

Get started with Microsoft Windows Desktop Search

Microsoft Windows Desktop Search is the fastest way to search your computer for many types of files, including documents, photos, videos, and music. Windows Desktop Search also searches Microsoft Office Outlook or Microsoft Outlook Express items, such as e-mail messages, contacts, and appointments.

After you install Windows Desktop Search, the Windows Search Companion is replaced with Windows Desktop Search. The Deskbar search box appears on the Windows taskbar next to the notification area.

To access Windows Desktop Search from the Start menu, click **Start**, and then point to **Search**.

1. To start a search, type your search words in the Deskbar search box.
2. To search your desktop, press ENTER.

-or-

To search the Web, click **Search Web**.

Note

By default, the Deskbar will search your desktop. You can have the Deskbar search the Web by default by changing your Deskbar options.

Getting started

[Use Deskbar shortcuts](#)

Show or hide the Deskbar

You can hide the Microsoft Windows Desktop Search bar without uninstalling it.



To show or hide The Windows Desktop Search bar, right-click the taskbar, point to **Toolbars**, and then click **Windows Search Deskbar**.

Related topics

[Configure Deskbar options](#)

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Configure Deskbar options

1. Click inside the Deskbar search box, click , and then point to **Deskbar Options**.
2. Select from the following options:
 - **Enable Search As I Type:** Choose whether you want Windows Desktop Search to start searching as soon as you start typing.
 - **Save Search History:** Choose whether you want your search history to appear in the Windows Desktop Results window.
 - **Display Go Button:** Hide or display the go button .
 - **Search Desktop** or **Search Web:** Choose whether you want the default location to be your computer or the Internet.

Note

A check mark indicates that an option has been selected.

Related topics

[Change how results are displayed](#)

[Use Deskbar shortcuts](#)

System requirements

The following are required to use Microsoft Windows Desktop Search:

- To use Microsoft Windows Desktop Search to index and search your e-mail messages, you must have either Microsoft Outlook 2000 or later, or Microsoft Outlook Express 6 or later.
- Full preview of Microsoft Office documents in Windows Desktop Search results requires Microsoft Office XP or later.
- Minimum Pentium 500 MHz processor (1 GHz recommended).
- Microsoft Windows XP or Microsoft Windows Server 2003 Service Pack 1.
- Minimum 128 MB of RAM (256 MB recommended).
- 500 MB of free hard disk space recommended. The size of your index depends on how much content you have indexed.
- 1024 x 768 screen resolution recommended.

Related topic

[Get started with Microsoft Windows Desktop Search](#)

Search the Web

When you're connected to the Internet, you can launch a web search that automatically uses the default search engine for your Internet browser.

To start a web search, type a search term in the Microsoft Windows Desktop Search box, and then click **Search Web**.

Note

Windows Desktop Search uses your default web browser to perform web searches.

Related topics


[Set search locations](#)

[Use Deskbar shortcuts](#)

Set search locations

By default, Windows Desktop Search indexes your e-mail files and files saved in the My Documents folder. However, you can have Microsoft Windows Desktop Search index other locations, including mapped network drives.

To change which files are indexed:

1. In the notification area of the Windows taskbar, right-click the indexing icon .
2. Click **Windows Desktop Search Options**, and then click **Modify**.
3. In the **Change selected locations** section, select the locations that you want, and then click **OK**.

Related topics

[About Microsoft Windows Desktop Search indexing](#)

[Searchable file types](#)

Search public folders in Microsoft Outlook

If you're running Outlook 2003, Microsoft Windows Desktop Search can index the contents of public folders you have added as Favorite folders in Outlook:

1. On the Outlook 2003 **Tools** menu, click **Options**.
2. On the **Mail Setup** tab, click **E-mail Accounts**.
3. Click **View or change existing e-mail accounts**, and then click **Next**.
4. Click your Exchange Server account, and then click **Change**.
5. Click **More Settings**.
6. On the **Advanced** tab, under **Cached Exchange Mode Settings**, select the **Use Cached Exchange Mode** and **Download Public Folder Favorites** check boxes.
7. Click **OK**, click **Next**, and then click **Finish**.

