Google Desktop Search
Search your own computer

With Google's desktop search application you can instantly find your email, files, web history and chats, and view web pages you've visited, even when you're not online. And it's as easy to use as Google is. Google Desktop Search provides full text search for:

- Email you've sent or received via Microsoft Outlook, Outlook Express, Mozilla Mail Thunderbird, and Netscape Mail
- Files in Microsoft Word, Excel, and PowerPoint
- PDF files
- Audio files (MP3, WMA, WAV, and more)
- Video files (AVI, MPG, WMV, and more)
- Image files (JPG, GIF, PNG, BMP, TIFF, Photoshop, Illustrator, EPS, PICT, RAW, SCT, PCX, ICO and more)
- Web pages you've previously viewed in Internet Explorer, Netscape 7+, Mozilla and Firefox
- Instant message chats using AOL Instant Messenger (AIM)
- Plain text files (TXT, C, CPP, H, and more)

By making your computer searchable, Google Desktop Search puts your information easily within your reach. It frees you from having to manually organize your files, email, and web pages you've viewed. And because it runs on your machine, it's extremely fast and efficient.

Benefits of Google Desktop

- **Find your email and files.** Users can search across their email plus a wide range of files and information such as: email (Microsoft Outlook, Outlook Express, Thunderbird, Netscape Mail, Mozilla Mail); files in Microsoft Word, Excel, PowerPoint, image files, audio files, video files, and plain text files. Email is organized into conversations for faster retrieval.

- **Find information that you've seen before, beyond email and files.** Unlike other computer search software that only look for email and files, users can search their website history and instant message chats with Google Desktop Search. The results are shown together with email and file results, so you can find everything relevant, regardless of where you saw it. And since the information is cached, users can recover deleted files and view web pages - even if they're not online.

- **As fast as Google (or faster).** Because it's built using Google search technology, Google Desktop Search enables users to select the information they want to search (and just as easily limit which information is searched). Google can search billions of web pages in a fraction of a second. Because Google Desktop Search runs on your own computer, you can search your own hard drive in even less time.

- **Integrated with Google.** Users can find results from the web and their desktop from one convenient search box on the Google web site.

- **Easy access.** You can access Google Desktop Search directly from your desktop via a deskbar that you place anywhere on your desktop. This provides a convenient way to search on Google too, even without a browser open.

- **Dynamic, timely results.** Unlike traditional computer search software that updates once a day, Google Desktop Search updates continuously for most file types. When you've read a new email message in Outlook or Thunderbird, for example, you can find it within seconds.

Getting started

Google Desktop Search is currently available for Windows XP and Windows 2000 Service Pack 3 and above. It requires 500MB of space available on your hard disk. We also recommend a minimum of 128MB of RAM and a 400MHz (or faster) Pentium processor. You may use Google Desktop Search in English, German, Spanish, French, Italian, Dutch, Chinese, Japanese and Korean.

The application is about 700K. It will take several seconds over broadband or about three minutes over a modem. After you install it, Google Desktop Search automatically starts itself, and it will start up whenever you reboot.

1. Go to **http://desktop.google.com** to download Google Desktop.

2. Click **Open** in the new window that appears. The download process will start.

3. Google Desktop Search may ask you to quit some open applications, like Internet Explorer or Outlook. Click **OK** to quit these applications and start the Google Desktop Search installation.

4. After about a minute, a message will appear congratulating you on a successful installation. It will also ask you to set a few preferences, including where to place the deskbar for convenient access to search.

5. Next you will be notified that Google Desktop Search is preparing an index that will enable you to search through your own information.

Indexing your files

After installing, Google Desktop Search starts indexing the email, files, and web history stored on your computer. The application shouldn't slow down your computer's performance because it only builds the index when you aren't using your computer. (Try installing before you go to lunch.) This one-time indexing occurs whenever your computer is idle for more than 30 seconds, and depending on the number of items on your computer, it can take several hours.

After installation, Google Desktop Search also indexes the following items: new email as it's received, files as they are updated, web pages as they are viewed, and chats as you chat.

If you don't want certain files from your computer to be indexed in your Google Desktop Search cache, you can set your **Preferences** not to copy specific files or folders. By default, Google Desktop Search does not index password-protected Office files, though you can enable this setting yourself.

