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To: rhonda@computerfixlady.com
Subject: Computer Tip of the Week #17



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WEEK #17

What is the easiest way to locate a lost file on my computer?

Answer:

Click Start Button, point to Search, and then click For File or Folders, a Search Results dialog box will appear. In Search for files or folders named, type the file name or folder name you want to find in containing text.

To specify additional search criteria, click Search Options, and then click one or more of the following options to narrow your search:

- Select Date to look for files that were created or modified on or between specific dates.
- Select Type to look for files of a specific type, such as a text or WordPad document.
- Select Size to look for files of a specific size.
- Select Advanced Options to specify additional search criteria.
- Click Search now.

SPECIAL NOTE: If you don't know the name of the file or you still can't find it, try to search a file with its file extensions (for example for word file, type *.doc, Excel *.xls, Acrobat *.pdf, *.ppt and *.exe for executable files. If you know that it contains a string of text then try to search for files containing specific text, type the text you want to find from any file or folder. This is time taking process but creates very precise result. In Look in, click the drive, folder, or network you want to search. To save time, always select the specified drive or location instead of whole computer.

If you know someone who would like to receive these tips, have them sign up up www.computerfixlady.com/Tip.html