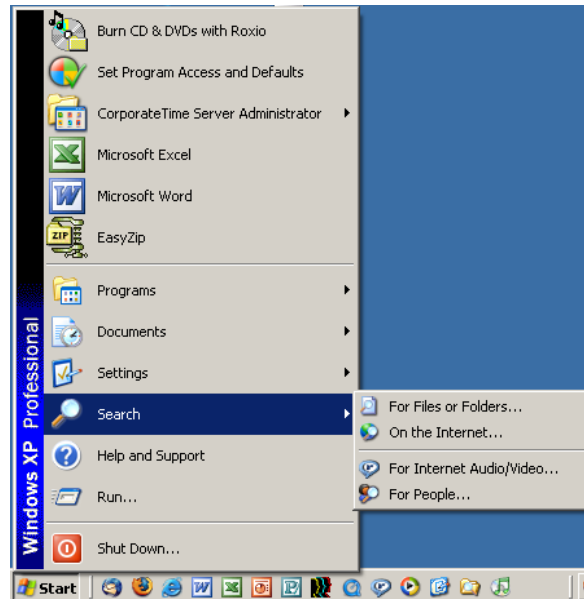


Pacific Lutheran University
Information & Technology Services Help Desk
Help Desk: ext. 7525

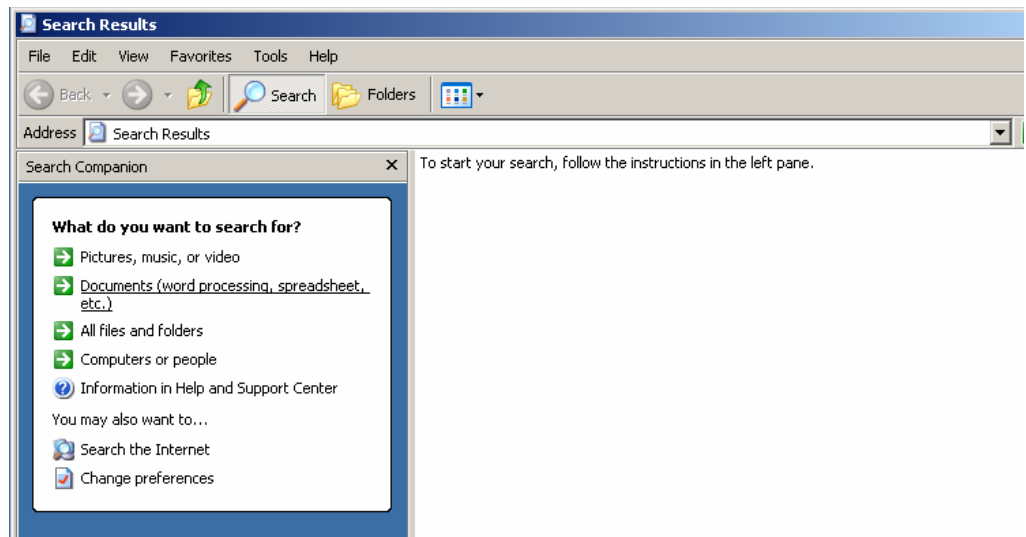
Searching for files on a Windows XP computer

To get the best results from your search, you will need to provide some details about the file.

1. To start your search, click on the **'Start'** button in the lower left corner of the screen.
2. Select **'Search'** and then choose **'For Files or Folders'**



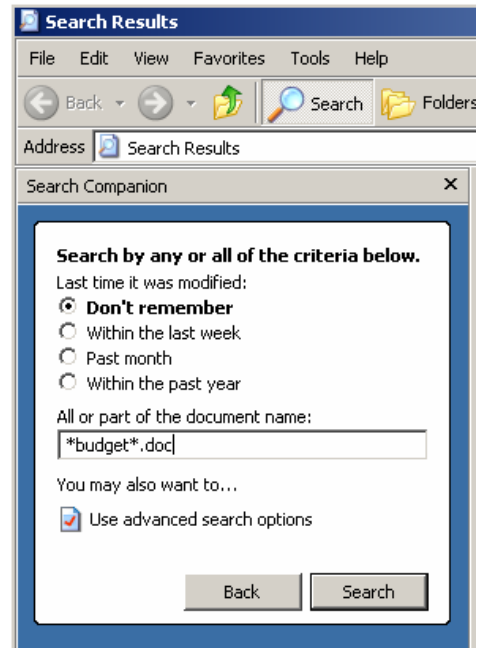
Under the **'Search Companion'** column, choose **'Documents...'**



If you remember all or part of the document name, enter the text into the box provided.

You may know only one word in the document. In this case, it's best to enter the word with 'wildcard' characters surrounding it. For instance:

Entering ***budget*.doc** will find Microsoft Word files with the word 'budget' no matter what words precede or follow that word.