Since this initial indexing and copying started as soon as you installed Google Desktop, some of them may already be in the cache before you can set the preference. But you can tell Google Desktop Search to remove specific files, folders, or URLs when you see them in the search results.

All of the content that Google Desktop Search has indexed and is searchable is stored only on your computer. Until an item is indexed and in your cache, a Google Desktop search won't find it. If you search

using Google Desktop Search just a few minutes after installing it for the first time, you may only get a few results. If you do the same search an hour later, you'll probably get more results, with continued improvement until all your initial items have been cached. Google Desktop Search keeps track of what it's done, and will pick up where it left off when you restart your computer.

Unlike traditional computer search software that updates once a day, Google Desktop Search updates continuously. When you receive a new email message, for example, you can search for it within seconds.

Doing searches

Since the contents of your computer are indexed in real time as you view them, most items should appear as Google Desktop Search results within seconds. (Some items, such as Outlook Express email, may take several minutes to be indexed.) Start your search in any of these ways:
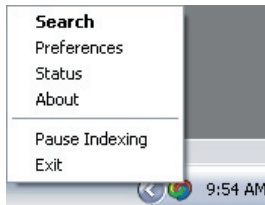
1. Click on the deskbar to enter your search term.

2. From Google.com, click the **Desktop** link above the search box.
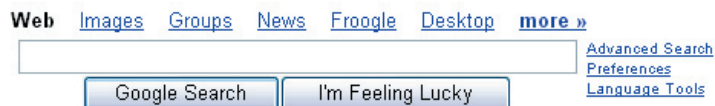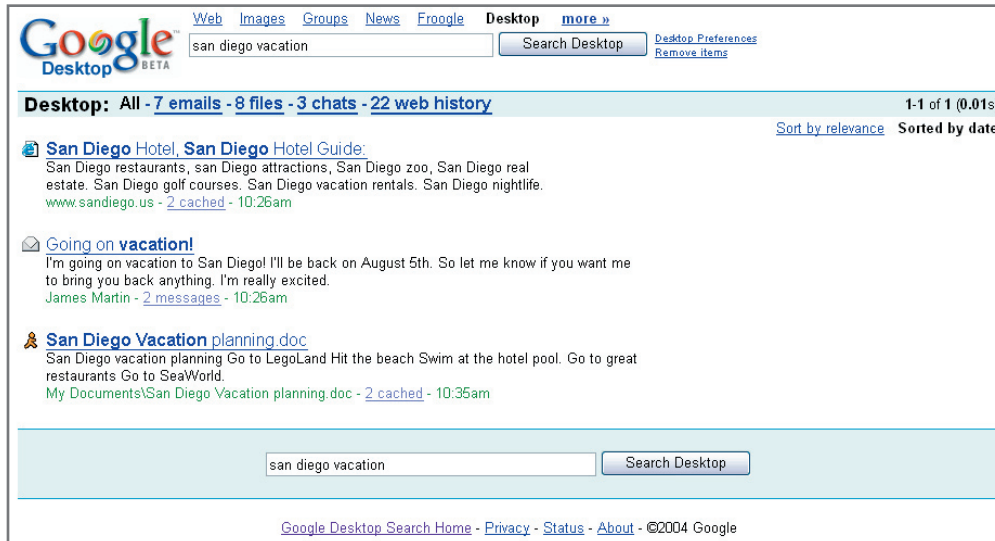

3. Click the Google Desktop Search icon in the taskbar to bring up the menu, and click on **Search**.

4. Or just click on the **Google Desktop Search** logo anywhere you see it.

Your Google Desktop Search results will look like this on your desktop.

Note the small icons on the left side indicating the file types in your search results. These are a quick visual cue to tell you what kind of documents they are.

- = Word
- = Excel
- = PowerPoint
- = Web history
- = Email
- = PDF

- = video files
- = images
- = music
- = plain text
- = Chats

Your Google Desktop Search results page lists all the items in your Google Desktop Search index that match your search terms. By default, Google Desktop Search orders results by most recently seen first. (To see your results in order of relevance than by date, click Sort by relevance near the top right of this page).

