

Computer Know How Series

Presented by Adam Lacey ([Applications Etc.](#)) 916-813-7819

Searching Tips (Local and Web) – Thursday March 8th 2018 @ 2pm

<http://www.aehost.net/morpd> or <http://www.morpd.com>

1) Topic of the Day

- a. **Searching Tips (Local and Web)** – methods to help you search more efficiently.
- b. The most common search mechanism today is a Boolean search (Searching with Math).

2) Searching your PC (Windows 7 or greater)

- a. What to search for? – Programs, Files/Folders, File Contents,
- b. Indexing
 - i. Indexing Options – dialog to review and adjust the Search Indexer Service locations.
 - ii. Indexed locations will show first and faster than non-indexed locations.
- c. Keywords and Operators
 - i. Searching – words that you want to include in the results (Ex; adobe).
 - ii. Omitting – words you want to exclude from the search results (Ex; -adobe).
 - iii. Phrases – groups of words surrounded by quotes (Ex; “Adobe Reader”).
- d. Filters
 - i. Kind, Type, DateCreated, DateModified, Size, etc.
 - ii. Filter term must be followed by a colon and not contain spaces (Ex; type:jpg).
- e. Wildcards
 - i. * represents one or multiple characters.
 - ii. ? represents one character.

3) Searching the Web (Google, Yahoo, Bing, etc)

- a. Browse to search engine website or use your web browser search box.
- b. Find a word on a Web page with Ctrl + F in most web browsers.
- c. Use Search Operators to refine your results.
- d. Widen your search by using Wildcards (Example: trucks*).
- e. Search within a site by using site:url as one of your search terms (Ex; site:aehost.net term).
- f. Fuzzy Logic is a search mechanism that will find the intended results even if you mis-spell words.

4) Links and Resources

- a. Windows Advance Search Features – <http://www.howtogeek.com/173703/how-to-use-windows-advanced-search-features-everything-you-need-to-know/>
- b. Advanced Search Operators – <http://www.howtogeek.com/73065/learn-the-advanced-search-operators-in-windows-7/>
- c. Boolean Searching – <https://www.lifewire.com/what-does-boolean-search-3481475>
- d. Web Search Tricks – <https://www.lifewire.com/web-search-tricks-to-know-4046148>
- e. Essential Search Tips – <https://www.macworld.com/article/2049392/ten-essential-tips-for-searching-the-web.html>
- f. Refine Google Search – <https://support.google.com/websearch/answer/2466433>