



Reusing a previously saved complex search

Windows Search Reference

Now that you are familiar with the basics of Windows Search, you might be wondering how you can be even more efficient when it comes to finding files and e-mails on your PC. Advanced Query Syntax (AQS) can help you do just that. Using AQS, you can quickly define and narrow your searches for even more targeted results.

You can narrow your searches using a variety of keywords, or search parameters, which can restrict your query to specific locations, specific file types or properties within those types, or specific "file kinds".

The tables below give you an overview of additional syntax that can be used with Windows Search, including the properties that can be added to your search terms to narrow and refine your results.

Common file kinds

Users can also limit their searches to specific types of files, called file kinds.

To Restrict by File Type:	Use	Example
All file types	everything	kind:everything
Communications	communications	kind:communications
Contacts	contacts	kind:contacts
E-mail	email	kind:email
Instant Messenger conversations	im	kind:im
Meetings	meetings	kind:meetings
Tasks	tasks	kind:tasks
Notes	notes	kind:notes
Documents	docs	kind:docs
Text documents	text	kind:text
Spreadsheets	spreadsheets	kind:spreadsheets
Presentations	presentations	kind:presentations
Music	music	kind:music
Pictures	pics	kind:pics
Videos	videos	kind:videos
Folders	folders	kind:folders
Favorites	favorites	kind:favorites
Programs	programs	kind:programs

Boolean Properties

Search keywords and file properties can be combined to broaden or narrow a search with Boolean operators:

Keyword/Symbol	Examples	Function
AND	social AND security	Finds items that contain social and security.
NOT	social NOT security	Finds items that contain social, but not security.
-	social -security	Finds items that contain social, but not security.
OR	social OR security	Finds items that contain social or security.
>	size:>500	Finds items with a size greater than 500 bytes.
<	date:<11/05/04	Finds items with a date before 11/05/04.
..	date:11/05/04..11/10/04	Finds items with a date beginning on 11/05/04 and ending on 11/10/04.
<>	date:<>11/05/04	Finds items with a date other than 11/05/04.
>=	date:>=11/05/04	Finds items with a date on or after 11/05/04.
<=	date:<=11/05/04	Finds items with a date before or on 11/05/04.
Quotation marks	social security	Finds items that contain the exact phrase social security.
Parentheses	(social security)	Finds items that contain social and security in any order.

Dates

In addition to searching on specific dates and date ranges using the date, datecreated or datemodified operators described earlier, Windows Search allows relative date values:

Days

today, tomorrow, yesterday, earlierthisweek, monday, tuesday, wednesday, thursday, friday, saturday, sunday

Weeks

thisweek, lastweek

Months

nextmonth, lastmonth, pastmonth, earlierthismonth, january, february, mearch, april, may, june, july, august, september, october, november, december

august, september, october, november, december

Years

alongtimeago, earlierthisyear, lastyear, pastyear

Common File Properties

Many of these properties are common to all file kinds.

Property	Use	Example
Title	title	title:"Quarterly Financial"
Subject	subject	subject:"Fashion Show 2009"
Status	status	status:complete
Date	date	date:last week
Date modified	datemodified or modified	modified:last week
Importance	importance or priority	importance:high
Size	size	size:> 50
Deleted	deleted or isdeleted	isdeleted:true
Is attachment	isattachment	isattachment:true
To	to or toname	to:bob
Cc	cc or ccname	cc:john
Company	company	company:Microsoft
Location	location	location:"Conference Room 102"
Category	category	category:Business
Keywords	keywords	keywords:"sales projections"
Album	album	album:"Fly by Night"
File name	filename or file	filename:MyResume
Genre	genre	genre:rock
Author	author or by	author:"Stephen King"
People	people or with	with:(sonja or david)
Folder	folder, under or path	folder:downloads
File extension	ext or fileext	ext:.txt

Documents

These are properties common to documents, and is commonly used together with the `kind:docs` operator.

Property	Use	Example
Comments	comments	comments:"needs final review"
Last saved by	lastsavedby	lastsavedby:john
Document manager	documentmanager	documentmanager:john
Revision number	revisionnumber	revisionnumber:1.0.3
Document format	documentformat	documentformat:MIMETYPE
Date last printed	datelastprinted	datelastprinted:lastweek

Presentation

These are properties common to presentations, and is commonly used together with the `kind:presentations` operator.

Property	Use	Example
Slide count	slidecount	slidecount:>20

Pictures

These are properties common to pictures, and is commonly used together with the `kind:pics` operator.