Related topics

[About Microsoft Windows Desktop Search indexing](#)

[Searchable file types](#)

Narrow your search by specifying file types

After completing a search, you can specify the type of file that you want to narrow your results.

In the Microsoft Windows Desktop Search results window, under the search box, click the type of item you want to see. To see more categories, click **Other**.

You can also specify where you want Windows Desktop Search to search for files to narrow your search.

Under the search box, click **All locations**, and then click the search location that you want.

Related topic

[About Microsoft Windows Desktop Search results](#)

Tips for narrowing your search

Microsoft Windows Desktop Search recognizes many advanced query operators that can help you to narrow your search. These are particularly useful when you're searching a large number of files.

Type this

To find this

granny

Items containing *granny*, *GRANNY*, *GrANnY*, or any other combination of uppercase and lowercase letters.

granny smith

Items containing both *granny* and *smith*, but not necessarily in that order.

granny NOT smith

Items containing *granny*, but not *smith*.

granny OR smith

Items containing *granny*, *smith*, or both.

"granny smith"

Items containing the exact phrase *granny smith*.

granny hasattachment:true

Items that have attachments containing **granny**.

granny isattachment:true

Items that are attachments containing *granny*.



granny date:yesterday	<p>Items containing <i>granny</i> whose date is yesterday.</p> <p>Desktop Search also recognizes the follow date values:</p> <ul style="list-style-type: none"> • Relative dates: For example, <i>today, tomorrow, yesterday</i> • Multi-word relative dates: For example, <i>this week, next month, last week, past month, coming year</i> • Days: <i>Sunday, Monday ... Saturday</i> • Months: <i>January, February ... December</i>
author:granny	Items created by someone whose name contains <i>granny</i> .
author:"granny smith"	Items created by <i>granny smith</i> .
subject:"granny smith"	Items whose subject contains the phrase <i>granny smith</i> .
subject:granny smith	Items with <i>granny</i> in the subject line and with <i>smith</i> anywhere else in the document.

Related topic

[Rules for advanced searches](#)

About Microsoft Windows Desktop Search results

When you search your computer, the results appear in the Microsoft Windows Desktop Search results window. You can sort or narrow these results, or you can filter them so that you see only a particular type of file. You can also use the preview pane to quickly view, open, or work with the contents of a file or document.

When the Windows Desktop Search results window opens, an icon appears next to each file to identify its file type. For example, the  icon appears next to Microsoft Office Word documents. The  icon appears next to e-mail attachments that are Microsoft Word documents.

Note

You can preview most items in the Windows Desktop Search results preview pane. However, full previews of Microsoft Office documents aren't available if you're running Office 2000.

Related topics

[About Microsoft Windows Desktop Search indexing](#)

[Sort items in the results window](#)

Open or work with files and messages in the results window

When you right-click an item in the Microsoft Windows Desktop Search results window, you see the same options as when you right-click an item in Windows Explorer or your e-mail program.

For example:

- Right-click an e-mail message to open, reply, forward, delete, or move that message. You can also search for messages in the same conversation, or for messages with the same author or date.
- Right-click a Microsoft Windows media file (.wma) to play the file, add it to a playlist, and more. When you select more than one music or video file, your selections can be played as a single playlist.
- Drag files or Microsoft Outlook items from the search results window, just like you would in Windows Explorer or Outlook.

Notes

- These options are available only for e-mail items from your default e-mail program. For example, if your default e-mail program is Microsoft Outlook, these options are available when you right-click an Outlook message, but not when you right-click a Microsoft Outlook Express message.
- To move sequentially through the Windows Desktop Search results window, press CTRL+TAB.

Related topic

[About Microsoft Windows Desktop Search results](#)

Print a file or e-mail item

You can print an item directly from the Microsoft Windows Desktop Search results window without opening it in another program first.

1. In the Windows Desktop Search results window, click the document or e-mail item that you want to print.
2. Under the Microsoft Windows Desktop Search logo, click **Options** , point to **Preview Pane**, and then click **Print**.

Related topic

[About Microsoft Windows Desktop Search results](#)

Sort items in the results window


You can sort results by file name, type, author, date, or any of the columns you see in the results window.