When you click on a result's title (or for email, its subject link), you're taken to the current version:

• Clicking on a Web page title link takes you to that page's URL.

• Clicking on an email message subject link enables you to read the message in the browser and respond in your default mail client.

• Clicking on a file title link prompts the most recent version of that file to open, using the appropriate application (Word for a Word file, Excel for an Excel document, and so on).

• Clicking on a chat link opens a web page showing you the full text of the chat, and links to an AIM chat window to start a new chat with whomever you had this chat with.

If you only want to see one type of result – say, just Word files, or email, or web pages – that's no problem. Near the top of your overall results page is a line that lists how many of each type of file was returned: how many email messages, Word files, and so on. If you click on one of those numbers, you'll get a results page showing only results of that type. For instance, if you click on **126 emails**, you'll go to a results page that only shows the email that match your Google Desktop Search results. To return to your overall results page, just click the **All** link at the top of any individual type results page.

For more information about the way each file or application type's individual results and results pages are handled and displayed, please visit Google Desktop Search Features (**http://desktop.google.com/features**).

Special features

In addition to basic search, Google Desktop Search introduces new ways to access relevant and timely information.

View cached web pages and older versions of documents. Google Desktop Search "caches" or stores content from web pages so that you can later look at that same version of the page, even if the live content has changed or you're offline. If you'd like to see an old version of a file or web page, just click on the **cached** link in the item's result. You'll be taken to the cached version of the result that Google Desktop Search stored when you first looked at it.

Cached pages look like this.
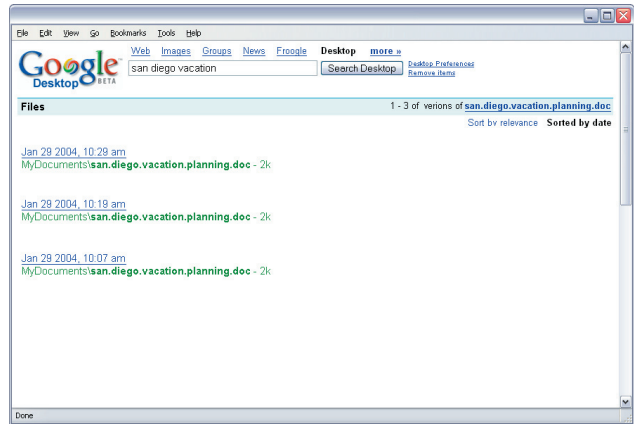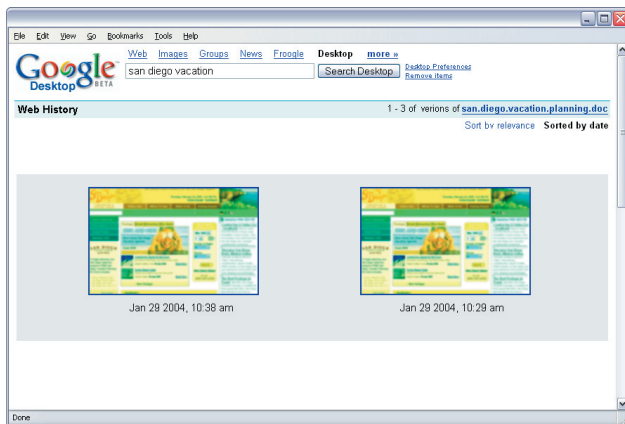
Google Desktop Search keeps all the versions of your files. To recover the text of the file you've accidentally deleted, you have easy access to this information.

