

# 8 Searching

In this chapter you learn about

- searching programs, program items, folders and datafiles

Your computer contains a lot of programs, apps, folders and data. We all have experienced, that finding a specific item can be difficult or even impossible.

Your data is stored either on the Hard Drive on the computer, a USB-drive, somewhere on your network or in “the cloud”. If you are storing a lot of data and you do not have an effective filing system, the overview can easily be lost. Efficient search tools are therefore needed when looking for specific textfiles, photos, music, videos.


## 8.1 Search from the start screen

From the Start screen you have access to strong search tools the following ways:

- Click on the looking glass in the upper right corner, and type a search text in the search field. Windows search tools will automatically look for all titles with related content, and present results almost immediately.
- The Search Charm has the same functionality as above (read more in chapter 7.1 [The Search Charm](#)).
- In the upper right corner of the Start screen is a search icon.

The far easiest way to search for something in Windows 8.1 is simply to write a short text directly on the Start screen. Search results will appear in a panel in the right side of the screen.

When you are at the Desktop, the F3-key is a shortcut to open a filesearch box in a panel in the right side of the screen.

To see all of the results for your search term, including all the web results from Bing, tap or click the Search button  to go to the search results page!

### 8.1.1 The search results page

Your results are grouped by category and by where they are from. For example, the videos on your PC will be grouped together, and so will the videos from the web. The results from your personal files on your PC and OneDrive will be listed first, and then results from apps and the web. To see all the search results for a specific category, click the See all link for that category.

### 8.1.2 To go back to the search results page

If you open a search result and find it's not what you're looking for, you can go back to the search results page without having to search all over again. Just move your pointer into the upper-left corner of your screen and click.

### 8.1.3 Search settings

If you open the Settings Charm, and choose *Change PC-settings*, the *Search and apps* item appears.

If you click on the item it opens. Read more about search settings in chapter 7.5.3 [Change PC settings](#).

## 8.2 Search with File Explorer

The intentions behind Desktops File Explorer is to navigate on local and connected drives, either when you need to organize folders and files, or if you are searching for something specific.

You can open File Explorer from Desktops Taskbar, by clicking on the icon:



File Explorer implies a wide range of possibilities of showing and sorting search results.

### Example

You search for a specific data file on your computers Hard Drive with File Explorer.



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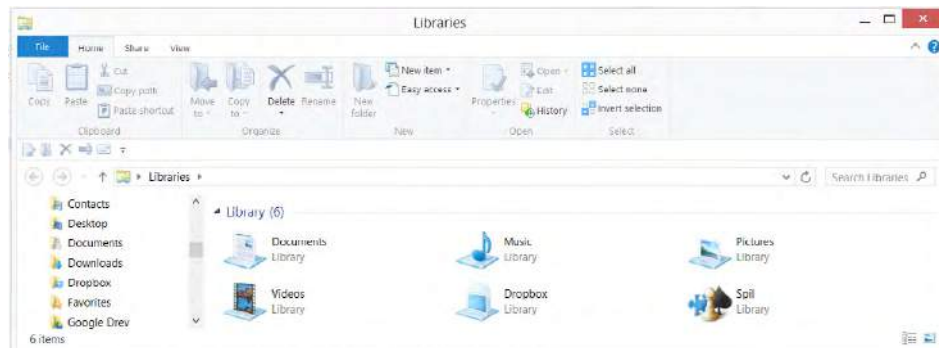
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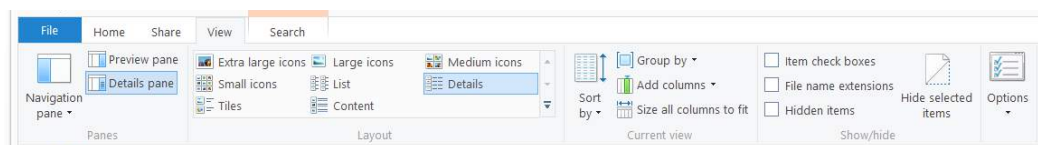


**Do like this**

When File Explorer is open, you write a (part of) the name of the file or item in the search box (Search Libraries) at the upper right on the window, and finish by pressing Enter.



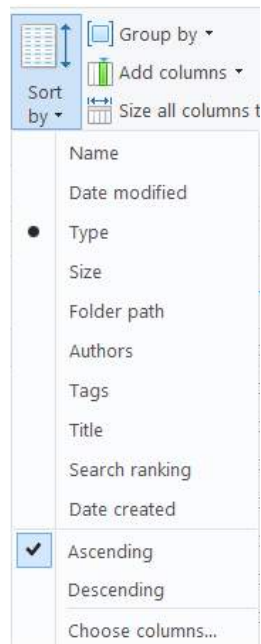
Windows 8.1 will display search results that contains the text, if it is a program, a folder, a filename or in the content of one of these. If you make too general searching, you get too many results. The more specific and precise the search terms are, the better results you get.



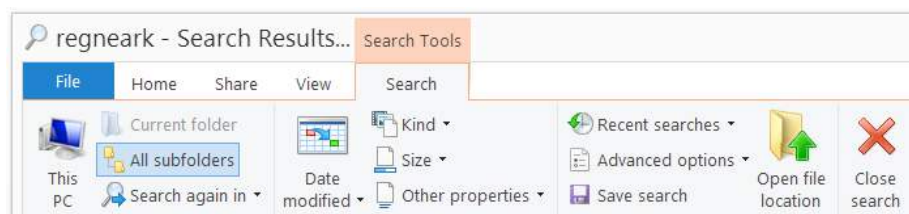
When you may select one result and choose Details on the Ribbon in the View tab, you get to see details like e.g. filename, author, filesize and more. Notice the eight different Layouts on the Ribbon. They all show the same content, but presented in very different views. It is useful to know these ways. As a standard content is shown in alphabetical order, but there are many other possibilities.

In the layout Details you can right-click on the column Name, for example, and choose the criteria Authors, Folder path and Size, one by one. If you want a different order, you simply drag a column to its new place. If you click on the criteria Size, the View changes to descending order of file sizes. If you click once more, it is ascending order. This functionality is the same for all columns in Details.

You can use the feature *Sort by* to sort the results after criterias, similar to the feature mentioned before.



The Search tab (Search Tools) is shown when the pointer is in the search box, and This PC is marked in the Navigation pane.



It is possible to combine various search criterias, such as Date modified, Kind, Size and Other properties (Type, Name, Folder path and Tags). These tools are very useful if an initial search result is very large.

### 8.3 Search with Help

The above mentioned search methods aside, you can also use the Help feature.

Help is opened by pressing the F1-key, when at the Desktop. Are you on the Start screen, just write 'help' and you get several options: *Help and Support* og *Help and Tips* are the primary features to use.

You can read more about searching with Help, by opening the app *Help and Support*, and then choose the tile *Get started* and finally on the link *How to search in Windows* (read more in chapter 15 [Help](#)).