- To sort your results, click the column heading you want to sort by.
- To sort by relevance, click the space to the left of the **Title** column.

Related topic

[About Microsoft Windows Desktop Search results](#)


Change how results are displayed

1. Under the Microsoft Windows Desktop Search, click **Options** .
2. Do one of the following:
 - To display large file icons, click **Large Icons**.
 - To display small icons, click **Small Icons**.
 - To set preview pane options, point to **Preview Pane**, and then click the options that you want.

Related topic

[About Microsoft Windows Desktop Search results](#)

Find a word or phrase inside a file or e-mail message

1. In the Microsoft Windows Desktop Search results window, click the document or e-mail item you want to search.
2. Under the Windows Desktop Search logo, click **Options** , point to **Preview Pane**, and then click **Find**.
3. Type your search words, and then click **Find Next**.

Note

You must have the preview pane enabled to search for a word or phrase. For more information about preview pane options, see [Change how results are displayed](#).

Related topic


[About Microsoft Windows Desktop Search results](#)

About Microsoft Windows Desktop Search indexing

Indexing is the key to Microsoft Windows Desktop Search. After you install Windows Desktop Search, you should allow some time for your computer to be fully indexed. Windows Desktop Search updates the index every time you add or change a file or e-mail message.

Windows Desktop Search creates and maintains a desktop index of your computer. The desktop index allows you to find specific words or phrases in e-mail messages, calendar appointments, documents, photos, and other files on your computer. Windows Desktop Search updates the index every time that you add or change a file or an e-mail message.

When you first install Windows Desktop Search, it indexes the file locations you choose. If you didn't complete the install wizard, Windows Desktop Search indexes your My Documents folder and e-mail messages. You can change which files are indexed. When the initial index is complete, you're ready to search your computer.

While Windows Desktop Search is indexing your computer, the indexing icon  in the Windows notification area is animated. You can right-click this icon to view indexing status, change indexing settings, stop or pause indexing, or get help.

Note

By default, Windows Desktop Search pauses indexing when your computer is busy or operating on battery power.


Related topics

[Pause, restart, or check indexing status](#)

[Change indexing options](#)

[Computer slows down during indexing](#)

Change indexing options

1. In the notification area of the Windows taskbar, right-click the indexing icon .
2. Click **Windows Desktop Search Options**, and then click **Advanced**.
3. Select the indexing options you want, and then click **OK**.

Related topics

[Set search locations](#)

[About Microsoft Windows Desktop Search indexing](#)

Pause, restart, or check indexing status

Microsoft Windows Desktop Search uses some of your computer's processing power to build and maintain the desktop index, so you might see some change in your computer's response time after you install Windows Desktop Search. If your computer is busy, the indexing process pauses until more computer resources are available. You can also temporarily stop indexing.

- ▶ [Pause indexing](#)
- ▶ [Restart indexing](#)
- ▶ [Check indexing status](#)

Note

By default, Windows Desktop Search pauses indexing when your computer is busy or operating on battery power.


Related topics

[Rules for advanced searches](#)

[Set search locations](#)

Set Microsoft Windows Desktop Search options

To change the Microsoft Windows Desktop Search options:

1. Right-click the Index status icon , and then click **Windows Desktop Search Options**.
2. Select from the following:
 - ▶ [Modify indexed locations](#)
 - ▶ [Set advanced options](#)
3. Click **OK**.

Note

If you experience problems after changing these options, click **Restore Defaults** on the Index Settings tab to return to the original Windows Desktop Search settings.

Related topics

[Search the Web](#)

[Set Microsoft Windows Desktop Search options](#)

[Show or hide the Deskbar](#)

Problems finding a file

Microsoft Windows Desktop Search works only with Microsoft Office Outlook and Microsoft Outlook Express. If you're using a different e-mail program, you won't be able to search your e-mail messages, appointments, or contacts.

