

Google It

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Basics

Google Desktop Search (GDS)

I have over 130,000 files and emails on my main computer. You may have more files and emails than you think. So how do you find stuff?

I have tried the commercial version of X1, Copernic, Yahoo and other free programs. I keep coming back to the free GDS. I use Google as my main web search engine and GDS is a nice companion.

Once GDS indexes your hard drive(s), including large USB hard drives, your information will be accessible in the blink of an eye.

Where to go

First, see if you are interested. Go to <http://desktop.google.com/support> - take a look at the System Requirements and other information. Spend a few minutes on this upfront.

GDS will not index AOL emails. However, GDS will index a host of other email programs plus files created in Microsoft Office 2000 and above including Word, Excel, PowerPoint and Outlook. GDS will also index files created in PDF, ZIP and many other formats.

Give it a trial run

The download is quick. Go to <http://desktop.google.com> and download GDS. Before you run the setup program make sure you leave sufficient time to set your preferences.

If you have any tips or suggestions feel free to send them to me at: nteumlp@gmail.com

Not Too Basic

If you already use GDS, make sure you have the latest version: 4.2006.0627.0443.

Look at the GDS Plugins at <http://desktop.google.com/plugins> especially the Outlook attachment plugin.

Set your preferences

First, decide what types of files you want to index.

I suggest you not index password protected documents or secure pages (https) in your web history.

Next, identify the drives and folders you want indexed. All fixed drives are indexed unless you elect otherwise.

Then, identify the files, folders and URLs (Uniform Resource Locator, i.e., web pages) you wish to exclude from indexing. I strongly suggest you give this some thought. Income tax return information is a good example.

You can always go back and change your settings.

Depending on the number of files that need to be initially indexed, this could take hours.

Take a long break or let the computer run overnight.

If you are not happy with the results you can always uninstall GDS. For me it was a keeper.