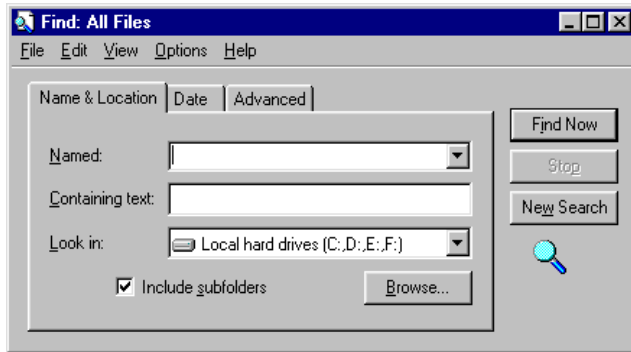


# Finding Files

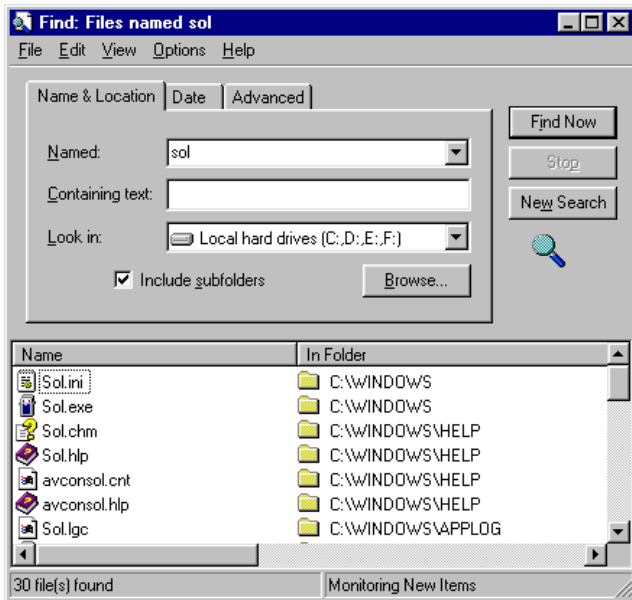
With the vast amount of information which can be stored on your computer, it is very easy for the operator to lose track of the location of files and information.



Fortunately, Windows has provided a method to find lost items.

The FIND feature can be accessed in several ways. Many applications include a Find feature. The Windows offers three ways to start the Find utility.

- (1) Start | Find | Files and folders.
- (2) From Windows Explorer or My Computer click on Tools | Find in the menu bar.



## Let's look at the FIND options

**Named:** This option let's us enter a file name, part of a file name or the file's extension as the search criteria. The Date and Advanced tabs can be used to further refine searches.

**SOL VS SOL\*** Entering SOL in the **Named:** box and clicking **Find Now** will find all files and folders which contain the letters 'sol'.

Names like 'console' will appear in the list because the text string 'sol' is included in the string 'console'.

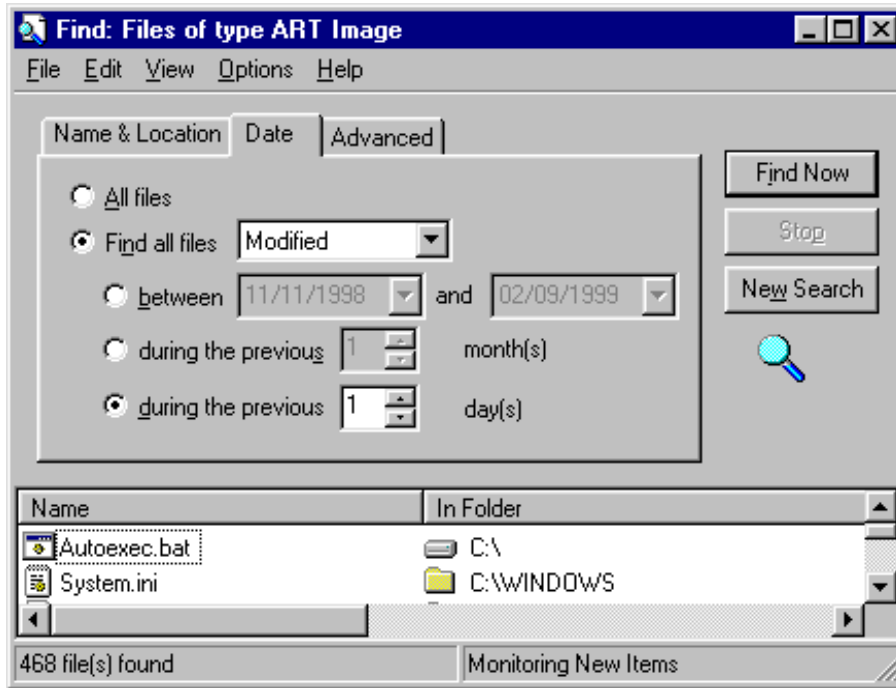
Enter `sol*` to find only the objects starting with 'SOL'. Such as SOL.HLP and SOL.EXE.  
\* `.ltr` will find all files which have a .LTR extension.

