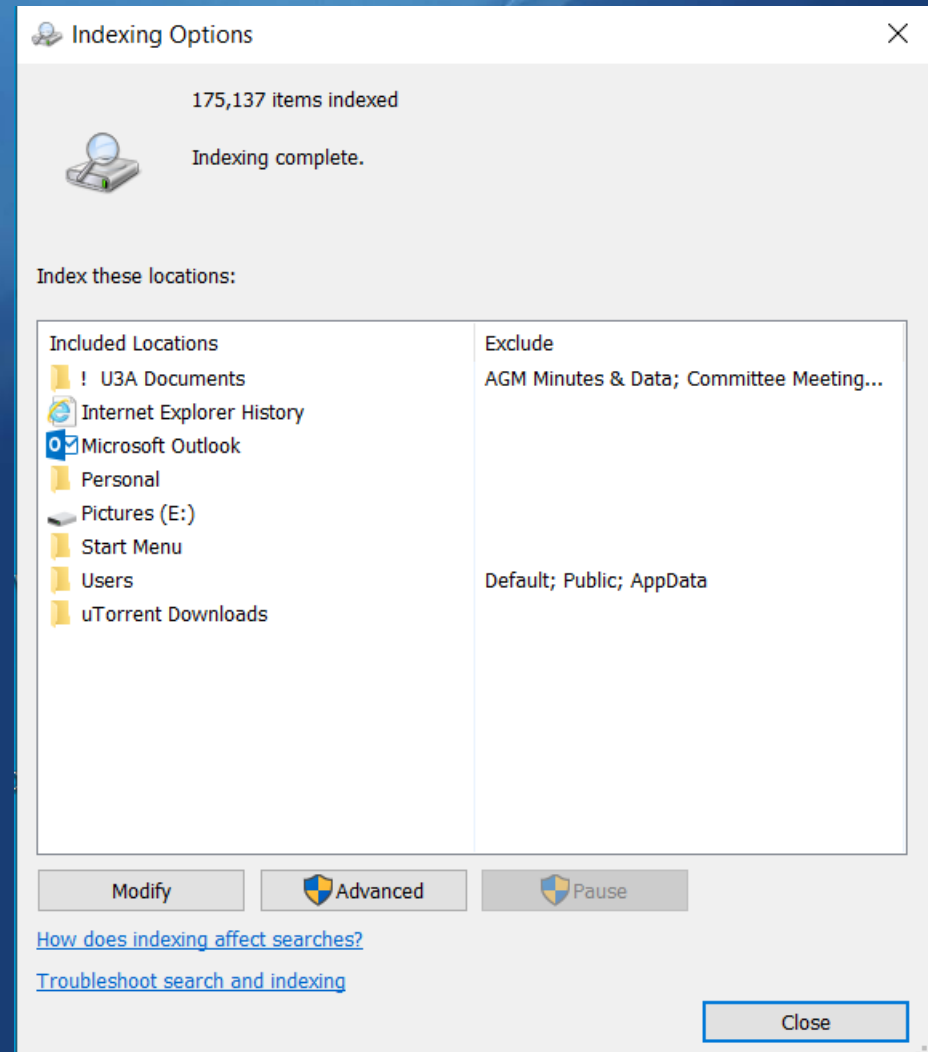
Provide buttons to
change Index locations

