

## Win 7 Indexing

Win 7 Search doesn't seem to find file that you KNOW are there, you may want to tell Win 7 to rebuild the index. It takes a long time for Windows to rebuild the index so it's a good idea to start it before you go to bed and let your computer do it's work while you sleep.

**Caution: Rebuilding the index should NOT be done each time it fails to find a file because it's just possible that maybe you've forgotten the name. Rebuilding the index is for those rare times when Windows just doesn't seem to be able to find anything you command it to find.**

1. Click Start...Control Panel and type into Search Indexing Options. It will be listed before you finish typing it's name.
2. Click the Indexing Options icon and select Advanced. You will be given a warning that this takes a long time.
3. Click OK.

Windows will wait until it completes the new index before it deletes the old one.

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