**Containing text:** This option will search files for the text string you specified in the text box. Depending on the amount of information contained in your computer, this can take a very long time. Doing a search on your name or your user name, reveals all the places your name has been saved in the computer. It will however, not include all the places your name has been encrypted for security purposes.

(Note: Windows 95 placed this text box under the Advanced tab)

**Look in:** allows you to select the areas of the computer to be searched. Opening this box displays all the devices on your computer where data can be stored. Make a search selection from this list.

**Include subfolders** This option allows the search to include all subfolders starting with the folder selected in Look in:



Example: If Look in: were set to C:\WINDOWS then only subfolders of C:\WINDOWS would be searched.

**Browse...** allows you to select a starting location in the computer such as C:\WINDOWS

**Find Now** - click on this button to start the search. The lower window will fill displaying all the matches to your search.

The file name and location is displayed.

In the status bar at the bottom of the screen is a report on the number of matches which were found.

**Refining the search** Note: Both Date and Advanced options work in conjunction with the data entered on the Name & Location screen. Clear data from the Named: and Containing text: boxes. Also, expand your search to include all hard drives. Now click on the *Date* tab.



To get an idea of how many things are going on behind your back, or should I say “Done by the system”, set the Date options to: *Find all files* and *during the previous day*. The results are very surprising.

Suppose you created a file the previous day and forgot what you named the file. This same option could be used to locate that file.

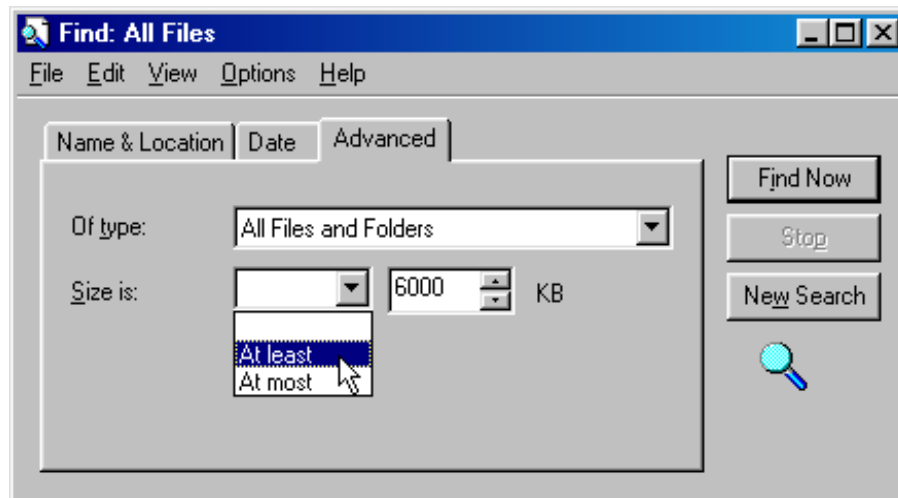
'Find all files' has a couple of additional search options to further refine searches. You can search between dates or during the previous month.

**Running out of room?** The Advanced tab option allows you to search for files based on file sizes. Also, you can search for files of a specified type. This is useful if you do not know the file's extension, but know the application which created the file

**Note:** You can open, display or run most files displayed in the lower window if they are a file type *registered* in Windows.

Search on SOL.\* and double-click on SOL.EXE

**Increasing space:** The quickest way to increase storage space is to remove unused programs. Let windows help you remove the programs. Go to control Panel; Add/Remove Programs and select the program from the list. [Note: Many programs have Uninstall programs. Run their uninstall program. These uninstall programs will help find scattered files which are not in the program's main directory.] If the program isn't listed here, then it probably wasn't fully Windows compliant. You will have to go to the directory where you loaded the program and delete the directory which will delete all programs in the directory and all sub directories.



Another method is to use a feature of Find.

