



Searching for files using the search command in the Start menu:

To search for a file or folder

1. Click **Start**, point to **Search**, and then click **For Files or Folders**.
2. Click **All files and folders**.

Important

If you do not see **All files and folders**, you have probably changed your default search behavior.

1. Click **Change preferences**.
2. Click **Change files and folders search behavior**.
3. Click **Standard**, and then click **OK**.
4. Click **All files and folders**.
3. Type part or all of the name of the file or folder, or type a word or phrase that is in the file.
4. If you do not know either piece of information or want to narrow your search further, select one or more of the remaining options:
 - o In **Look in**, click the drive, folder, or network you want to search.
 - o Click **When was it modified?** to look for files that were created or modified on or between specific dates.
 - o Click **What size is it?** to look for files of a specific size.
 - o Click **More advanced options** to specify additional search criteria.
5. Click **Search**.

Notes:

If you get too many results, try using additional search criteria to make your search more specific.

To change the appearance of Search Companion

Click **Start**, point to **Search**, and then click **For Files or Folders**.

Click **Change preferences**.

Click **Change files and folders search behavior**.

Click **Standard** to be able to search for a variety of things, such as files, folders, and people, from one location.

-or-

Click **Advanced** to quickly display the options to search for files and folders.