Finding Files (Win XP)

1. From the START menu, choose "Search" and then "For Files or Folders"

2. The Search Results box will appear.

3.Click on the arrow in front of the item that shows what you are looking for. For example, if you know the name (or even part of the name) of the file, you can key it into the box under "**All files or folders**:" Under the "**Files and Folders**", you may key in text that was included in the document in the appropriate box. If you choose this option, you should try to think of a very unique topic that is included in that document and no other.

4. Under the "**Look in:**" window, you may choose the drive that contains the file. If you cannot remember which directory in which the file is saved, you may choose the "My Computer" option that will search all drives that you have access to.

5. When items are found, simply double click on the items in the box at the right, and you will enter they documents.