Conversation view. Google Desktop Search organizes email search results into conversations, so that all email messages in the same thread are grouped into a single search result.
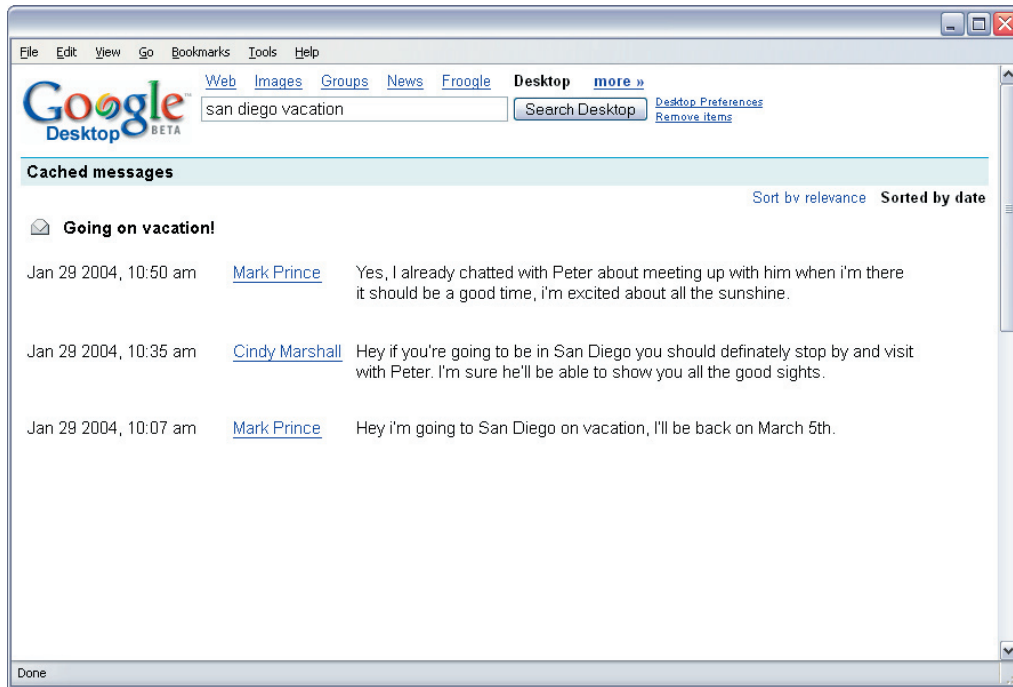
A Conversation view looks like this.

Deskbar access. Once you've installed Google Desktop Search and set your preferences, you can search directly from your desktop without opening a web browser. You can also switch between a search box attached to your Windows taskbar (Deskbar) and one that you can place anywhere on your screen (Floating Deskbar). The Floating Deskbar is always visible on top of all other windows. Choose your preferred option in the taskbar Google Desktop Search icon menu.

Limit searches with a variety of search operators. Google Desktop Search enables you to search for specific kinds of files, or to eliminate a term to narrow the results. For example, indicate a file type you want to search as follows:

• For Word documents: enter *filetype:word* or *filetype:doc*

• For Excel files: enter *filetype:excel* or *filetype:xls*

• For PowerPoint files: enter *filetype:powerpoint* or *filetype:ppt*

• For plain text files: enter *filetype:text* or *filetype:txt*

• For image files, enter the appropriate extension, e.g. *filetype:jpg* or *filetype:gif*

• For audio files, enter the appropriate extension, e.g. *filetype:mp3*

• For video files, enter the appropriate extension, e.g. *filetype:wmv*

• Minus (-) searches: Sometimes what you're searching for has more than one meaning; bass can refer to

fishing or music. You can exclude a word from your search by putting a minus sign ("-") immediately in front of the term you want to avoid. (Be sure to include a space before the minus sign.) To find files on bass that don't contain 'music,' type bass -music into the Google Desktop Search box.

You can also use advanced operators to control the email results you get.

• from: if you want to see email from a specific sender, e.g. *from:adam*

• to: if you want to see email to a specific person, e.g. *to:joselyn*

• subject: to see email with specific words in the subject line, e.g. *subject:"google desktop"*

• cc: to see email with a specific person on the cc list, e.g. *cc:joan*

• bcc: to see email with a specific person on the bcc list, e.g. *cc:jennifer*

• to search for an exact match, use quotes with any of these operators, e.g. *to:"Bob Smith"* to get all email sent to Bob Smith

• to search for multiple words, use parentheses, e.g. *to:(Bob Mary)* to get all email sent to Bob and Mary

Pause and resume indexing. It's easy to keep Google Desktop Search from adding new items to its cache for a short period. Just click **Pause Indexing** in the taskbar Google Desktop Search icon menu. For the next 15 minutes Google Desktop Search will stop recording the web pages, files, email, and chats you view. This pause only keeps Google Desktop Search from adding new items to its cache. During the pause, you can still do Google Desktop Search searches over your existing cache or do other Google Desktop Search operations, such as removing items from the cache. A popup message warns you when there's one minute left in the pause period.