Windows Indexing

After a change

Index searches for the
new locations and

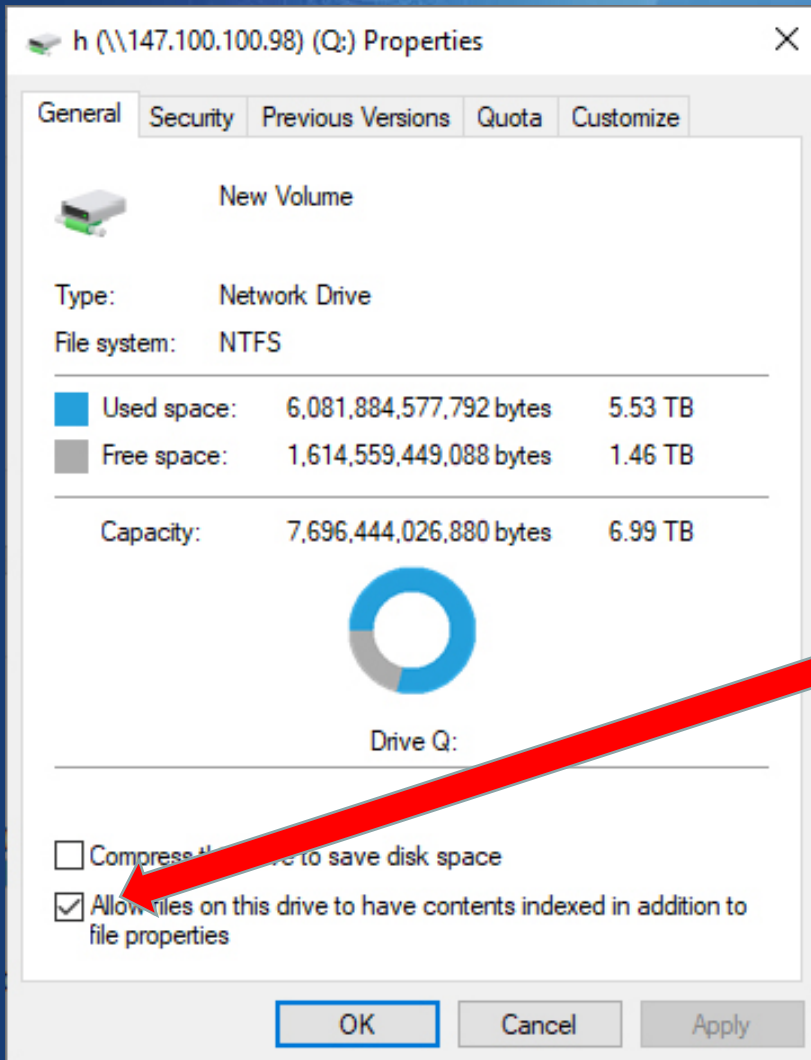
Quantity of files indexed
Will change



Windows Indexing

Indexing can also include Network drives

Insure any mapped drive has
The “Allow files on this drive..”
Checked



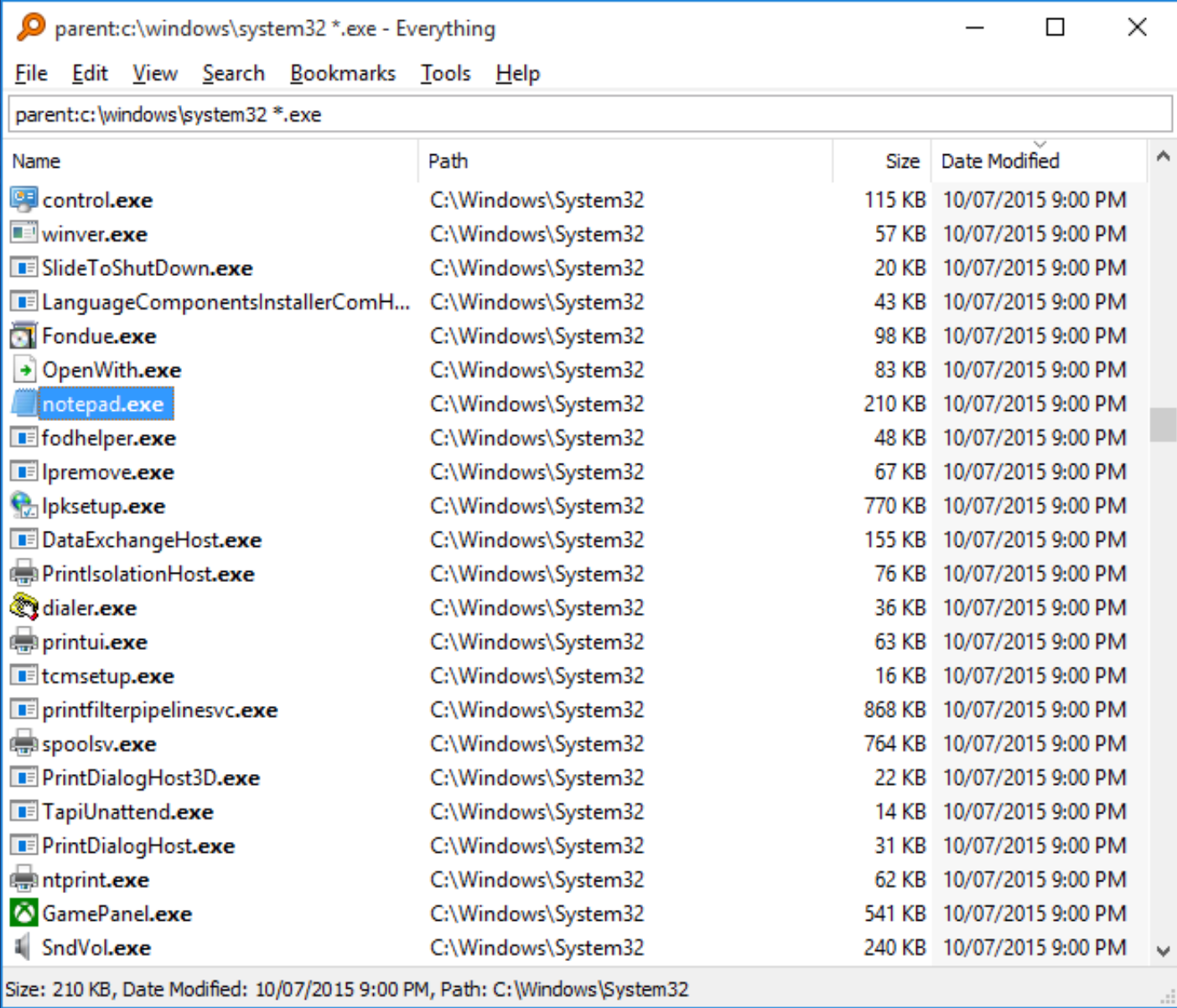


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Everything

Everything



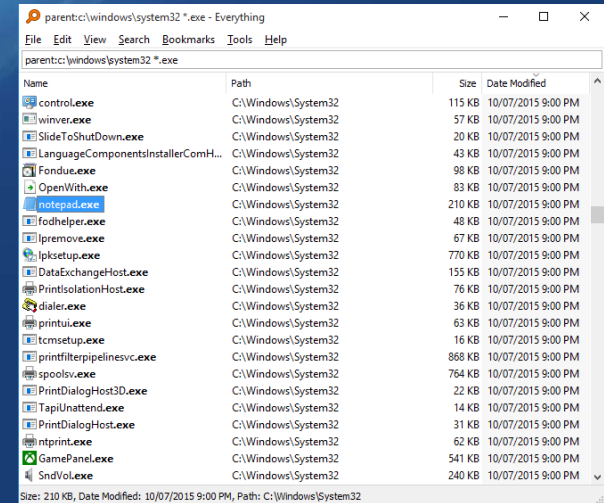
parent:c:\windows\system32 *.exe			
Name	Path	Size	Date Modified
 control.exe	C:\Windows\System32	115 KB	10/07/2015 9:00 PM
 winver.exe	C:\Windows\System32	57 KB	10/07/2015 9:00 PM
 SlideToShutDown.exe	C:\Windows\System32	20 KB	10/07/2015 9:00 PM
 LanguageComponentsInstallerComH...	C:\Windows\System32	43 KB	10/07/2015 9:00 PM
