

REBUILD YOUR WINDOWS SEARCH INDEX

If Windows Search is not accurately finding files that you know are there, then it may be time to rebuild its index.

1. Click on the Search box and type **Index**.
2. Click on **Indexing Options** in the column above.
3. Click on **Advanced**.
4. Click on **Rebuild** and let the program do its magic.
5. Once the index has been recreated, try searching again.