

Quick Tips

for

Searching for Files in Windows XP

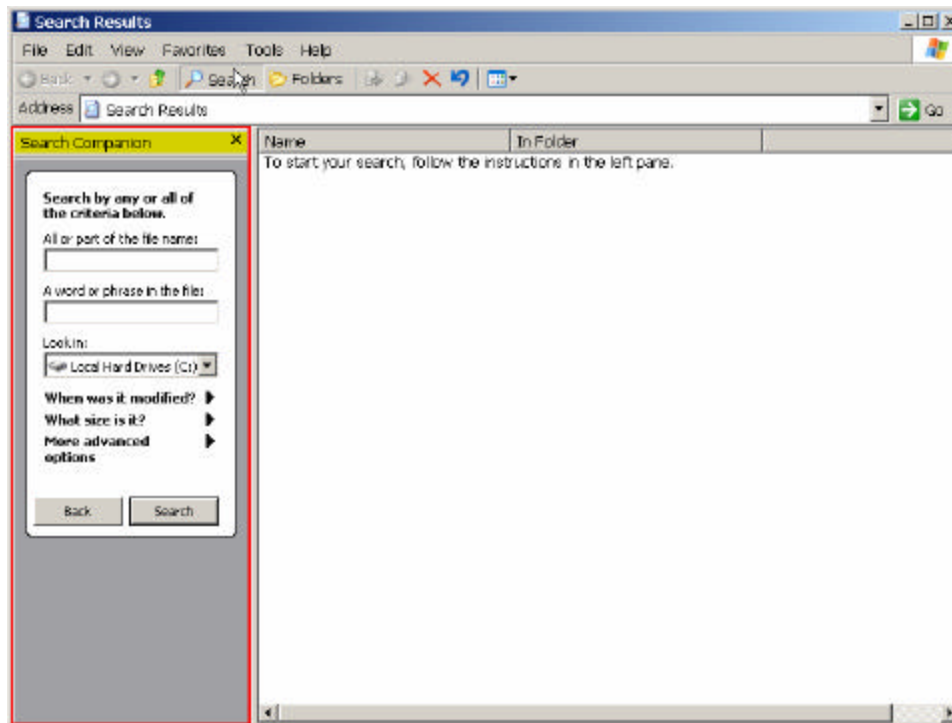
Getting Started

Many of us have lots of files, and sometimes we can't remember where we've stored them. Windows XP has improved their Search feature so it's easier for you to look for files or folders. This QuickTip describes how to search for files or folders in Windows XP.

How to Search for a File or Folder

To search for a file or folder:

- Click Start, Search, For Files or Folders.
- In the Search Companion dialog box (left hand pane), click All files and folders.
- Type part or all of the name of the file or folder, or type a word or phrase that is in the file.
- In the Look in box, click the drive or drives, folder, or network location that you want to search.
- Choose one of the following options:
 - Click When was it modified to look for files that were created or modified on or between specific dates.
 - Click What size is it to look for files that are specific size.
 - Click More advanced options to specify additional search criteria.
- Click Search.
- Locate the file that you want to open. Click on it to select it. Click Open.



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