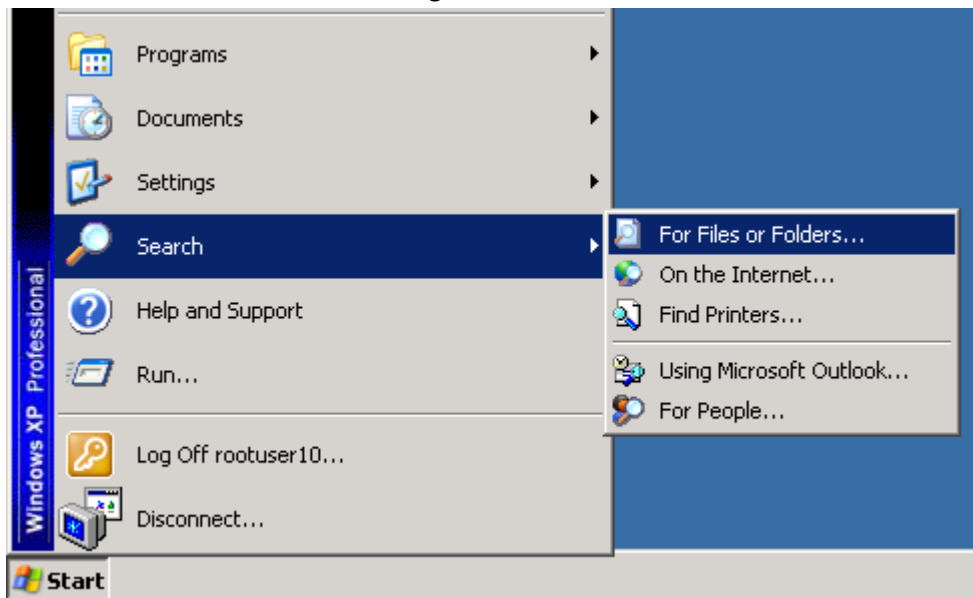


# File Searching in Windows XP

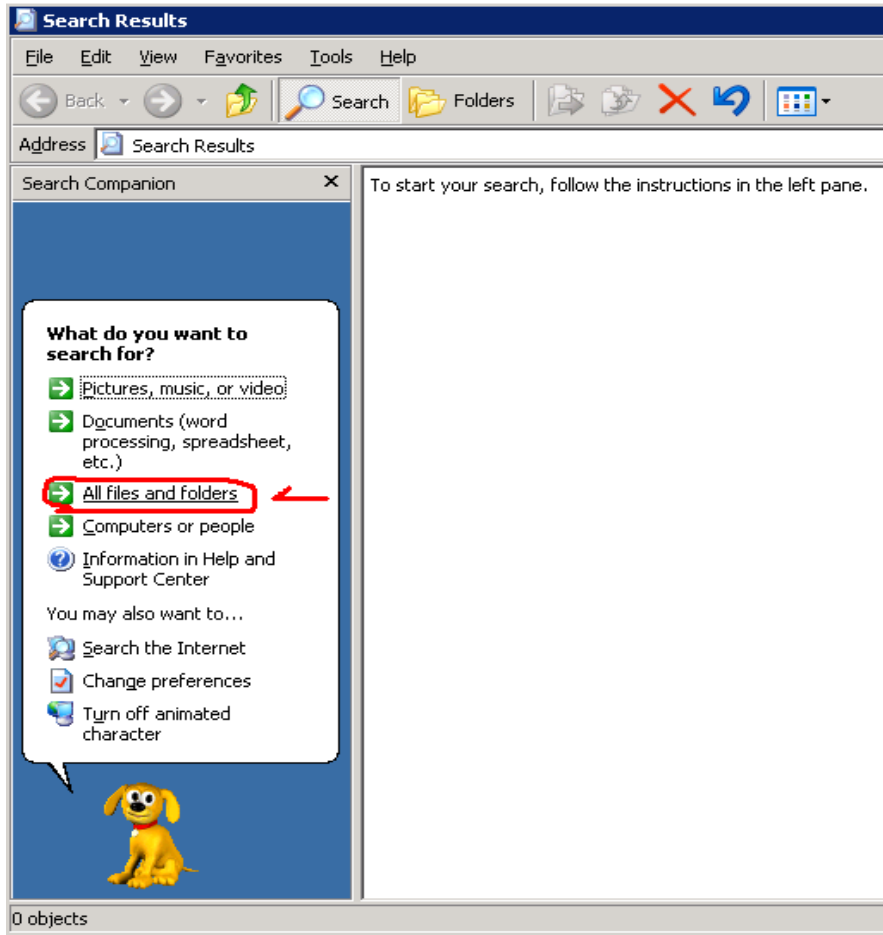
Searching for data in Windows XP is not difficult, but you need to know your data well in order to search it effectively. Many separate searches may be needed to find all of the data you are looking for on your computer. For example, if you are looking for data containing social security numbers, you 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).

