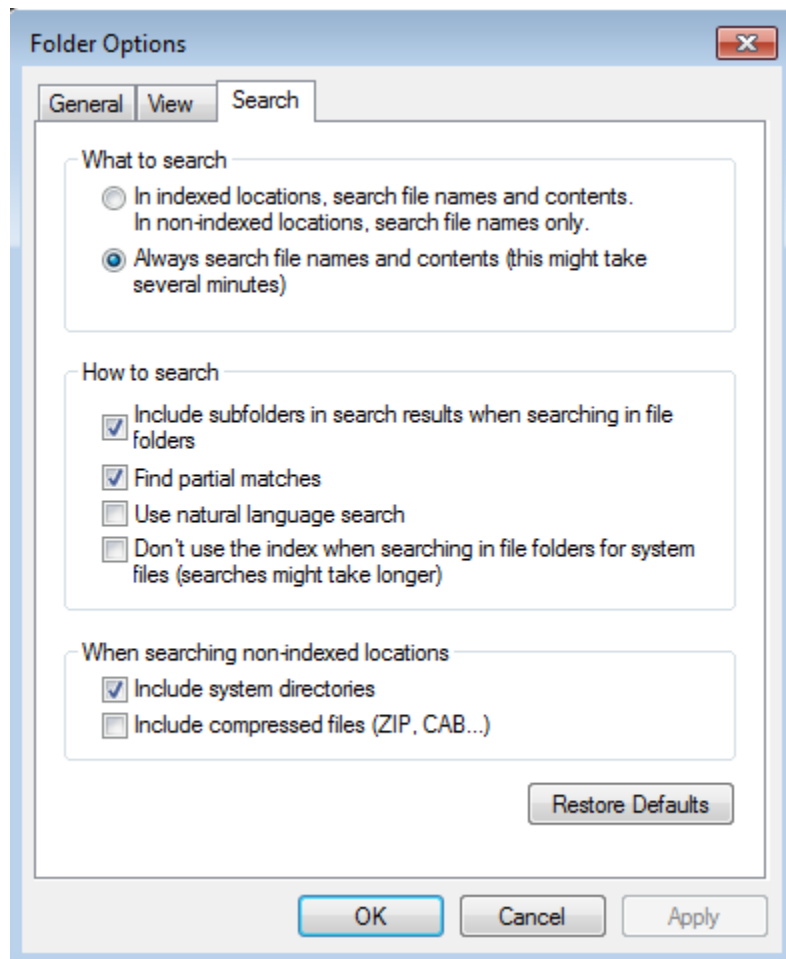# Search for Files Using File Content as Search Criteria

When searching for a file, you can use the file contents as search criteria. You can search directly words in files.
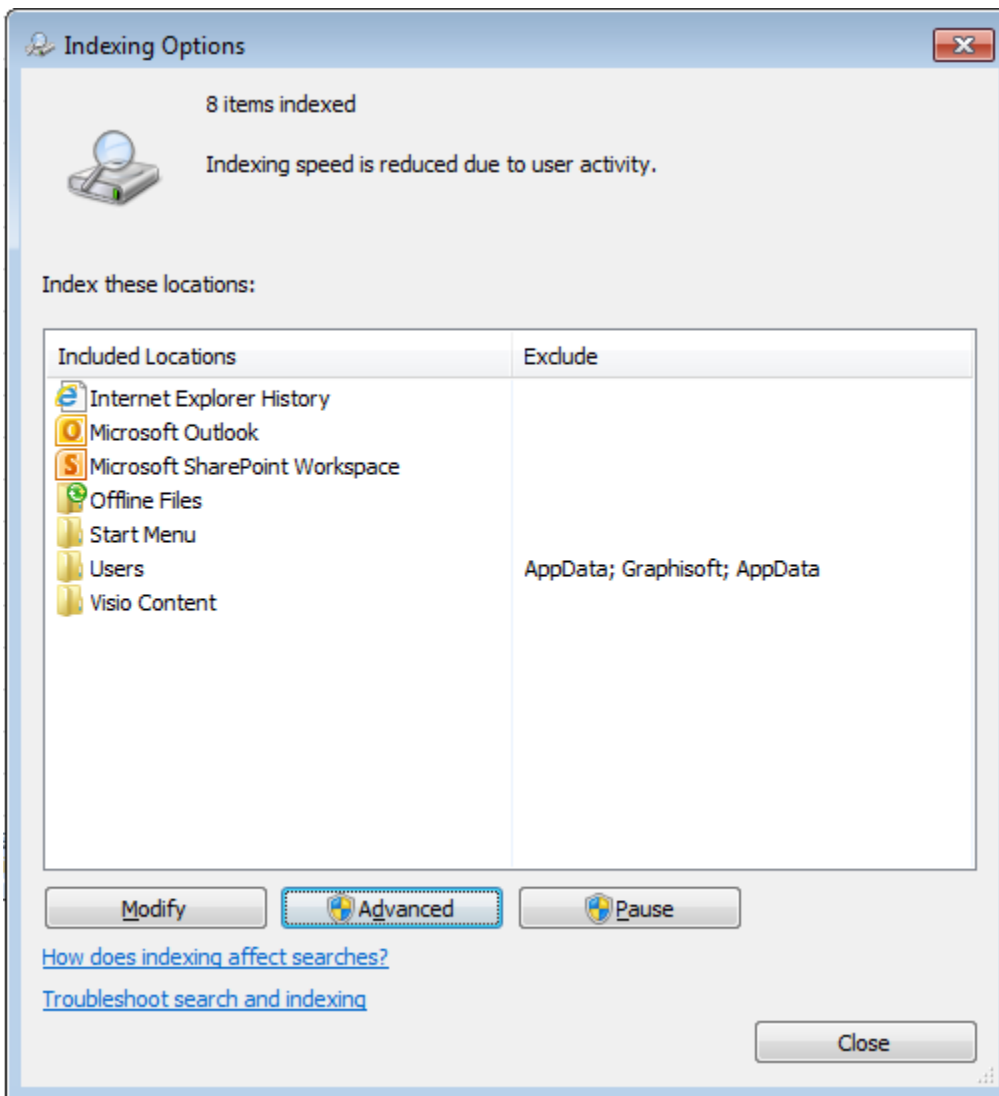
Example:

