How To Search For A File

Click on Start at the bottom left of your computer screen.

Click on Search

Karla	
OF Internet Internet Explorer	🤌 My Documents
St-mail Outlook Express	Documents
🗾 FreeCell	My Pictures
📸 Spider Solitaire	My Computer
Microsoft Office Word 2003	My Network Places
Calculator	📴 Control Panel
Adobe Reader 7.0	Set Program Access and Defaults
Homestead SiteBuilder	😂 Printers and Faxes
	🕐 Help and Support
	🔑 Search
All Programs ▶	7 Run
2 L	og Off 🚺 Turn Off Computer

Search for the File

A dialog box will appear on the left. Select what type of file you want to search for by clicking on it.



Enter Your Search Criteria

Enter the required information and click on Search.

	Michelle Castle's Documents
Search by any or all of the criteria below. Last time it was modified: Ono't remember Within the last week Past month Within the past year All or part of the document name:	
You may also want to Use advanced search options Back Search	

View Your Search Results

Windows will search for your files and display the results on your screen. Double-click on any file to open it.

