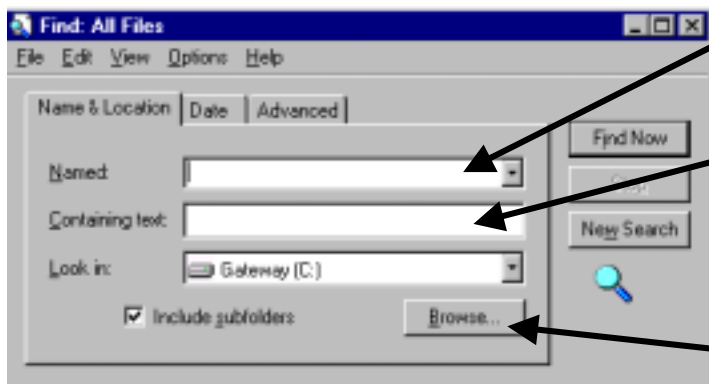


How to Find Files on a Windows Machines

To find a file or folder

1. Click **Start**, point to **Find**, and then click **Files or Folders**.



In **Named**, type all or part of the file name.

Enter a word or phrase in **Containing text** if you do not know the name of a file but know a distinctive word or phrase it contains.

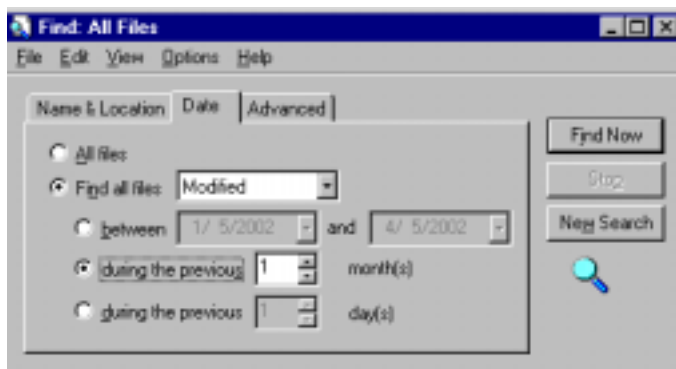
If you want to specify the location, click **Browse**. Use this to search your C: Drive or the network drive.

2. Click **Find Now**.

Note: If you want the search to be case-sensitive, click the **Options** menu and make sure a check mark appears next to **Case Sensitive**. Click to create the check mark; click again to clear it.

Finding Documents based on Date

Click on the **Date Tab**.



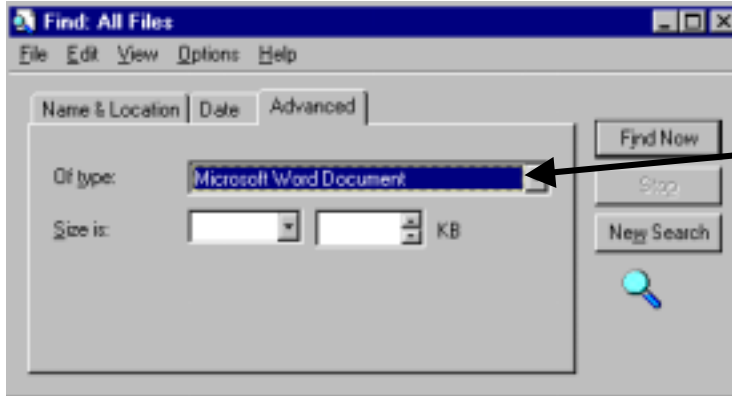
Click on **Find all Files** and then select **Modified, Created, or Last Accessed**

Then choose the appropriate time frame.

Click on **Find Now**.

Advanced Features

Click on the **Advanced Tab**.



If you know the Document is a certain type like a Microsoft Word Document or Microsoft Excel Document, pull the down arrow in **Of type**:

To save the results of a search for files or folders

1. After you finish searching, on the **Options** menu, click **Save Results**.

A check mark appears by **Save Results**.

2. On the **File** menu, click **Save Search**.

An icon representing the search results or search criteria appears on your desktop.

You can reinitiate the search or update the search results by clicking the search results icon, and then clicking **Find Now**.

Notes

- To get a shorter list of files or folders, use both the **Date** and **Advanced** tabs.
- If you specify **All Files** on the **Date** tab, all the files on the hard disk are searched according to the specifications on the **Name & Location** and **Advanced** tabs.