You are looking for a file in which you listed the traveling costs of the Jyväskylä trip. However, you don't remember the name of the file or the file's exact location.

The problem can be solved by first changing the way Windows searches for files. You must make Windows look for search terms within files and you must tell Windows what the type of the file is.
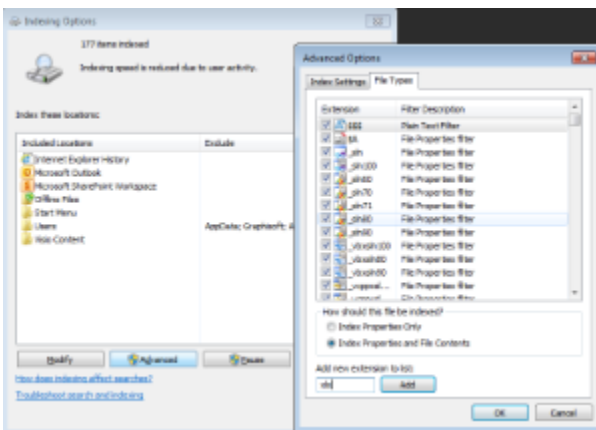
1. In the Start menu, type in the Search field "folder options" and in the search results, click on "Folder Options".

2. In the **Folder Options** window, select the **Search** tab and select the radio button in front of **Always search file names and contents ...**

3. Click on **OK**.

4. In the Start menu, type in the Search field "search". In the results, you will see "Search how Windows searches". Click on it.

5. When the Indexing Options windows opens, click on the **Advanced** button.
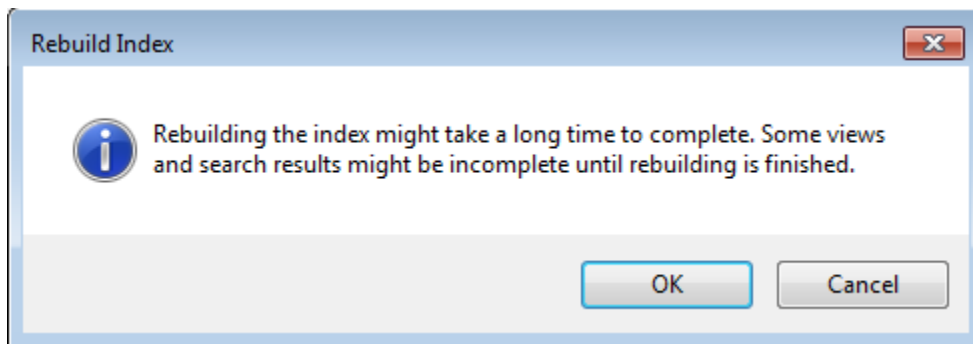
6. When the **Advanced Options** window opens, select the **File Types** tab and select the **Index Properties and File Contents** radio button. In the field toward the bottom of the window, type the file extension and click on **OK**.
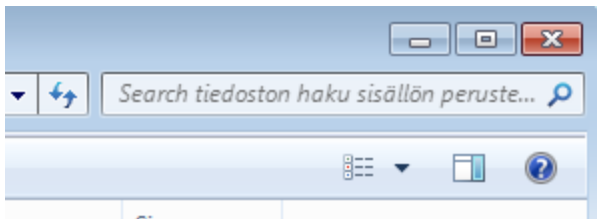

If, for example, you are looking for an excel file, type "xls" in the field and click on OK. You can add other file extensions also one by one (e.g. docx, doc, ppt, pptx), if you are not quite sure what exactly the file type was.

You now get a message about rebuilding of the index. Accept the message by clicking on **OK**.

Close the **Indexing Options** window by clicking on the **Close** button.

7. Open the folder that you think the file you are looking for might be in and type the search term (in our example, "Jyväskylä") in the search field in the upper right corner of the window.

You can also open an upper level folder. All lower level folders are included in the search, recursively. You could open your home folder (the Z drive) and start a search that covers all of your home folder.

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