 Fondue.exe	C:\Windows\System32	98 KB	10/07/2015 9:00 PM
 OpenWith.exe	C:\Windows\System32	83 KB	10/07/2015 9:00 PM
 notepad.exe	C:\Windows\System32	210 KB	10/07/2015 9:00 PM
 fodhelper.exe	C:\Windows\System32	48 KB	10/07/2015 9:00 PM
 lpremove.exe	C:\Windows\System32	67 KB	10/07/2015 9:00 PM
 lpksetup.exe	C:\Windows\System32	770 KB	10/07/2015 9:00 PM
 DataExchangeHost.exe	C:\Windows\System32	155 KB	10/07/2015 9:00 PM
 PrintIsolationHost.exe	C:\Windows\System32	76 KB	10/07/2015 9:00 PM
 dialer.exe	C:\Windows\System32	36 KB	10/07/2015 9:00 PM
 printui.exe	C:\Windows\System32	63 KB	10/07/2015 9:00 PM
 tcmsetup.exe	C:\Windows\System32	16 KB	10/07/2015 9:00 PM
 printfilterpipelinesvc.exe	C:\Windows\System32	868 KB	10/07/2015 9:00 PM
 spoolsv.exe	C:\Windows\System32	764 KB	10/07/2015 9:00 PM