If you can't find a file that you know exists, or if you can't find anything you search for on your computer, check the spelling of your search terms, and then try searching again. If that doesn't work:

- ▶ [Confirm that indexing is complete](#)
- ▶ [Check which file locations are indexed](#)
- ▶ [Check which e-mail program you're using](#)
- ▶ [Check the default search options](#)
- ▶ [Restart Windows Desktop Search and let it finish indexing your computer](#)

Notes

- If your computer is busy, Windows Desktop Search will pause indexing until your computer is idle. As a result, some recently added items may not have been indexed.
- Windows Desktop Search indexes the first 1 MB of text in each document. This is enough to ensure that all but the very longest documents are completely indexed, but if you have an extremely long document and your search term appears after the first 1 MB of text, it may

not be found.

Related topics

[Can't find Microsoft Office Outlook 2000 messages](#)

[Tips for narrowing your search](#)

Can't find Microsoft Office Outlook 2000 messages

If you can't find any Microsoft Office Outlook 2000 messages, check the spelling of your search terms, and then try searching again. If that doesn't work, try the following:

- ▶ [Set up your Outlook 2000 e-mail account to work with Microsoft Windows Desktop Search](#)

- ▶ [Make sure that the Outlook Toolbar add-in isn't disabled in Outlook 2000](#)

- ▶ [Restart Windows Desktop Search and let it finish indexing your computer](#)

Notes

- You may need your original Outlook installation disk to complete these steps.
- Before using Windows Desktop Search to find e-mail messages, allow time for it to complete the initial indexing of the files on your computer. For instructions, see [About Microsoft Windows Desktop Search indexing](#).
- Windows Desktop Search will not index the contents of e-mail folders whose name contains /. To ensure that all your items are indexed, rename your e-mail folders if necessary.

Related topic

[Problems finding a file](#)

Can't open a Microsoft Outlook Express message

If you have Microsoft Outlook Express configured to download headers only from a server-based account such as Hotmail, you may experience problems when trying to open a message from the Microsoft Windows Desktop Search results. In addition, you may receive a message in the Windows Desktop Search results preview pane telling you that Outlook Express isn't running.

To solve this problem, configure Outlook Express to download the entire contents of messages each time you connect to the server.

For more information, see **Using server-based e-mail accounts** in Outlook Express Help.

Related topic

[Tips for narrowing your search](#)

Microsoft Windows Desktop Search isn't running

If Microsoft Windows Desktop Search isn't running, you won't be able to find files and e-mail items on your computer.

When you install Windows Desktop Search, a shortcut is automatically added to your Startup folder, so that it automatically starts every time you restart your computer. If you've removed this shortcut from your Startup folder, or if you've closed Windows Desktop Search by using Task Manager or right-clicking the indexing icon , and then clicking **Exit**, you must restart Windows Desktop Search before you can use Toolbar to search your computer.

To restart Windows Desktop Search, on the **Start** menu, point to **All Programs** or **Programs**, and then click **Windows Desktop Search**.

Related topics

[Change indexing options](#)


[Pause, restart, or check indexing status](#)

[System requirements](#)

Computer slows down during indexing

Microsoft Windows Desktop Search uses some of your computer's processing power to build and maintain the desktop index, so you might see some change in your computer's response time after you install Windows Desktop Search. If your computer is busy, the indexing process pauses until more computer resources are available. You can also temporarily stop indexing.

To temporarily stop indexing:

1. In the notification area of the Windows taskbar, right-click the indexing icon .
2. Click **Snooze Indexing**.

Related topic

[About Microsoft Windows Desktop Search indexing](#)

Install Microsoft Windows Desktop Search in an enterprise environment

If you plan to deploy Microsoft Windows Desktop Search in an enterprise environment, please refer to the [Windows Desktop Search Administrators Guide on Microsoft Technet](#).

Related topic

[Get started with Microsoft Windows Desktop Search](#)

About extensibility for Microsoft Windows Desktop Search indexing

Microsoft Windows Desktop Search indexes most common file types. However, Windows Desktop Search can't index every type of file. To search more file types, you can use an iFilter, a component of the Indexing Service that is included with Microsoft Windows 2000 and later versions. You can also search the Web to find iFilter plug-ins created by non-Microsoft developers.

If you're a software developer, you can deliver additional value to customers by writing an iFilter for the file type created by your applications. Users can quickly and easily use Windows Desktop Search to find information in files and documents created by your applications.