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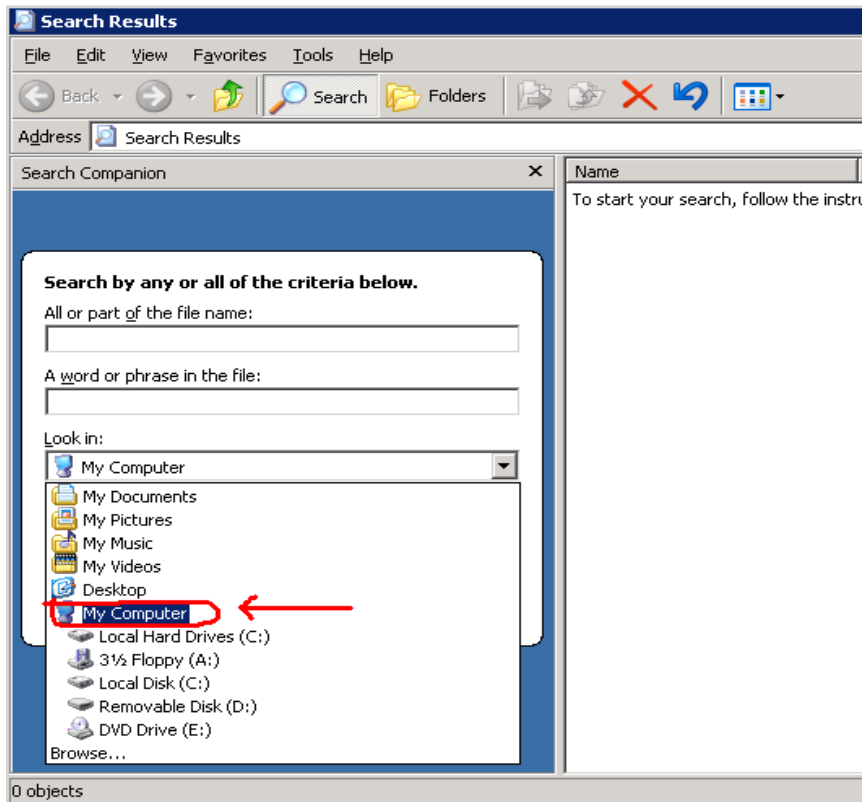
- 1) Click on the “Start” button and navigate to “Search” and select “For Files or Folders”:



2) Click on "All files and folders" on the left menu:

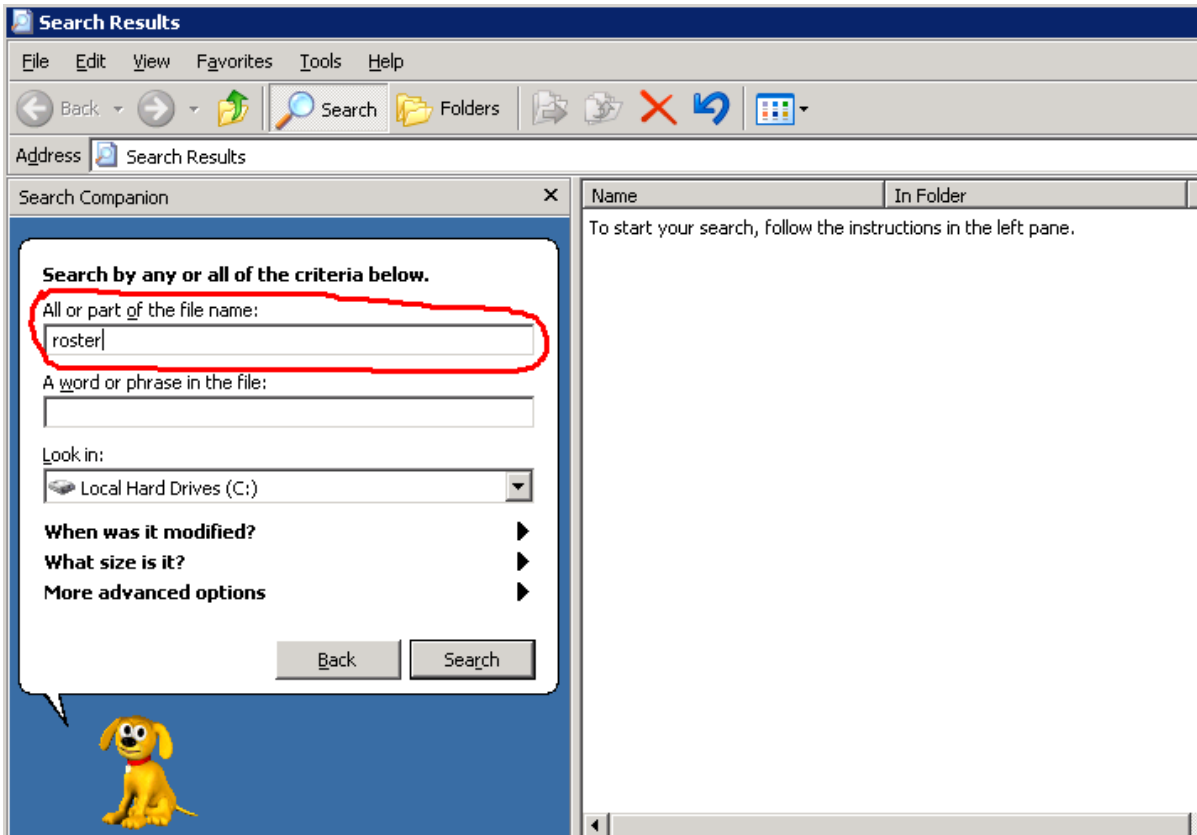


3) Choose "My Computer" in "Look in" to ensure you search all locations:

