

# Basic Searching with FileSeek

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 FILESEEK

 BINARYFORTRESS

# Basic Searching with FileSeek

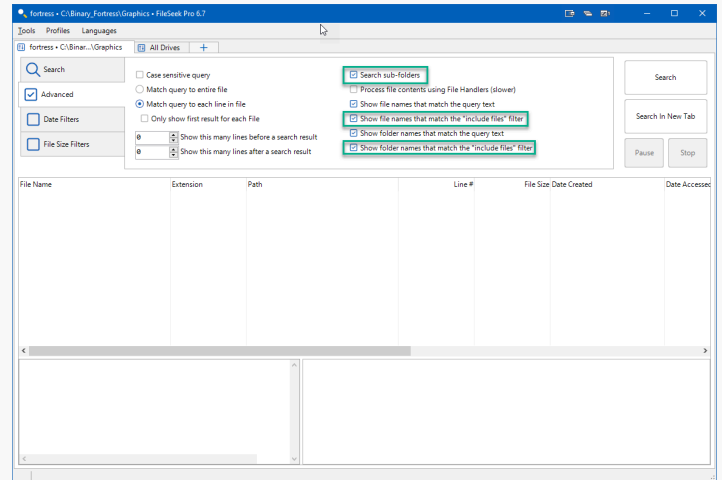
FileSeek is an easy-to-use file search app with advanced capabilities, but even basic searches require configuration. This guide showcases the two most common scenarios for searching and the options you should enable to make them work.

## File and Folder Names Only

Open FileSeek and click on the "Advanced" tab.

Enable the following checkboxes:

- Search sub-folders
- Show file names that match the "include files" filter
- Show folder names that match the "include files" filter

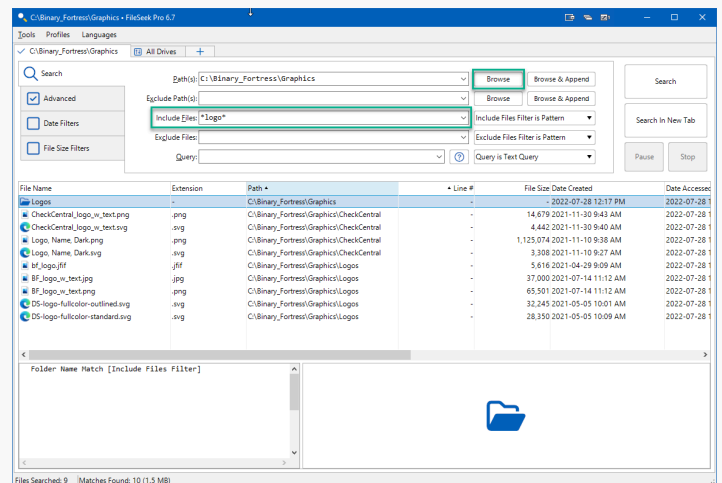


Click on the "Search" tab.

Click "Browse" next to the Path(s) field, and choose the folder that you want to search. You can also search network shares by entering their UNC paths, like this:

```
\\servername\sharename\foldername .
```

In the Include Files field, enter the text you want to search for in the file/folder names. For example, if you want to search for all files and folders with "logo" in the name, enter the following: `*logo*`. Leave the Query field empty.



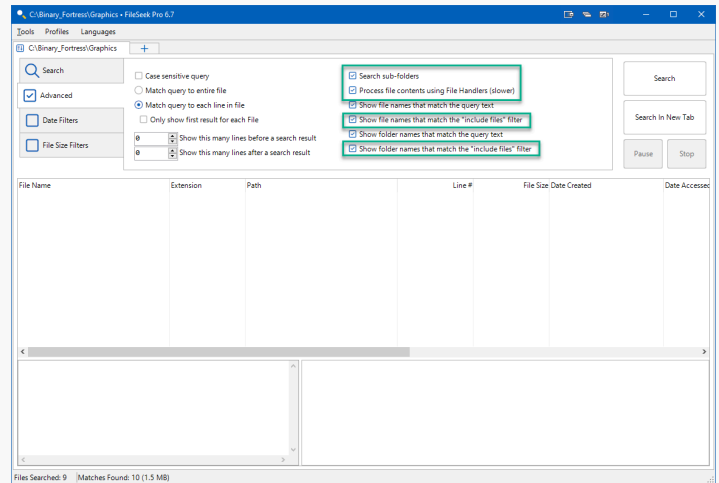
Click the Search button. Results will show in the bottom pane.

# File Contents

Open FileSeek and click on the "Advanced" tab.

Enable the following checkboxes:

- Search sub-folders
- Process file contents using File Handlers
- Show file names that match the "include files" filter
- Show folder names that match the "include files" filter

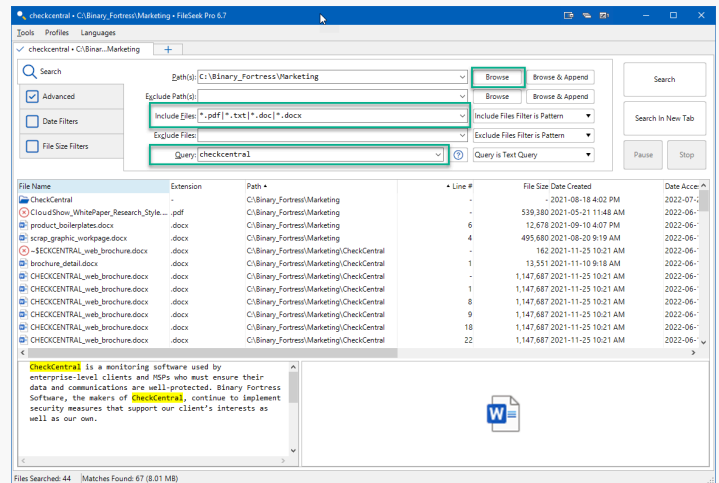


Click on the "Search" tab.

Click "Browse" next to the Path(s) field, and choose the folder that you want to search.

In the Include Files field, you can specify which file types should be searched. For example, if you want to search in the contents of PDF, text, and Word documents, enter the following: `*.pdf|*.txt|*.doc|*.docx`.

In the Query field, enter the text you want to search for. For example, to find all files with "checkcentral" in the contents of the file, just enter `checkcentral`. The Query box uses our custom text query syntax, which allows the use of operators to include and exclude words.



Click the Search button. Results will show in the bottom pane.

Note: If you see results that say there's no file handler for the file, you will need to install a third-party file handler/iFilter for that file type. We have a list of common ones here: [File Handlers for FileSeek](#).

# About FileSeek

FileSeek is an easy-to-use file search app that includes advanced functionality for power users! Search through files using simple queries or regular expressions. You can even sync your search settings between computers.

To learn more about FileSeek, visit: <https://www.fileseek.ca>

# About Binary Fortress Software

Binary Fortress has spent 19 years in pursuit of one goal: create software to make life easier. Our software ranges from display management and system enhancement utilities to monitoring tools and digital signage. IT administrators, professional gamers, coffee-shop owners, and MSPs all rely on Binary Fortress to make their days better, and their lives easier.

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