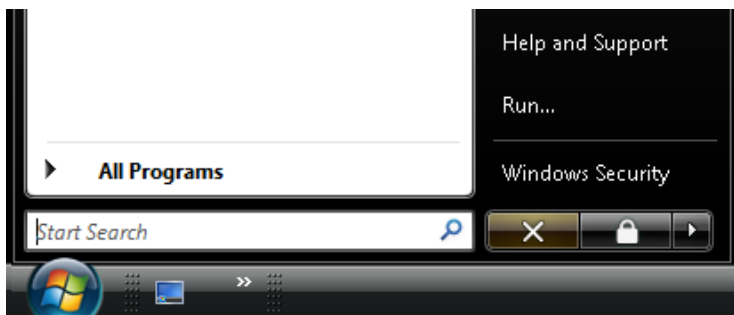


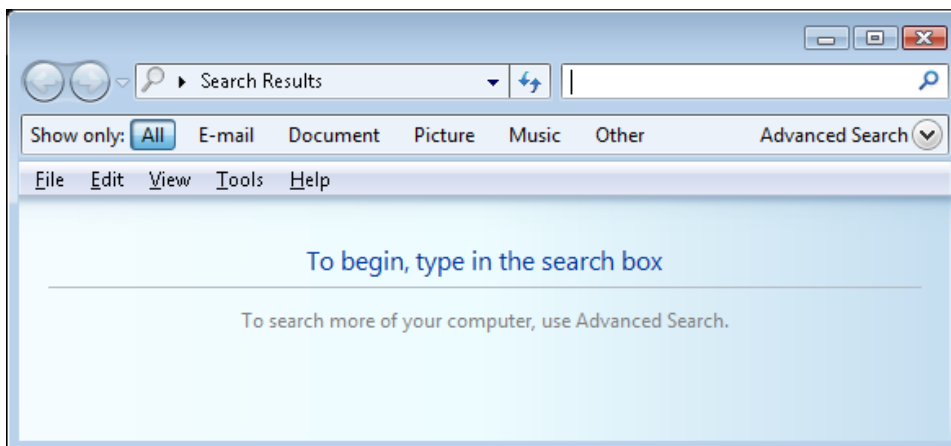
File Searching in Windows Vista

Searching for data in Windows Vista is not difficult, but you need to know your data well in order to search it effectively. Many separate searches may be needed to find all of the data you are looking for on your computer. For example, if you are looking for data containing social security numbers, you might search for files with the following text in the name: "class", "roster", "A894", "Instructor Briefcase", "evaluation", "HP Data", "class list", "students", etc. Or, if you are searching for content in files, you might search for "SSN", "Social", "Social Security Number", or "private data". Ultimately, you know best what names you have used or would expect to find on your computer. Finally, please note that these directions are for searching files on your computer - your e-mail (body text and attachments) will not be included in the results (Outlook or a similar program is needed for searching your e-mail).

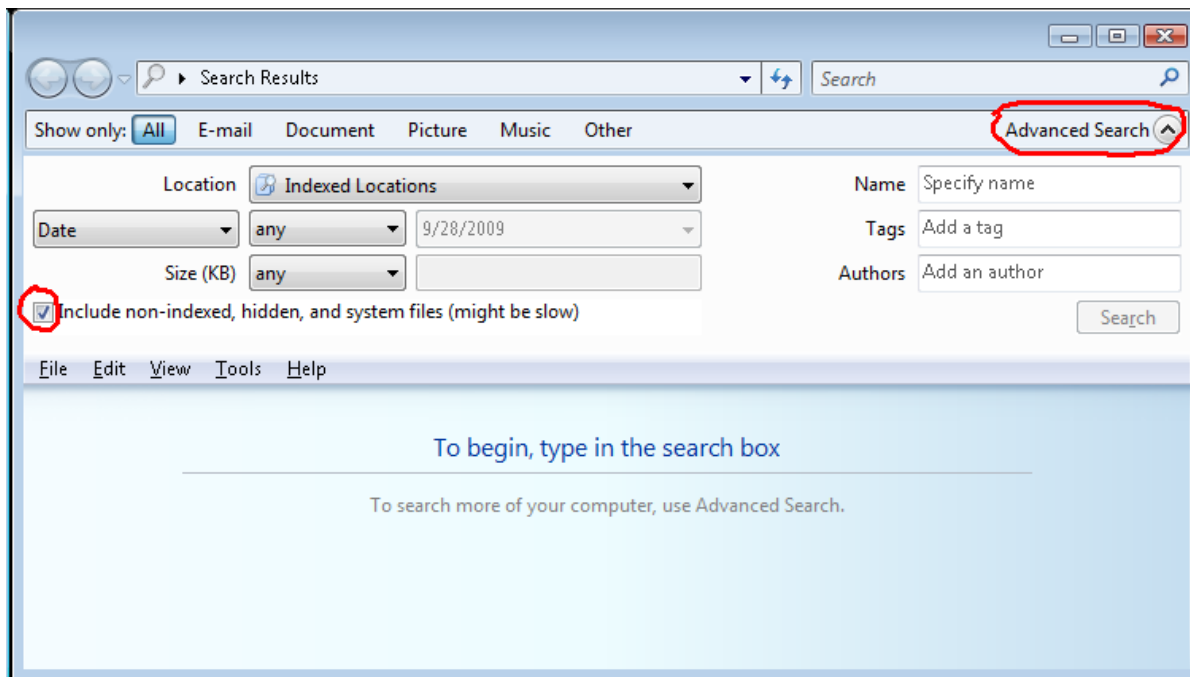
- 1) Click on the Start button:



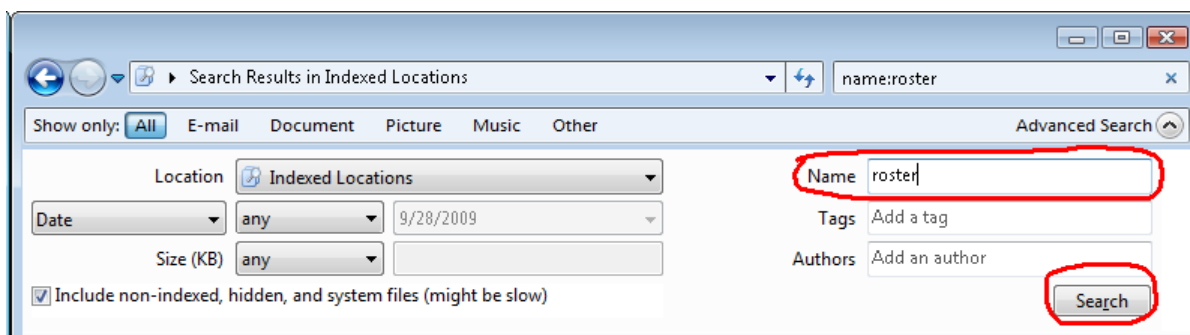
- 2) Press the F3 button on the keyboard while the start menu is displayed and the following window will appear:



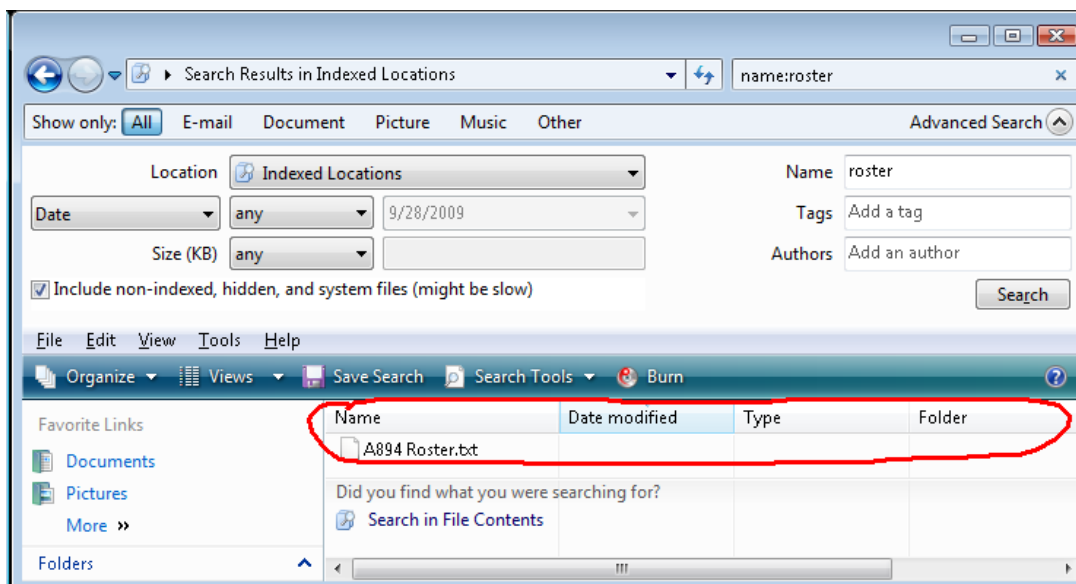
3) Click on the down arrow to show the Advanced Search options and check :



4) Type a search term in the "Name" field and click the "Search" button:



5) Review the list of results in the bottom pane:



If you have any questions about these directions, please contact the Help Desk at 425.564.4357 (x4357).