To continue pausing for longer than 15 minutes, click **Pause for 15 more minutes** to reset the amount of remaining pause time to a full 15 minutes. If you want the paused Google Desktop Search to start indexing again before the 15 minutes are up, click **Resume recording** on the taskbar icon menu.

Integrating Google Desktop Search and web search

After you install Google Desktop, you will see search results from Google Desktop Search plus those from your Google web search near the top of the page. Let's say you're planning a San Diego vacation. Use Google Desktop Search to retrieve web pages, email, and other information you've had on your computer since you previously researched the topic (or since your last trip to San Diego), and use Google.com to search the web. To see the full Google Desktop Search results for that search, click the **Google Desktop Search results stored on your computer** link at the top of the Google Desktop Search results.

Searching Google.com directly is a great way to incorporate web search results with those from your computer. Google Desktop Search searches only contain information that's local to your computer, not new web results.

An integrated search result page looks like this.
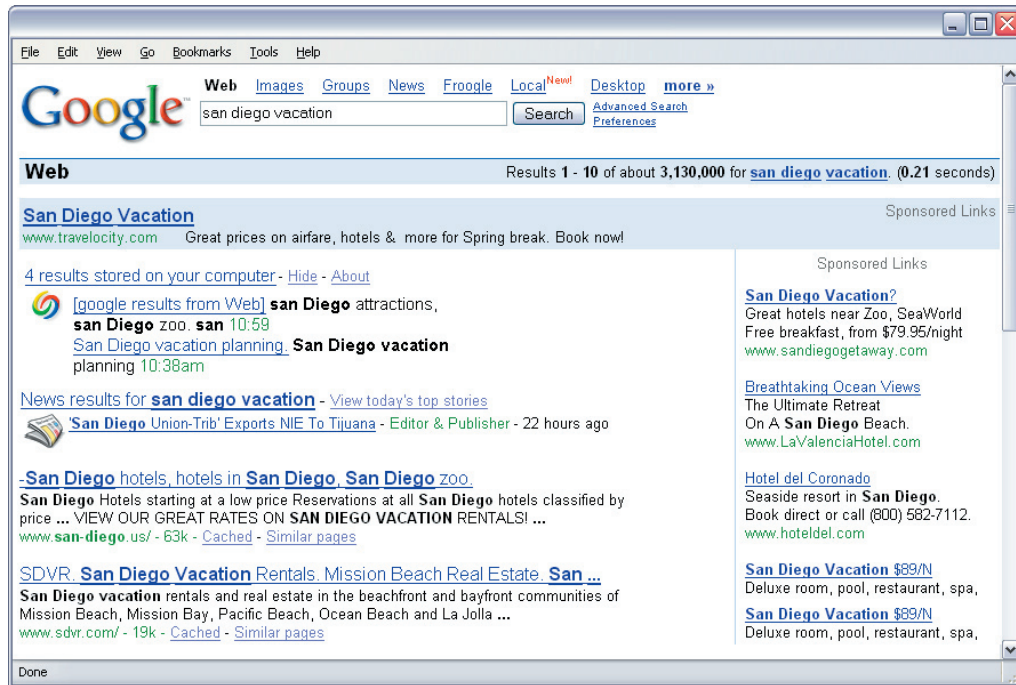
How integrated search works

As you would for a standard Google.com search, enter your search query into the single search box on the page. When you do this, you are simultaneously sending your query to two different programs and locations. One query goes to Google.com, which performs the same kind of search you're already familiar with. A duplicate query goes to the Google Desktop Search application running on your computer, which only searches the information the application has indexed for you. Then Google Desktop Search intercepts Google's results page before you can see it, and adds your Google Desktop Search results. Your web browser displays the integrated results.

During integrated searches, your computer's content does not get sent to Google for a web search. The items you see at the top of your integrated search results page next to the Google Desktop Search icon reside on your own computer. Further, Google does not see or record your Google Desktop Search results without your permission.

