

This week's tech tip: Where did I put that file?

Have you ever lost a file on your computer? You know you have it in "my documents" somewhere, but can't find it? Or you placed it on your desktop to come back to it but can't find it now? Or... you have no idea what you did with it?

Here's some help. You can right-click on "My documents", select "Search", and a window opens to help you search for the file. You will see that you can search for a file name or **a word or phrase in the file**.

You can also right-click on "My Computer", select "Search" and search your entire computer. You can narrow the search for pictures, documents, files, etc. You can also indicate in the "Look in" area what part of your computer (or all of it if you've really lost it!) you'd like to search.

I hope you find this tech tip useful. If you have further questions about this or other tech tips please contact me or any of the other Faculty Technology Mentors.

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