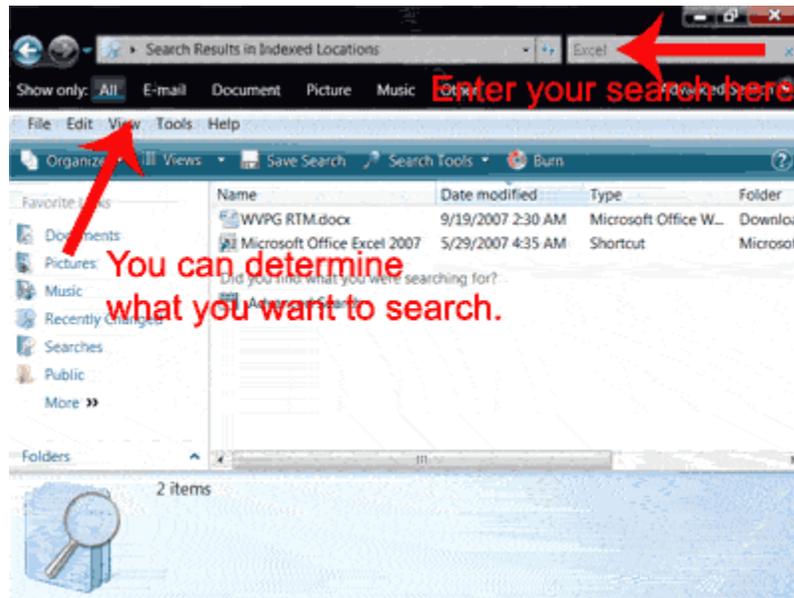


How can I quickly locate files and folders?

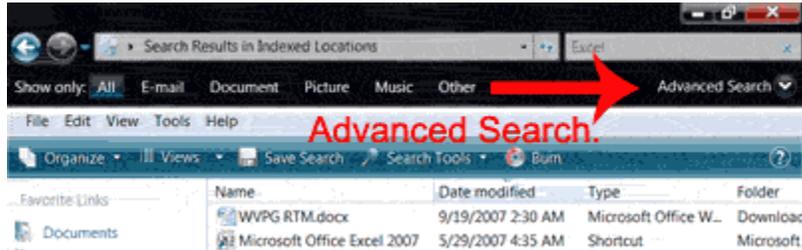
You can use the Vista Search feature to locate documents, folders, pictures, music, and e-mails that are located on your computer. You can also use the Vista Search feature to locate a document that includes a particular word or phrase. When you click Search on the Start menu, the Search window appears. A search field is located in the upper-right corner of the window. In the search field, type the name of the file or folder you are looking for, the date it was last modified, or even the author of the file. **As you type, Vista searches for the file.** Vista also provides you with a several options to narrow your search. You can click All to search everything, E-mail to search e-mail, Document to search documents, and so on.



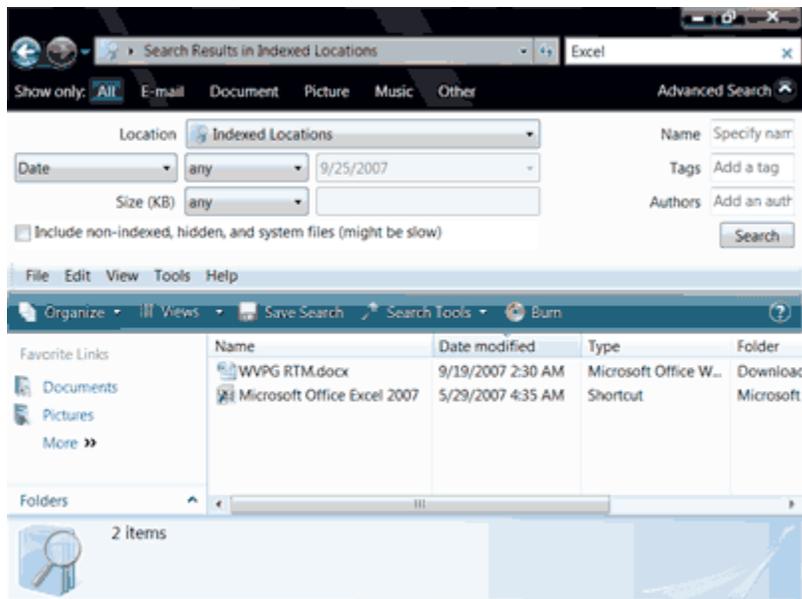
1. Click the Start button.
2. Click Search. The Search dialog box appears.
3. Type the filename, the folder name, the date the file was last modified, or the author of the file in the Search field. As you type, Vista attempts to locate the file. The results of the search appear in the window. You can click the filename to open the file.

By default, Vista searches indexed locations. Indexed locations are locations that are stored in your Personal folder. To close the Search window, click the X in the upper-right corner.

What does the Advanced Search option do?



In the Search Explorer window, you can click the button next to the words Advanced Search to display several options with which you can refine your search. The advanced search option enables you to search by date, location, file size, or property.



Field	Entry Type
Date	Find any file that was created or modified on, before, or after a specified date.
Location	Specify where you want to look. Indexed locations are locations that are stored in your Personal folder.
Size	Specify that you want to look for files that are above or below a certain size.
Property	Limit your search to files that have a specific name, tag, or author.

To close the Search window, click the X in the upper-right corner.