 PrintDialogHost3D.exe	C:\Windows\System32	22 KB	10/07/2015 9:00 PM
 TapiUnattend.exe	C:\Windows\System32	14 KB	10/07/2015 9:00 PM
 PrintDialogHost.exe	C:\Windows\System32	31 KB	10/07/2015 9:00 PM
 ntprint.exe	C:\Windows\System32	62 KB	10/07/2015 9:00 PM
 GamePanel.exe	C:\Windows\System32	541 KB	10/07/2015 9:00 PM
 SndVol.exe	C:\Windows\System32	240 KB	10/07/2015 9:00 PM

Size: 210 KB, Date Modified: 10/07/2015 9:00 PM, Path: C:\Windows\System32

Everything

Everything is a free programme which is a search engine that locates files and folders by name instantly.

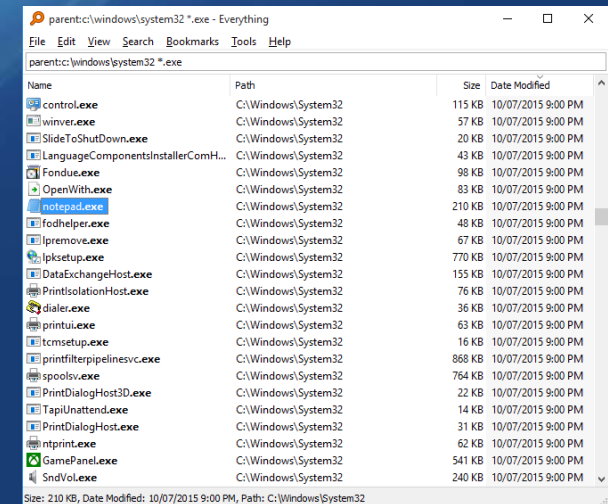
- Small installation file
- Clean and simple user interface
- Quick file indexing
- Quick searching
- Minimal resource usage
- Share files with others easily
- Real-time updating