Property	Use	Example
Camera make	cameramake	cameramake:sample
Camera model	cameramodel	cameramodel:sample
Dimensions	dimensions	dimensions:8x10
Orientation	orientation	orientation:landscape
Date taken	datetaken	datetaken:yesterday
Width	width	width:1600
Height	height	height:1200

Music

These are properties common to music files, and is commonly used together with the `kind:music` operator.

Property	Use	Example
Bit rate	bitrate, rate	bitrate:192
Artist	artist, by or from	artist:"Freddie Mercury"
Duration	duration	duration:3
Album	album	album:"A Kind Of Magic"
Genre	genre	genre:rock
Track	track	track:12
Year	year	year:1980

Videos

These are properties common to videos, and is commonly used together with the `kind:videos` operator.

Property	Use	Example
Name	<code>name, subject</code>	<code>name:"Family Vacation to the Beach 05"</code>
Ext	<code>ext, fileext</code>	<code>ext:.avi</code>

Contacts

These are properties common to contacts, and is commonly used together with the `kind:contacts` operator.

Property	Use	Example
Job title	<code>jobtitle</code>	<code>jobtitle:CFO</code>
IM address	<code>imaddress</code>	<code>imaddress:john_doe@msn.com</code>
Assistant's phone	<code>assistantsphone</code>	<code>assistantsphone:555-3323</code>
Assistant name	<code>assistantname</code>	<code>assistantname:Paul</code>
Profession	<code>profession</code>	<code>profession:plumber</code>
Nickname	<code>nickname</code>	<code>nickname:Tex</code>
Spouse	<code>spouse</code>	<code>spouse:Debbie</code>
Business city	<code>businesscity</code>	<code>businesscity:Seattle</code>
Business postal code	<code>businesspostalcode</code>	<code>businesspostalcode:98006</code>
Business home page	<code>businesshomepage</code>	<code>businesshomepage:Microsoft Corporation</code>
Callback phone number	<code>callbackphonenumber</code>	<code>callbackphonenumber:555-555-2121</code>
Car phone	<code>carphone</code>	<code>carphone:555-555-2121</code>
Children	<code>children</code>	<code>children:Timmy</code>
First name	<code>firstname</code>	<code>firstname:John</code>
Last name	<code>lastname</code>	<code>lastname:Doe</code>
Home fax	<code>homefax</code>	<code>homefax:555-555-2121</code>
Manager's name	<code>managersname</code>	<code>managersname:John</code>
Pager	<code>pager</code>	<code>pager:555-555-2121</code>
Business phone	<code>businessphone</code>	<code>businessphone:555-555-2121</code>
Home phone	<code>homephone</code>	<code>homephone:555-555-2121</code>
Mobile phone	<code>mobilephone</code>	<code>mobilephone:555-555-2121</code>
Office	<code>office</code>	<code>office:sample</code>
Anniversary	<code>anniversary</code>	<code>anniversary:1/1/06</code>
Birthday	<code>birthday</code>	<code>birthday:1/1/06</code>
Web page	<code>webpage</code>	<code>webpage:Microsoft Corporation</code>

Communications

These are properties common to communications, and is commonly used together with the `kind:communications` operator.

Property	Use	Example
From	<code>from or organizer</code>	<code>from:john</code>
Received	<code>received or sent</code>	<code>sent:yesterday</code>
Subject	<code>subject or title</code>	<code>subject:"Quarterly Financial"</code>
Has attachment	<code>hasattachments, hasattachment</code>	<code>hasattachment:true</code>
Attachments	<code>attachments or attachment</code>	<code>attachment:presentation.ppt</code>
Bcc	<code>bcc, bccname or bccaddress</code>	<code>bcc:dave</code>
Cc address	<code>ccaddress or cc</code>	<code>ccaddress:john_doe@hotmail.com</code>
Follow-up flag	<code>followupflag</code>	<code>followupflag:2</code>
Due date	<code>duedate or due</code>	<code>due:last week</code>
Read	<code>read or isread</code>	<code>is:read</code>
Is completed	<code>iscompleted</code>	<code>is:completed</code>
Incomplete	<code>incomplete or isincomplete</code>	<code>is:incomplete</code>
Has flag	<code>hasflag or isflagged</code>	<code>has:flag</code>
Duration	<code>duration</code>	<code>duration:> 50</code>

Calendar

These are properties common to calendars, and is commonly used together with the `kind:calendar` operator.

Property	Use	Example
Recurring	<code>recurring or isrecurring</code>	<code>is:recurring</code>
Organizer	<code>organizer, by or from</code>	<code>organizer:debbie</code>

External Resources

This tutorial was created using information from the following websites:

- [Vistaforums Tutorial - Advanced Searches](#)
- [Microsoft Technet - Windows Search 4.0 Administrator's Guide](#)
- [Microsoft Windows Search Advanced Query Syntax](#)