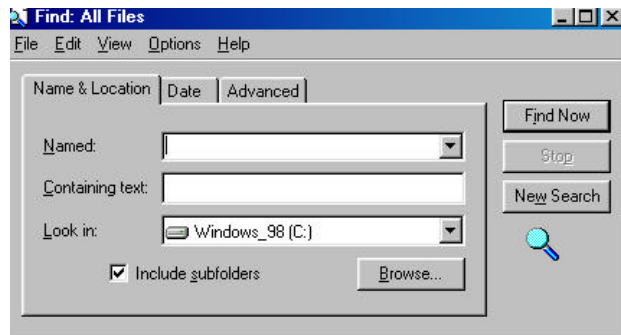




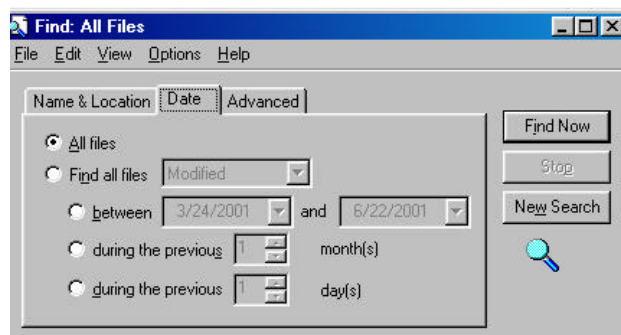
Finding Files (Win 98)



1. From the START menu, choose “Find” and then “Files or Folders”.
2. The following dialog box will appear.



3. From the “**Name and Location**” tab, you may search for a file if you all or part of its title.
 - a. Type the name (or part of the name) of the file you are looking for in the “**Named**” window.
 - b. If you cannot remember what you named the file, but you know some text that was included, you can search for “**Containing Text**”.
 - c. Be sure to change the “**Look In**” window to search the correct drive. If you are not sure which drive the file was saved to, search “My Computer”.



4. The “**Date**” tab will allow you to search for a file when you know the time frame in which the file was saved.
 - a. You may click in the white circle next to “Find all files” and then choose what files to search for. The choices are: modified, created, or last accessed.
 - b. You may also select dates to search between. If you know you worked on the file around Christmas, then you may want to search from Dec. 14 through Jan. 14.
 - c. You may also search for files that were modified during the past several months or days.

5. The final tab is “**Advanced**”. This tab will allow you to search for files from a certain program.
 - a. Click next to the “Of Type” window and scroll down the list until you find the program in which the file was saved.



Retrieving the Files



1. Once the search has been conducted, a list of the files matching the search criteria will appear in the lower window.
2. There will be a description of the file along with its current location and file size.
3. If you would like to open the file, simply double-click on the icon and the appropriate program will automatically open the file.
4. Then you can save it with a new name or edit the document.