Everything

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Everything

DEMO



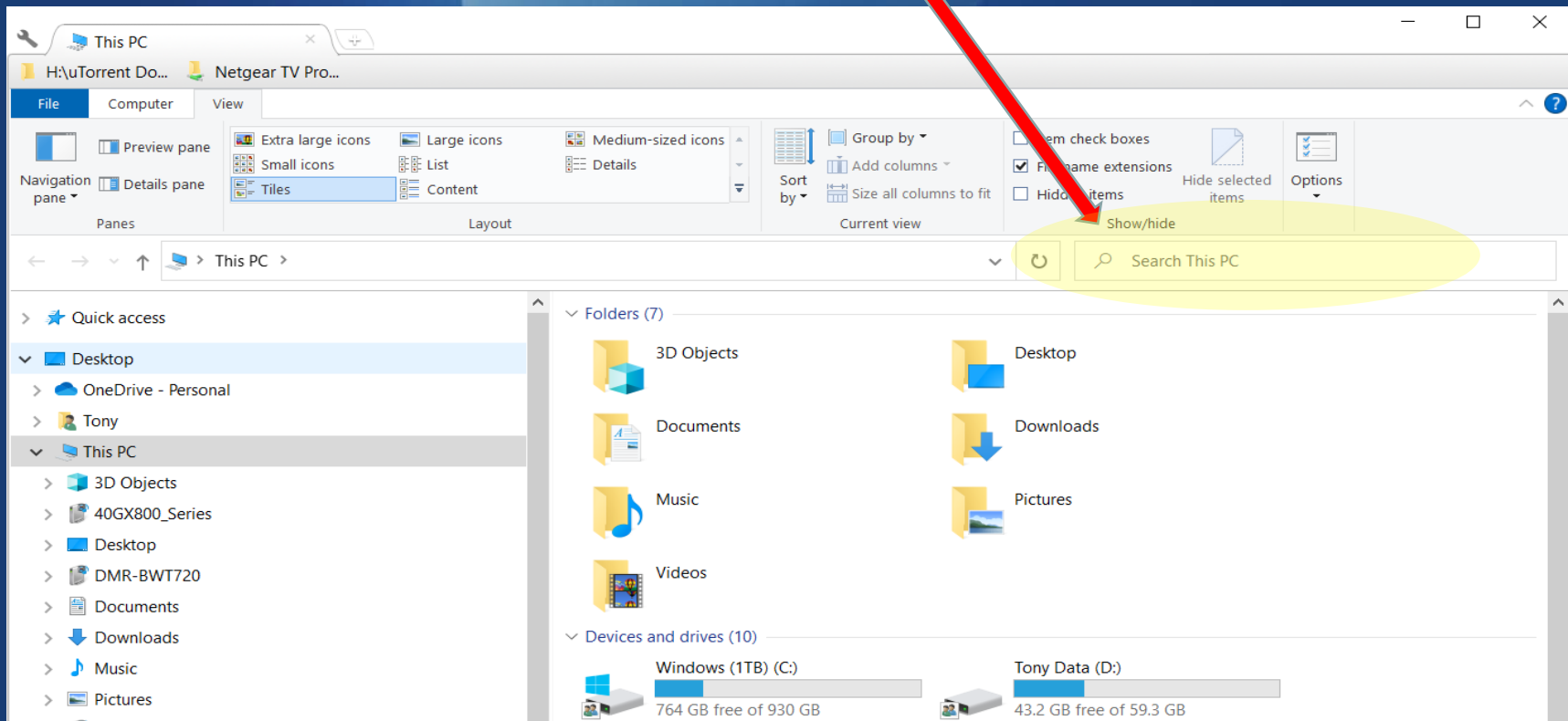
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Windows File Explorer

