

Windows Using File Find

When a student needs help locating a saved file, you can suggest that the student uses the Windows' File Find, or Search, option.

1. Select the Start button.
2. Go to "Find" or "Search," depending on the version of Windows.
3. Select "Files or Folders."
4. Specify the location you would like to search.
5. Type keywords.
6. If you want, you can specify the type of file.
7. Select "Search Now."

If you find your file, you can open it by

1. Clicking on it in the results list or
2. Opening it from its location.
 - a. The results list will display the path of the file.

Example: C:\Documents and Settings\Administrator\My Documents\Workshops

This path means that the file is located on the hard drive (C:\) in the Documents and Settings folder's Administrator folder's My Document folder's Workshop folder. In other words, this file is located in a folder titled "Workshop" in the My Documents folder.