For more information about the iFilter interface, visit the [iFilter information](#) webpage on MSDN.

For more information about building your own iFilter implementation for specific file types, visit the [Desktop Search iFilters](#) website, or the [MSN add-ins](#) website.

Related topic

[About Microsoft Windows Desktop Search indexing](#)

Use Deskbar shortcuts

With Microsoft Windows Desktop Search, you can use shortcuts that let you quickly start programs or go directly to a website just by typing a keyword or a shortcut name in the Deskbar search box. You can also create your own shortcuts. For example, you can create a shortcut that automatically opens the Windows Live Mail Beta home page when you type **mail** in the Deskbar search box.

- ▶ [Getting help with Deskbar shortcuts](#)
- ▶ [Start programs with Deskbar shortcuts](#)
- ▶ [Create your own shortcuts](#)
- ▶ [Clear and delete shortcuts](#)

Notes

- If you want to search for a keyword that is the same as the name of a shortcut, enclose that keyword in quotation marks. For example, if you have created a shortcut called *shortcutname*, and you want to search your computer for the shortcut name, type "**shortcutname**" in the search box.
- Your Deskbar shortcuts are stored in the **WindowsDesktopShortcuts.ini** file. This file is located in the **C:\Documents and Settings\username\application data\Windows Desktop Search** folder. If you have used the beta version of Windows Desktop Search, save this file to a new location before you upgrade to the latest version of

Windows Desktop Search. After you have installed the latest version of Windows Desktop Search, copy the file back into its original location. You can also copy this file to the same folder on a different computer.

Related topics

[Get started with Microsoft Windows Desktop Search](#)

[Search the Web](#)

Keyboard shortcuts

Name	Shortcut	Use to
Access search box	Windows logo key+SHIFT+F	Go to the search box in the Deskbar from anywhere in Microsoft Windows or another program.
Change search location	SHIFT+ENTER	Type your search words, then press SHIFT+ENTER to change your search location from your desktop to the Web, or from the Web to your desktop, and then search immediately.
Change search location	F2	Type your search word, and then press F2 to change your search location from your desktop to the Web, or from the Web to your desktop.
Complete web address and open a website	CTRL+ENTER	Type example , and then press CTRL+ENTER to go directly to www.example.com .

Searchable file types

Microsoft Windows Desktop Search indexes more than 200 of the most common file types, all of which are listed below.

However, Windows Desktop Search cannot index every type of file. To enable Windows Desktop Search to search more file types, you can use an IFilter, which is a component of the indexing service included with Microsoft Windows 2000 and later. If a file type you want to search for is not listed, you may be able to download an IFilter that allows Windows Desktop Search to index that file type. For more information, visit the [Desktop Search iFilters](#) website, or the [iFilter.org](#) website.

- ▶ [E-mail](#)

- ▶ [Contacts](#)

- ▶ [Appointments](#)

- ▶ [Documents](#)

- ▶ [Text documents](#)

- ▶ [Spreadsheets](#)

- ▶ [Presentations](#)

- ▶ [Music](#)

- ▶ [Pictures](#)

▶ [Video](#)

▶ [Other](#)

Related topic

[About extensibility for Microsoft Windows Desktop Search indexing](#)

Rules for advanced searches

The following tables describe the syntax to use with Microsoft Windows Desktop Search, as well as the properties that can be queried for each category of file displayed in the Windows Desktop Search results window.

You can restrict your query to specific locations, specific file types or properties within those types, or specific "file kinds." File kinds refer to the categories displayed at the top of the Windows Desktop Search results window.

- ▶ [Desktop Search syntax](#)
- ▶ [Boolean properties](#)
- ▶ [Dates and date ranges](#)
- ▶ [Numbers and ranges](#)
- ▶ [Common file properties](#)
- ▶ [Properties for file type: All](#)
- ▶ [Common properties for file type: Attachment](#)
- ▶ [Properties for file type: Contact](#)
- ▶ [Properties for file type: Communications \(e-mail, appointments\)](#)

- ▶ Properties for file type: Calendar
- ▶ Properties for file type: Documents
- ▶ Properties for file type: Music
- ▶ Properties for file type: Picture
- ▶ Properties for file type: Video