



Coffee Break

Question on Software or Operating system.



HOW TO FIND LOST FILES IN WINDOWS XP.

It can be frustrating trying to find files on your computer. Here is how to locate missing files using Windows XP.

First, click the Start button (bottom left of your screen)



Next Left Click the [Search] icon.

Windows Explorer Search will open. Next, click on the green arrow next to All files and folders unless you know specifically what type of file you're looking for.

The image shows the Start menu with the Search icon highlighted. A red arrow points to the Search icon. Another red arrow points to the 'All files and folders' option in the Search Results window, which is circled in green.

A new box will open. Type in all or part of the file name as you're sure of in the top field that says: All or part of the file name. If the file was called "paintprogram.zip", then type it in. If you don't remember, type in part of the name such as paint.

Then, in the Look in: field, leave your "C drive" selected unless you know for certain that the file is on another drive. If you want to search all drives including CD drives and a floppy drive (if you have one), click the drop down box and select My Computer.

Finally, click the Search button. All the files that match your search criteria will appear on the right side of the Search window.

Take note of the folder the file is in.

| Name | In Folder | Size | Type |
|------------|------------------|----------|------------|
| pop_art | C:\CONVERT | 6,141 KB | File |
| 70sPop.8bf | C:\HarrysFilters | 56 KB | 88F File |
| pop.jpg | C:\My Pictures | 31 KB | JPEG Image |
| popdad.jpg | C:\My Pictures | 1,160 KB | JPEG Image |

The image shows the Search dialog box with red arrows pointing to the 'All or part of the file name' field, the 'Look in:' dropdown menu (set to 'Local Disk (C:)'), and the 'Search' button. Below it, a screenshot of search results shows a table with columns for Name, In Folder, Size, and Type. Red arrows point to the 'In Folder' column.