How do I search for a file or folder?
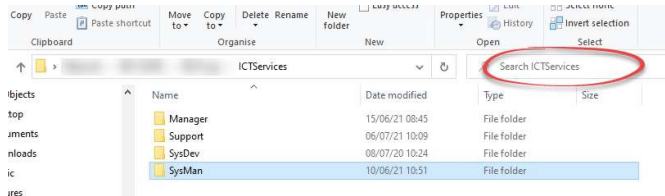
Use 'File Explorer' to search for files.

1. Navigate to the folder in which you wish to search. (It will search all subfolders too).
2. Click the 'Search' box.

3. Type a word or words you want to search for.
4. Press <RETURN> or click the blue arrow.

   Depending on the number of files and folders that exist in your search location, it may take some time to display the results.
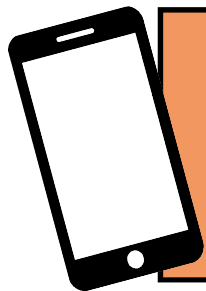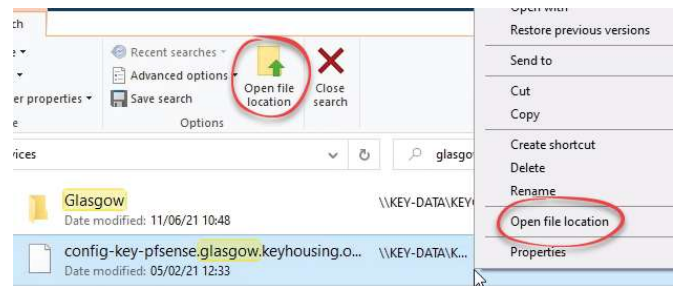
5. Open a file/folder in the normal manner, double click it.

How do I find out where a file/folder is located?

1. Search for a file/folder using the instructions opposite.
2. With your search results on display:
   a. Right click on the file/folder.
   b. Click 'Open File Location'.

   OR

   a. Click once on the file/folder to select it.
   b. Click the 'Open File Location' button.

For help and assistance call the ICT Helpdesk: 0141-342 1570

Available during office hours. For critical support at other times refer to the out-of-hours phone list.

Part of the 'How do I…' series of helpsheets. For more, visit ictsupport.key.org.uk