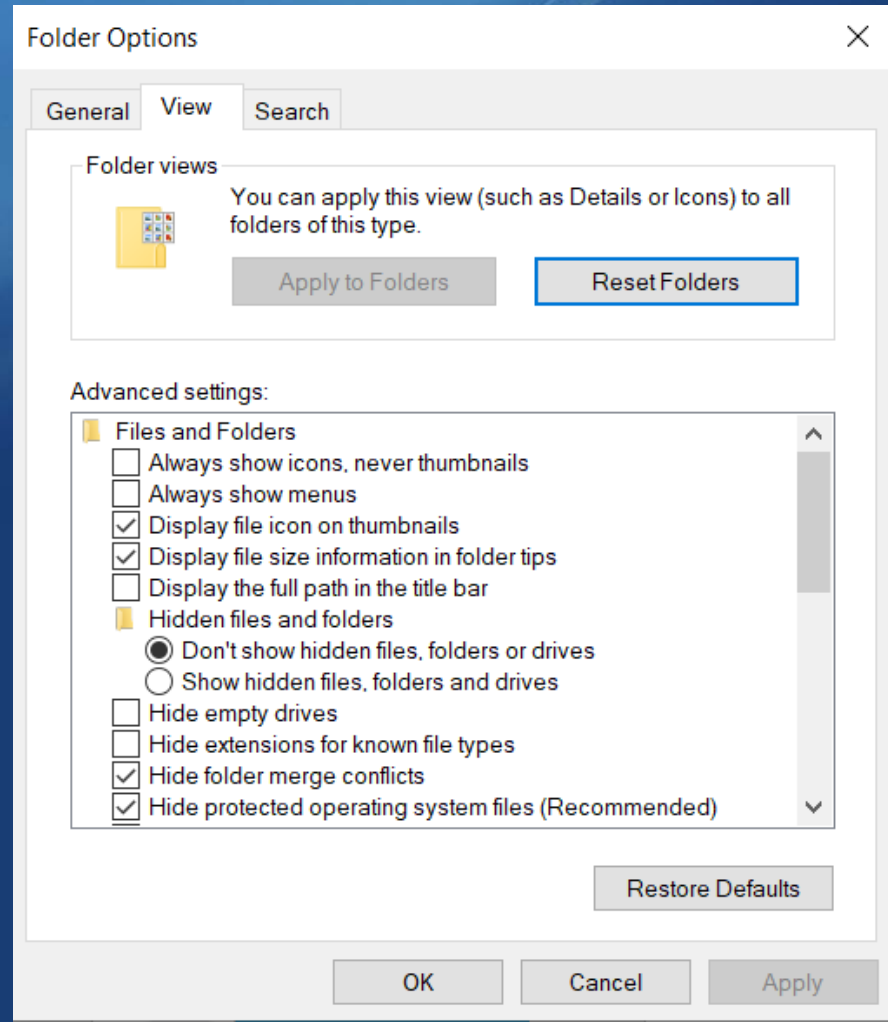
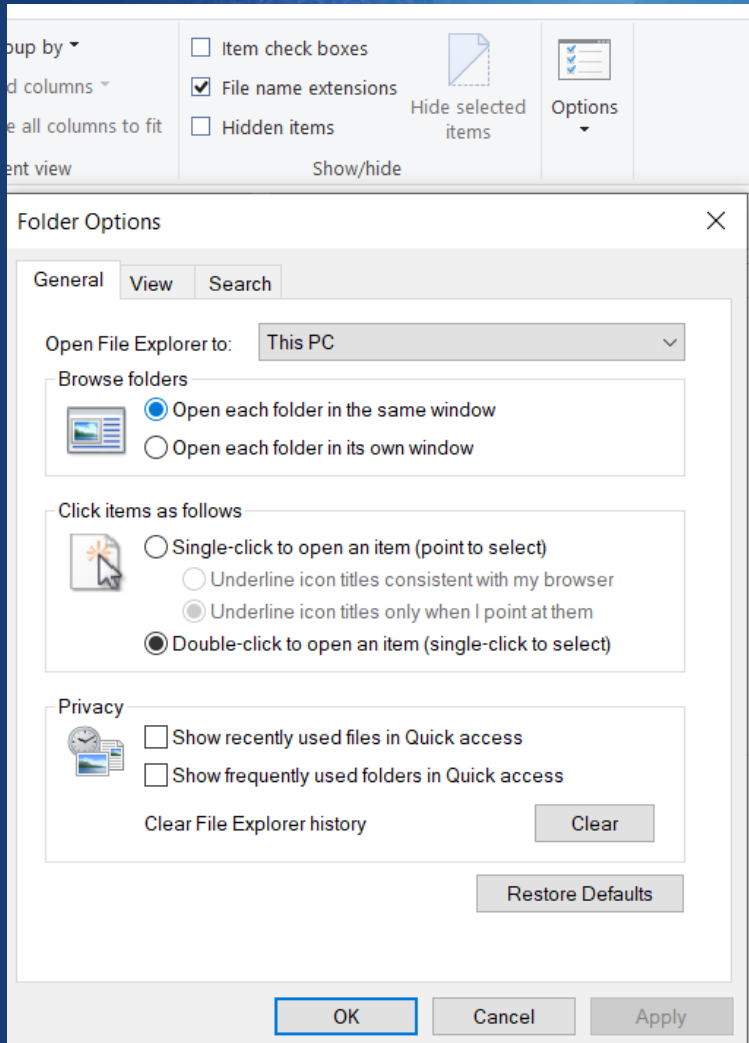
Windows File Explorer

