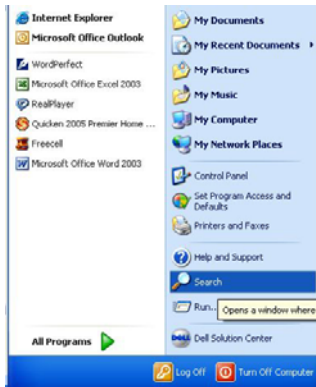


## Finding a File with Microsoft® Windows Search



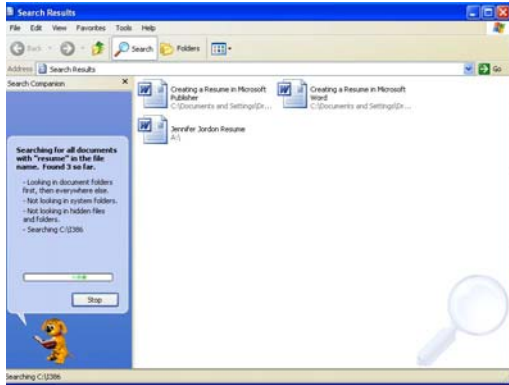
- ❖ Click on Start, Search.



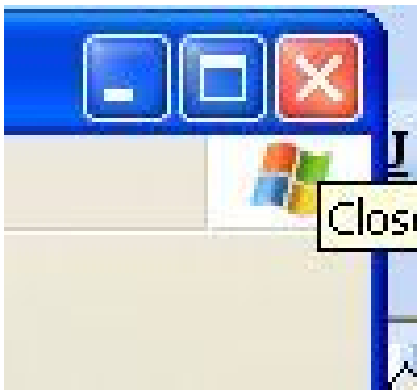
- ❖ Click on the type of file you want to locate, such as Documents.



- ❖ Type all or part of the name of the file.
- ❖ Click on Search.
- ❖ Wait while Microsoft Windows searches for matching files.



- ❖ Review the search results.
- ❖ When you find the appropriate document, double-click to open it.



- ❖ Click on the X in the upper right corner of the Search window to close it.