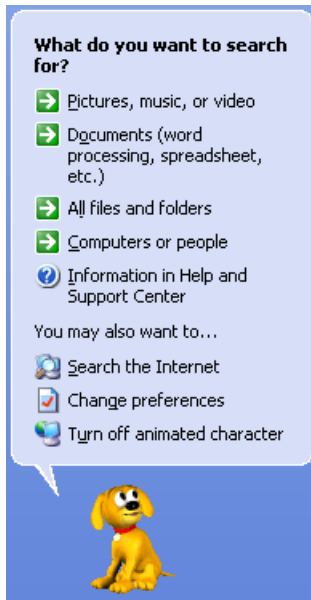


## Searching for Lost Files

Have you ever lost something in the home, and had to search to find it? You can lose a letter or picture on your computer as well. However, Windows provide an aid to find whatever is lost, called Search. To start the Search program click on “Start,” and then click “Search.” Windows XP opens a window with a helpful pane on the left side. The right pane is blank, but after you complete your search, the results will be displayed here.



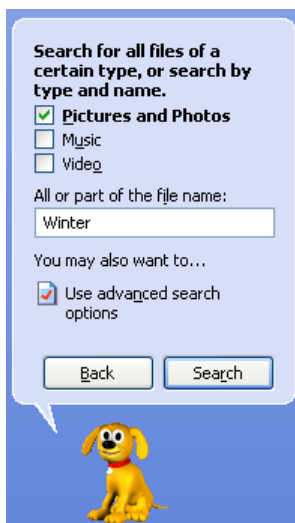
Windows XP tries to be helpful by asking what type of file you want to search for. You can speed up the search by telling Windows XP what type of file you are looking for. If you select “Pictures, music, or video” Windows will only look for those types of files. The same is true if you select “Documents.”

If you select “All files and folders” Windows XP will perform an exhaustive search of all files on your computer. This is the most thorough method, but also takes the longest.

You can search for computers or people as well, but this usually applies to a computer network like you would find in an office.

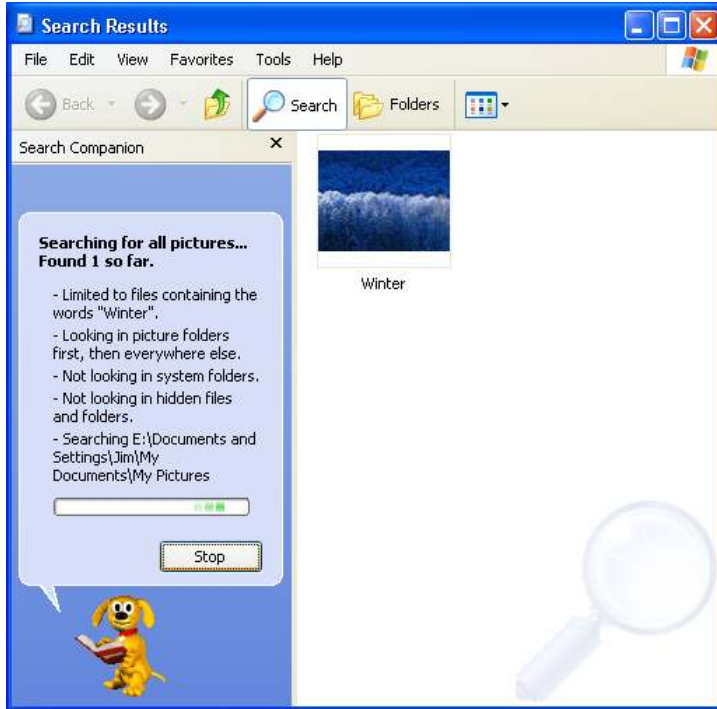
You can reach the “Help and Support Center” from the search screen as well. It is also possible to do an Internet search from here as well, but most times you will search the Internet from your Internet Software.

Windows XP provides you with a little animated character to entertain you while your search is carried out. If you find this annoying, you can turn him off.



For our example, we will search for a picture on our computer. When you tell search that you want to look for “Pictures, music or video,” the search window asks us to refine our search some more. Since we are looking for a picture, click the check box beside “Pictures and Photos.”

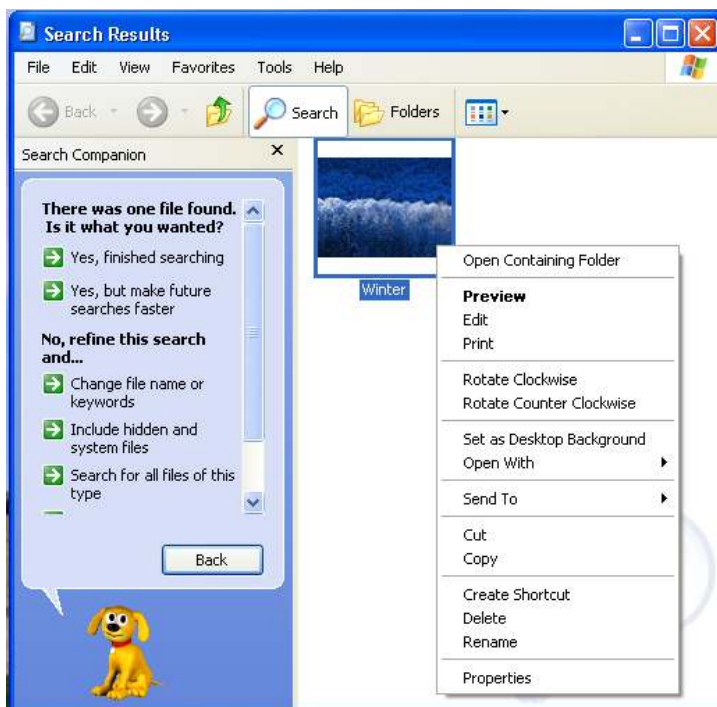
If you only remember part of the file name, that is not a problem for Windows XP. Just tell windows what you do remember, by typing it in the text box. We are going to look for a file with the word “Winter” as all or part of the file name. This file will be on most machines, as it is a sample picture included with Windows XP. Type “Winter” in the text box, and we are ready to start our search. Press search, and Windows XP will go to work to find your misplaced file.



**Windows has done its job, and found a file called “Winter” for us.**

**If you have lost a letter, or any other type of file, and can remember all or part of the title, or file name, Windows XP search function can help you find it.**

**If it has been misplaced, you can move the file from here to another location. It is a good practice to save all your pictures in the “My Pictures” folder in “My Documents.”**



**If you hold your mouse over the picture that Windows found for you, and click the right mouse button, you will see a pop out menu with a list of things that you can do with the picture.**

**You could select preview, and see the picture full size, or set the picture as your desktop background from here.**

**You can choose to “Send To” someone via e-mail, or send to another location on your computer.**

**Try some of these options, and you will get an idea of**

**the possibilities.**