



## Searching Tools: Google Desktop



Eccles Health  
Sciences Library



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### What is Google Desktop

Google Desktop makes searching your computer as easy as searching the web with Google. It's a desktop search application that provides full text search over your email, files, music, photos, chats, Gmail, web pages that you've viewed, and more. By making your computer searchable, Desktop puts your information easily within your reach and frees you from having to manually organize your files, emails and bookmarks. Google desktop also allows you to search the Web and track your most used Web resources.

### Why Use Google Desktop?

It doesn't just help you search your computer; it also helps you gather new information from the web and stay organized with gadgets and sidebar. Google Gadgets can be placed anywhere on your desktop to show you new email, weather, photos, personalized news, and more. Sidebar is a vertical bar on your desktop that helps you keep your gadgets organized.

### How does Google Desktop work?

Google Desktop is a free, downloadable application that lets you quickly search your computer or the Web for files, email, chats, viewed web pages, music, and other media. Google Desktop can also be configured to display personalized news, content, utilities, and games on your desktop.

#### System requirements

- Operating systems: Windows XP, Windows Vista, Windows 7
- Browsers: Microsoft Internet Explorer 5.5 or above or Mozilla Firefox
- One gigabyte (GB) of available space on your hard drive
- For best performance, 256 MB RAM and 500 MHz or faster Pentium processor

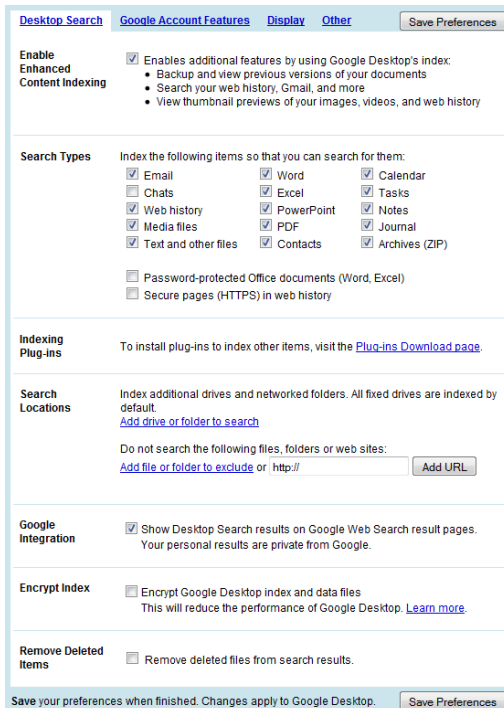
Your Desktop search results page lists all the items in your index that match your search terms. By default, it orders results by when you last saw each item.

When you click on a result's title, you'll go to the current version of that result.

- If you click on a **web page title link**, you'll go to that web page.
- If you click on an **email message subject link**, you can read the email in your browser and respond using your default mail program.
- If you click on a **file title link**, the most recent version of that file will open, using the appropriate application (e.g. Word for Word documents).
- If you click on a **chat link**, a web page showing you the full text of the chat opens.

### Google Desktop features:

- **Quick Search Box** - Press Ctrl twice to show the Quick Search Box
- **Advanced Search Form**
- **Smart Indexing**, Finding Deleted Files, Multiple File Types
- **Google Gadgets and Sidebar** - To get more space, you can minimize the sidebar, allow other windows to be on top, or set to Auto-hide mode
- **Lock Search** - temporarily prevent a Desktop search on your computer



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