Saving Your Internal Search Queries

You may use the searching capabilities in Windows Explorer to locate different files that are contained on your system. Just like using a search engine to find something on the Internet, some of the "in-house" searches can get a little complex. You could really save time if there was a way to save your search queries so that you didn't have to always type them in again.

If you find yourself frequently using the Windows Explorer search box to perform common searches, you'll be glad to discover that you can save them. For example, say that I often look for files in one of my "BKK" folders. I would open Windows Explorer (Windows key + E), and in the search box that appears in the upper right corner of the window, I would type *BKK*. Such a search would provide me with a list of files (documents, titled pictures, and saved email messages) that were tagged BKK in any way. Here is an abbreviated example of what such a search would bring.
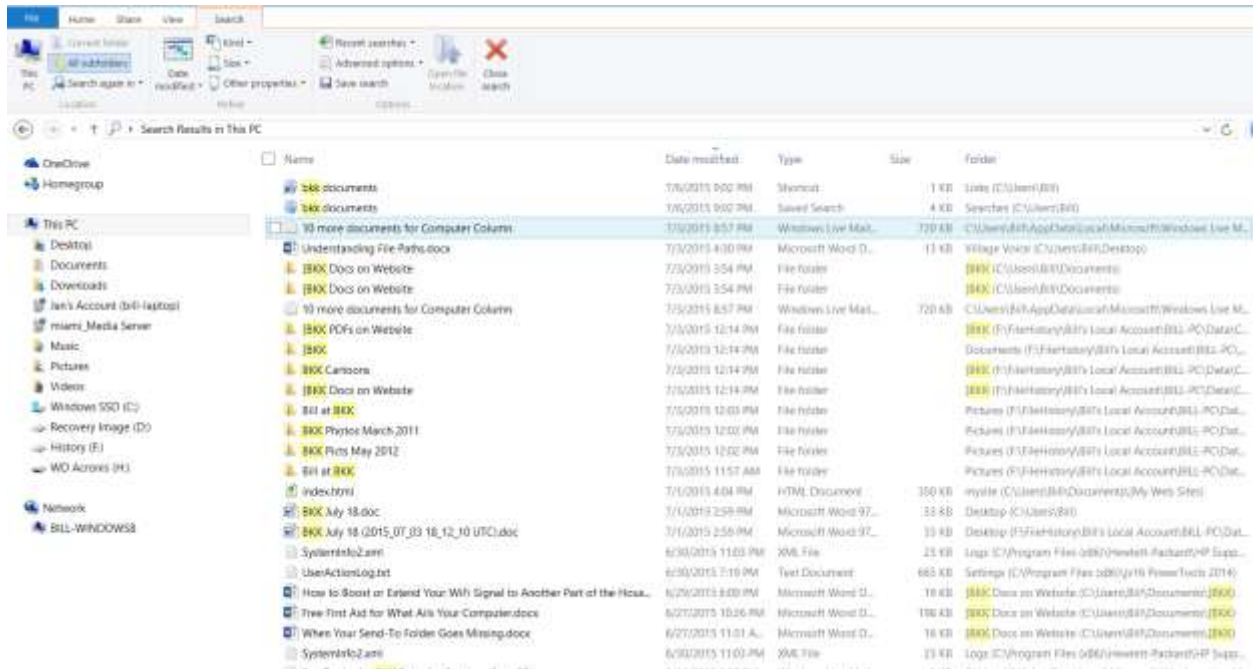

Figure 1. A search example.

To save this search, click Search on the Menu bar above and then click Save Search. From there, you will be able to select a search location for the new search file. By default, the saved search will be placed in a special Saved Search folder by Windows.
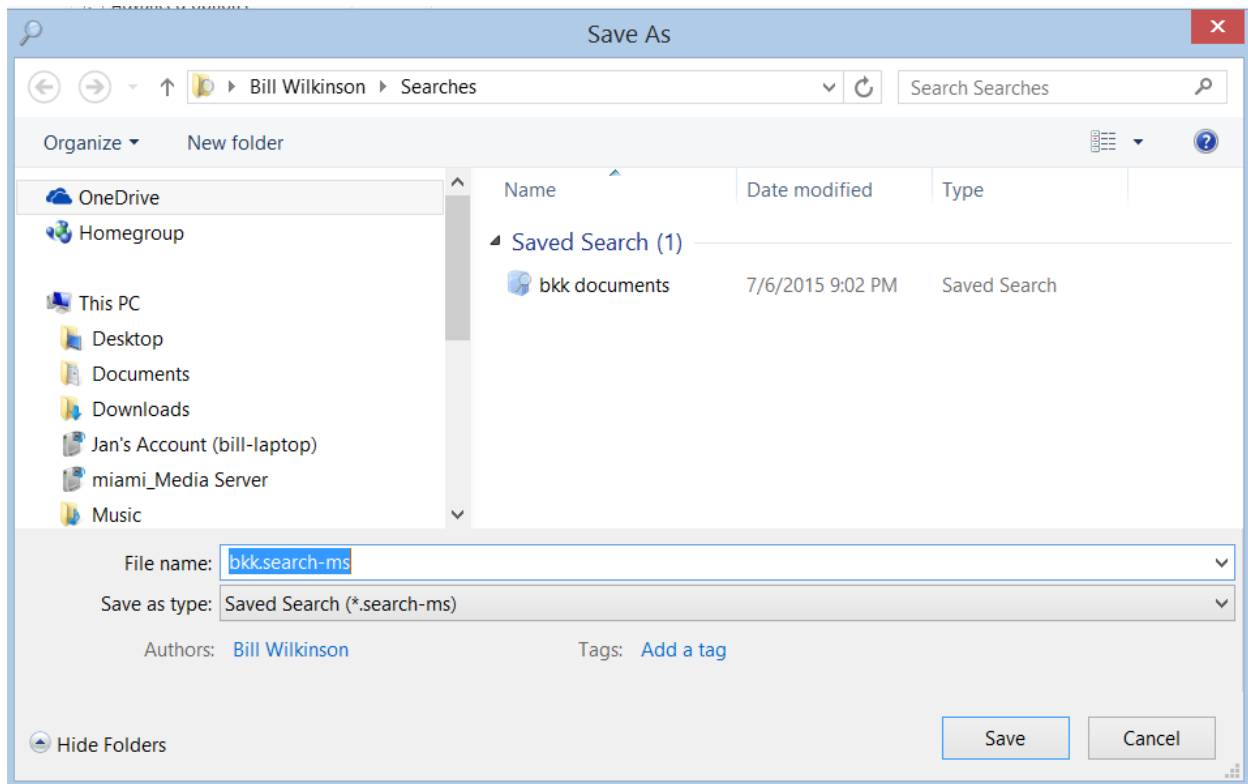
Figure 2. Saving a search.

Modify what is in the File Name box to provide a descriptive name for your search. When you click on the Save button, the search is saved on your system and appears as one of your Favorites. It also is stored under your home directory in the Searches folder. Simply clicking the search in Windows Explorer will immediately re-execute the search.

If you don't want to use Windows' built-in capabilities to save your searches, remember that you can always save your searches in a text file. All you need to do is open a Notepad document and copy anything in the Search box into the document. (Just put the insertion point in the Search box, press **Ctrl+A** to select the entire search, then press **Ctrl+C** to copy it to the Clipboard. Switch to the Notepad document and press **Ctrl+V**.) When you later want to use the search, then reverse the direction of the copy and paste operation, pasting it into the Search box and initiating the search.