

Lancaster Senior Citizen Center

Computer Tip No. 05

Finding Files and Folders

There are a number of ways to locate a file that some how is lost in the maze of files in your computer, or maybe due to a senior moment.

The structure of a file is set up as Your File Name . Application Identification

Example: I typed a letter in Word and named it James.

The file name would look like this **James.Doc**

Before we continue, lets define the magic Asterisk *

The Asterisk means “show me everything

So lets start a search on my letter, James . doc, using the asterisk

Click on START => Search => and then select **ALL FILES and FOLDERS**

In the Dialog box that comes up, type in any of the following, using the asterisk

1. *.doc will bring up all files that were made with Word
2. James.* will bring up all files that have James in the name
3. *.* will bring up all the files in your computer
4. Also if you only know part of the file name
Jam* will bring up all the files that have Jam in the name
5. If you know a word or phrase that is in the letter, type that in the
Word or Phrase box

Select the drive you are looking in, and click on **Search**.

When you find the file you want, you can double click on it and run the program it is associated with.

As a side line, if you want to see all the pictures in your computer

Type in *.JPG

Try it – you will find it interesting