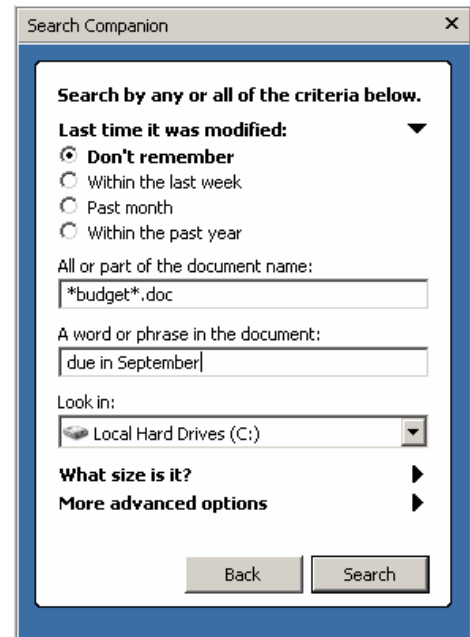


The more details you can provide, the better your search results. You can click on the **'Use advanced search options'** link to add the following criteria:

Enter a word or phrase in the document, e.g.:

due in September

The phrase does not need to be surrounded by quotes as long as you know that those exact words are in that sequence somewhere within the document.



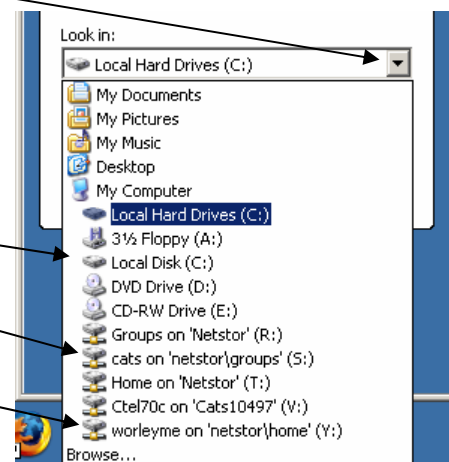
Look in other locations by clicking on the arrow in the **'Look in:'** box, e.g.:

Some of your options might be:

Your hard drive

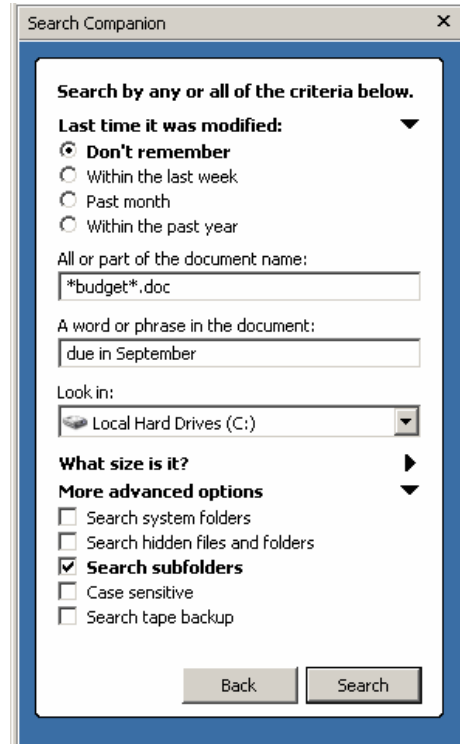
Your Department's Netstor folder

Your Netstor folder

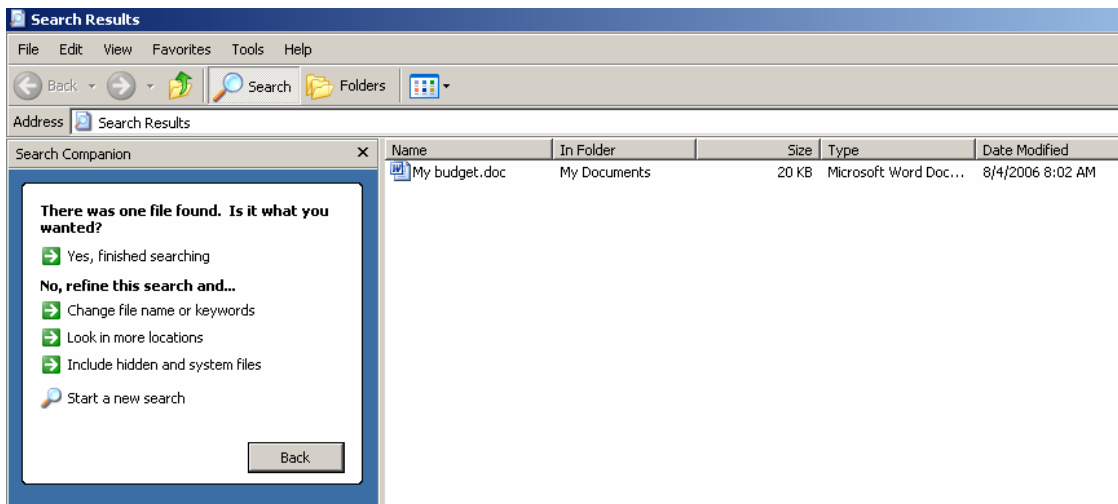


Once you've selected the location, you might also consider clicking on the **'More Advanced options'** arrow and making sure there's a check mark in the **'Search subfolders'** box. This will ensure that all of the subfolders are searched as well.

When you've added all of your search criteria, click on the **'Search'** button.



The results will appear in the window on the right side of the screen.



If you did not find your document you can then choose to modify the search under the **'No, refine this search and...'** option shown above.