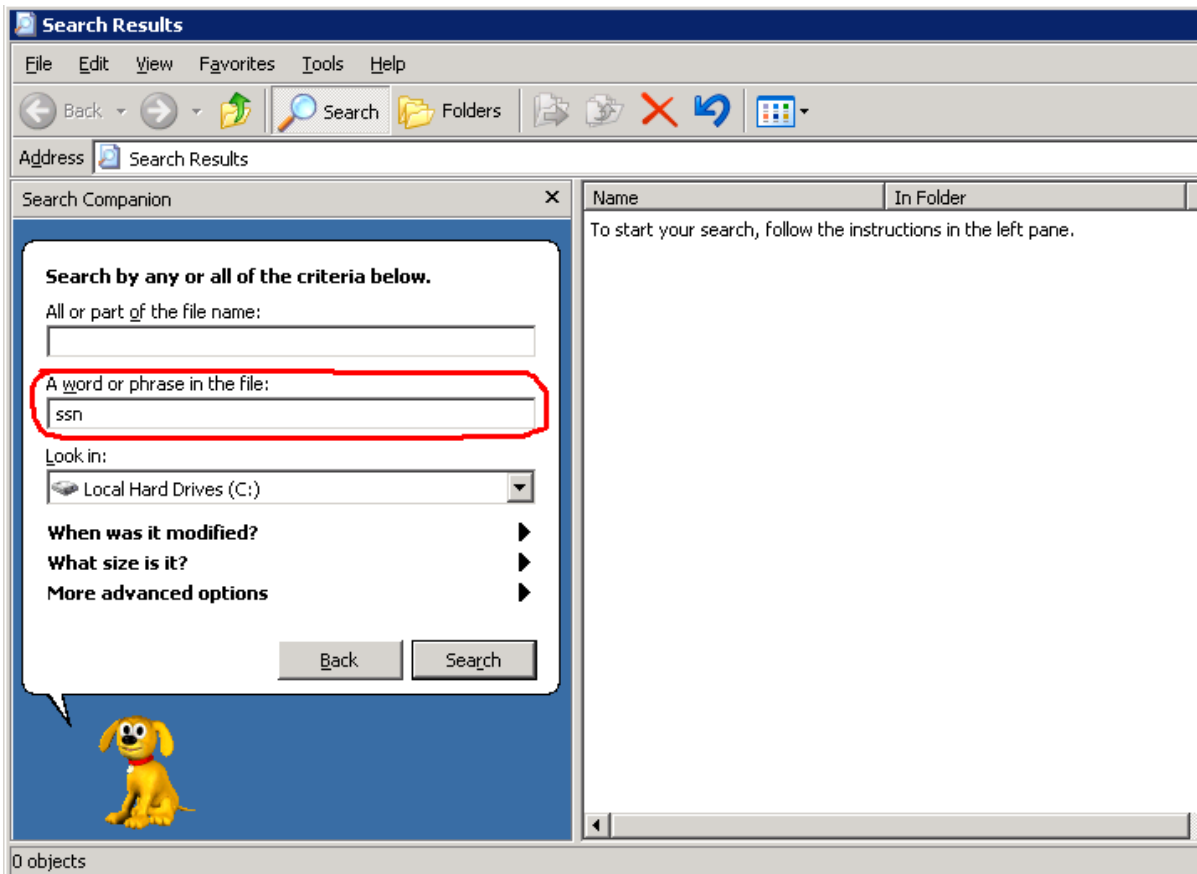


4) There are two primary search methods shown below:

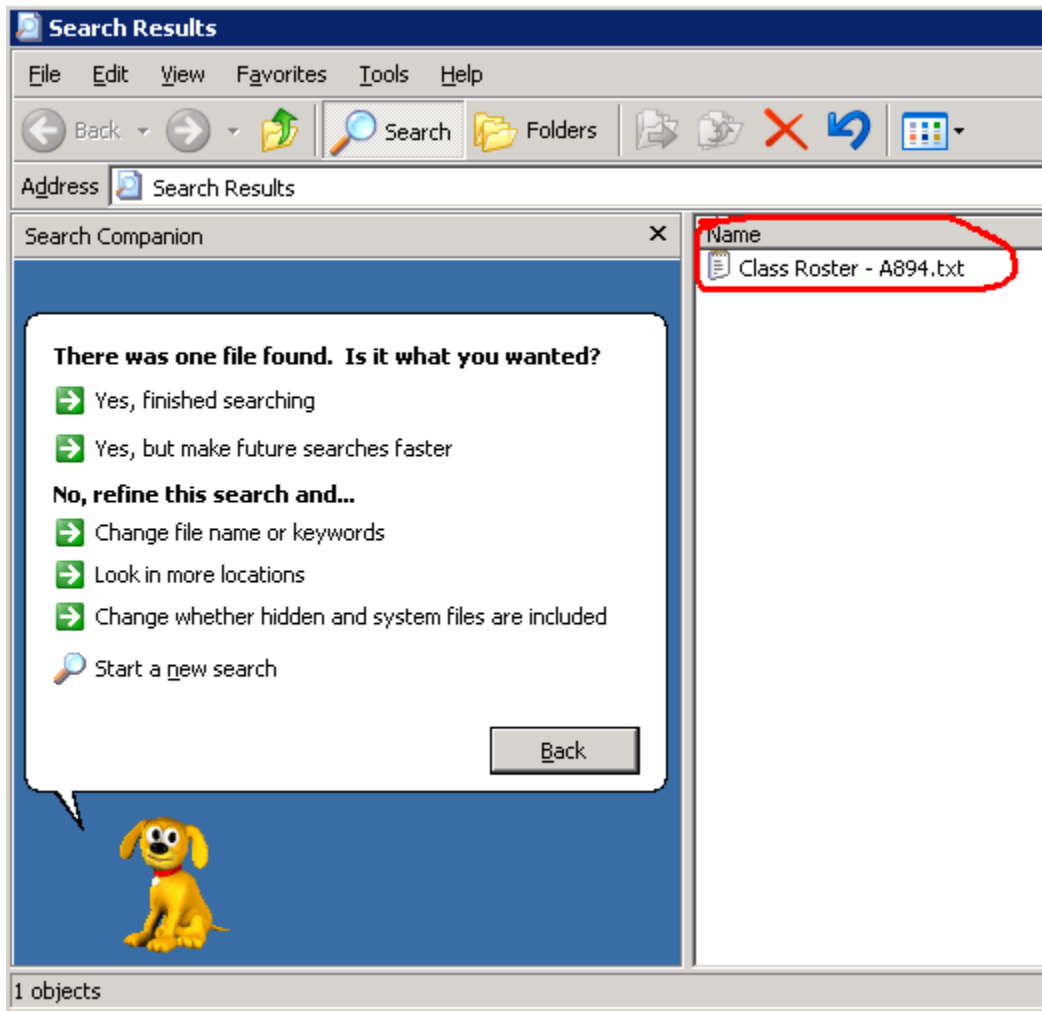
a. Search by all or part of the file name:



b. Search by a word or phrase in the file:



5) Review the list of results in the right-hand pane:



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