Don't forget the search feature of
Windows File Explorer



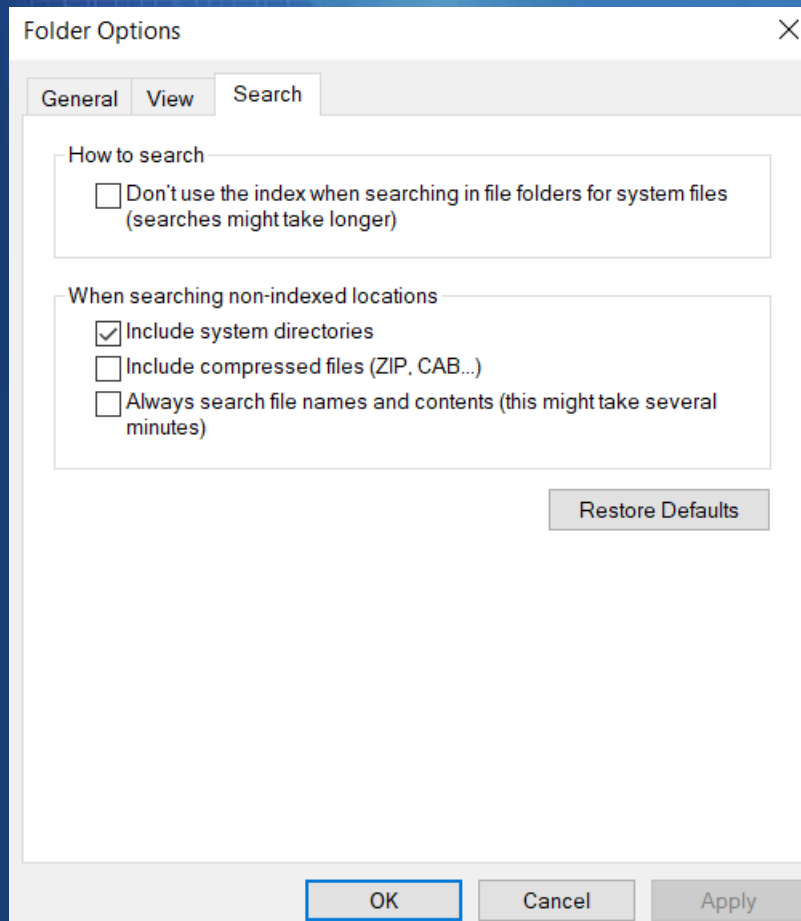
Windows File Explorer

Check your File Explorer Folder Options



Windows File Explorer

Check your File Explorer Folder Options



Windows File Explorer

DEMO

Windows Search

Windows has it's own search



File Management Tips

- Delete Unwanted files
- Use a File Naming Convention
- Use a Folder Hierarchy
- Use Search
- Manage Duplicate files

- BACK UP