If you want to hide a particular set of your personal Google Desktop Search results (for example, if you're projecting to an audience), click the **Hide** link. Google Desktop Search results won't reappear until you do another web search.

To prevent Google Desktop Search results from appearing on your web search results page, click the **Preferences** link on the Google Desktop Search homepage. On the Google Desktop Search Preferences page, go to the **Google Integration** preference and uncheck the box next to Show Google Desktop Search results on Google Web Search results pages. Then click **Save Preferences** at either the top or bottom of the page.

Turning off Google Desktop Search

To turn off Google Desktop, click on **Exit** in the taskbar Google Desktop Search icon menu. Just to be on the safe side, a message screen will appear to ask if you really want to quit. Click the **Yes** button to exit, or the **No** button to keep running Google Desktop. Please note that when you turn off Google Desktop, you are stopping it from recording data as well as prohibiting any further Google Desktop Search searches.

If you want to turn Google Desktop Search back on, but don't want to restart your computer, go to your **Start** menu, and from there select **Programs**> **Google Desktop Search**> **Google Desktop**. If you do restart your computer, Google Desktop Search automatically turns itself on, even if it was turned off when you shut down your computer or gave the restart command.

Uninstalling Google Desktop

You can end your use of Google Desktop Search at any time by uninstalling the software through the "Add or Remove Programs" Control Panel. When you do uninstall, the Google Desktop Search index and its copies of all items are deleted. Your original files and applications remain unaffected.

Security feature

By default, password-protected Office files are not indexed, so they will not appear in the search results.

Google Desktop Search and APIs

We are providing a Software Developer's Kit (SDK) with two goals: to extend the usefulness of Google Desktop Search for additional file types, and to make Google Desktop Search more accessible from within a variety of applications. Using the SDK, anyone can write a plug-in that enables Opera web history or Yahoo or MSN Messenger chats to be indexed and searched, for example.

In addition, developers may want to create plug-ins to enable users to search inside a word processing application, or a spreadsheet, or within a live chat. Google will review and post these additional application plug-ins on the Google Desktop Search site. Developers may download the SDK and upload their plug-ins in a special area.

Google Desktop Search and your privacy

We recognize that privacy is very important to users, so we designed and built Google Desktop Search with privacy in mind. This section outlines how Google Desktop Search works with the information on your computer. The **Google Privacy Policy (www.google.com/privacy)** also describes general principles that apply to Google Desktop.

The Google Desktop Search application indexes and stores copies of your files, email, chats, and web history, and keeps these copies so that you can find current or cached versions of your information. If you choose, you can search across your computer and also Google.com to see search results that include both sources of information. None of your content is made accessible to Google or anyone else without your explicit permission.

Your copy of Google Desktop Search includes a unique application number. When you install Google Desktop, this number and a message indicating whether the installation succeeded is sent back to Google so that we can make the software work better. Additionally, when Google Desktop Search automatically checks to see if a new version is available, the current version number and the unique application number are sent to Google. The unique application number is required for Google Desktop Search to work and cannot be disabled.

By default, Google Desktop Search collects a limited amount of non-personal information from your computer and sends it to Google. This includes summary information, such as the number of searches you do and the time it takes for you to see your results, plus application reports we use to improve Google Desktop. If you choose to send us non-personal information about your use of Google Desktop, the unique application number does help us understand how you use Google Desktop Search so that we can make it work better. You can opt out of sending this information during the installation process, or by updating the application preferences at any time. Personally identifying information, such as your name or address, is not sent to Google without your explicit permission.

Google Desktop Search uses the same cookie as Google.com and other Google services. If you send us non-personal information about your Google Desktop Search use, we may be able to make other Google services work better by associating this information with those you use. You can opt out of sending this information to Google during the installation process or at any time using the application preferences.

If you don't want Google Desktop Search to index certain files or other data on your computer, you can keep this data from being displayed, copied and indexed. You can also remove this information from the index after it has been included. See "Indexing Your Files" (above) for more about this.

Contact us with any privacy questions at **privacymatters@google.com**.

Your opinions and feedback can help us. What types of files or other information would you like to be able to search? What new features would be helpful? Please let us know.

PR contact:
Nathan Tyler
Technology PR Manager
650 623 4311
nate@google.com

March 2005