

Procedures on how to **search** for a **file** or **folder**

1. Click **Start**, point to **Search**, and then click **For Files or Folders**.
2. In **Search for files or folders named**, type all or part of the file name or folder you want to find.
3. To search for files containing specific text, in **Containing text**, type the text you want to find.
4. In **Look in**, click the drive, folder, or network you want to search.
5. To specify additional search criteria, click **Search Options**, and then click one or more of the following options to narrow your search:
 - Select **Date** to look for files that were created or modified on or between specific dates.
 - Select **Type** to look for files of a specific type, such as a text or WordPad document.
 - Select **Size** to look for files of a specific size.
 - Select **Advanced Options** to specify additional search criteria.
6. Click **Search Now**.