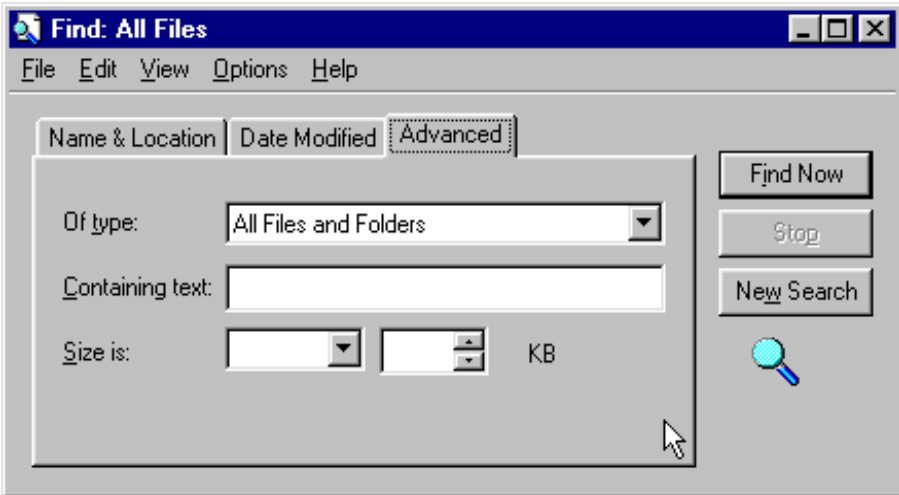
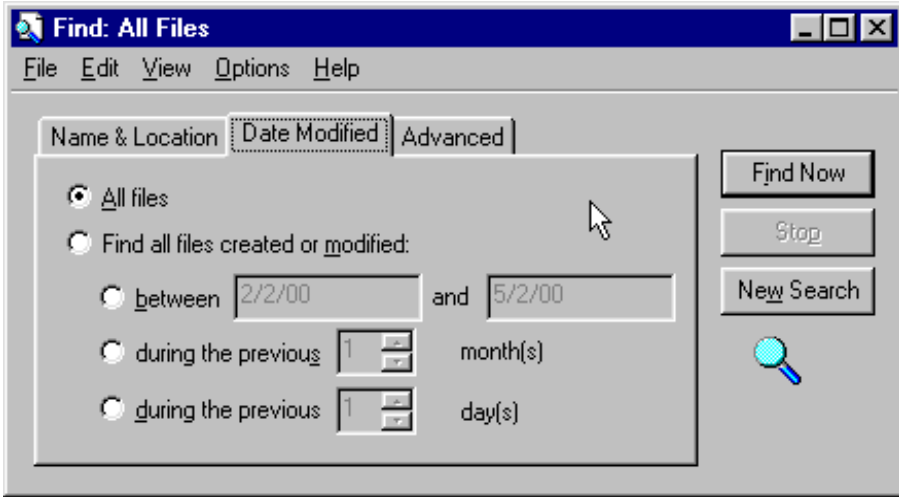
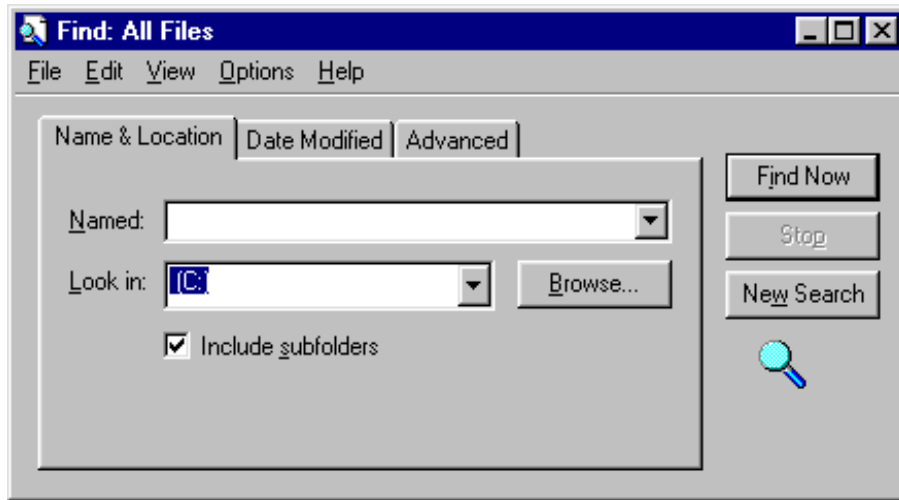
You can search for large files by setting the "At Least " size and a size value.

6000 KB is equivalent to 6,000,000 bytes or 6MB

KB means 1,000 so... 6,000,000.

A word of warning: Windows builds associations when it installs programs. You may have created shortcuts to files. These shortcuts won't work after the program is deleted.

Windows 95 screens



Containing Text appears under the Advanced tab.

In Windows 98 it appears under the Name & Location tab.