

Cry for Help

Computer Tips & Tricks for the novice to the advanced.

Searching for Documents

Trying to find an old document lost in your computer somewhere? Here are a few tips to make the hunt a little less painful.

Firstly, make use of plenty of appropriate folders. Word will always suggest you save new documents in the "My Documents" folder. But you should think of this as merely a starting point. In this folder you should create your high level folders like "Work", "Family" and "Holidays". (Use the "Create New Folder" icon on the button bar in the File + Save As window to create as many new folders as you need) Then under these folders you create the next level of folders. So in the Holidays folder you might create "2005 Snow Trip" and "2006 Xmas Camping" etc.

Secondly, when creating files and folders, you should use a name that describes its contents. If the date is important then write the date like "2008-05-15 Holiday Bookings". By doing this when the folder is sorted by filename, all the 2008 documents will be next to each other. In explorer you can also sort documents by date modified by simply clicking on the "Date Modified" column heading. So even if the date isn't in the filename, you can easily find a document that was last changed on a particular date.

Lastly, next to the folders button in Explorer is the "Search" button. Use this to enter part of a file's name and press enter for Windows to search the current folder and all folders underneath looking for files that have this word in the name. Alternatively, you can use the "Search Companion" option at the bottom of the search screen to allow you to search for a file that "contains" a word or phrase.

Give it a try as practice for when you really need it.

Jonathan Harris
JNH Software Pty Ltd
5259 2304

