

## Lesson 4-12: Finding a File Using the Search Companion

**Figure 4-27**

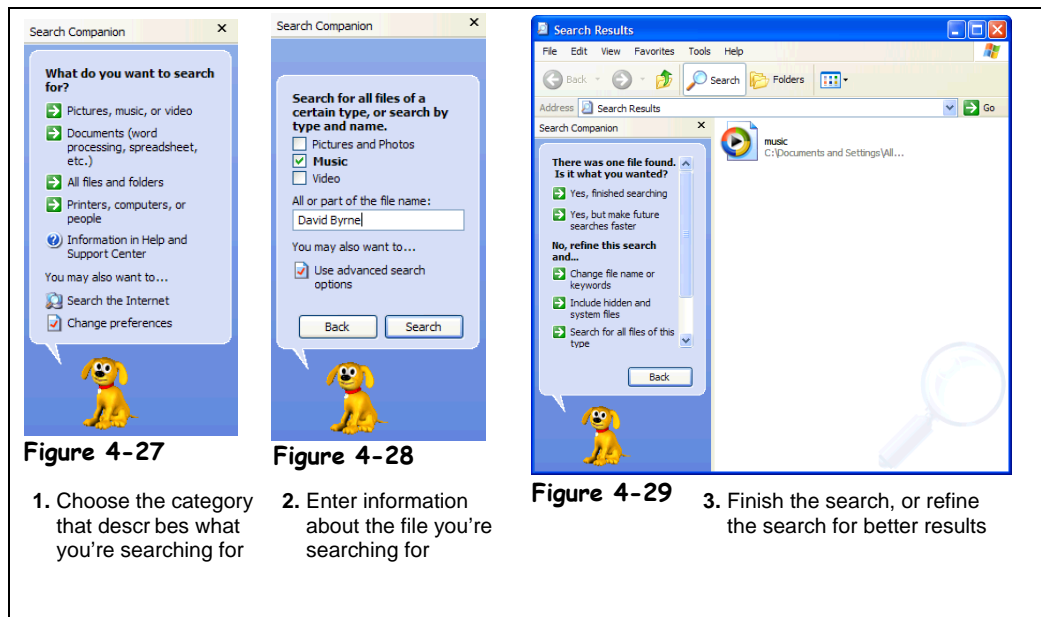
The Search Companion guides your search by asking questions about your search.

**Figure 4-28**

Beginning a music file search.

**Figure 4-29**

The search results window.



It's just as easy to misplace and lose a file in your computer as it is to misplace your car keys—maybe easier! Luckily, Microsoft has simplified the search process by introducing the Search Companion to Windows XP. A cousin of the Office Assistant, the Search Companion helps you organize your search by asking certain questions, such as what you want to search for (i.e. picture or file), which drive to search in, and the file name.

The Search Companion can search for files even when you can't remember the exact file name or location. You can search for a file by:

- The file name or any part of the file name.
- The date the file was created or modified.
- The type of file, such as a Microsoft Word document or graphic file.
- The text within the file.
- The size of the file.

You can set one or several of these criteria to search for a file.

**1. Click the **Start** button and select **Search** from the menu.**

The Search Results window appears with the Search Companion, as shown in Figure 4-27.

The Search Companion will ask you different questions to help you with your search. For now, let's search for a music file.

**2. Click the **Pictures, music, or video** option.**

The next screen of the Search Companion appears, asking you for more details about your search.

3. Check the **Music** box. Click in the **All or part of the file name** text box and type **David Byrne**. Click **Search**.

The Search Companion begins the search and displays the names and locations of all the files that have the words David Byrne in their names. You can open any of these files by double-clicking them.

4. Double-click the **music** file.

The music file begins playing in the Windows Media Player.

5. Close the **Windows Media** program.

If you don't quite remember the file name, you can always search by when you last modified the file, or by the size of the file. We won't do a search using this criteria right now, but we can at least go ahead and figure out where these options are located.

6. To start a new search, click the **Search** button in the Search Companion.

The first screen of the Search Companion appears.

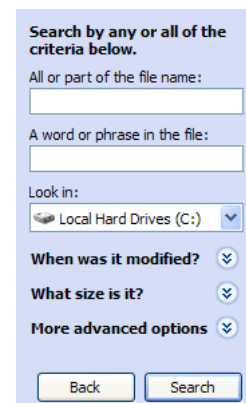
7. Click the **All Files and Folders** option.

A dialog box appears, giving options to search by file name, text within the file, location of the file, when it was last modified, size of the file, and other advanced search options to choose from.

8. Type **Practice** folder in the search options dialog box, and click **Search**.

The Search Companion searches for folder, and displays all finds in the results window.

9. Click the Search Results window **Close** button.



**All Files and Folders Search Options**

**Table 4-6: Search Options**

Search For	Description
Pictures, music, or video	Search for pictures and digital photos (.jpg, .gif, and .bmp); music (.mp3); and digital video (.avi and mpeg) files.
Documents (word processing, spreadsheet, etc.)	Search for files created with a program, such as Microsoft Access (.mdb), Microsoft Excel (.xls), Microsoft PowerPoint (.ppt), Microsoft Word (.doc), or Notepad (.txt)
All files and folders	Search through all types of files and folders.
Computers or people	Search for computers on your network or the name of a person in your address book.
Information in Help and Support Center	Search for information in Microsoft Windows XP's built-in Help system.
Search the Internet	Search the Internet for information on a key word or phrase.
Change Preferences	Change your search preferences, such as whether or not you want to display an animated character or advanced search options.

**Quick Reference**

To Use the Search Companion to Find a File:

1. Click the **Start** button and select **Search**.
2. Select the type of file you want to search for.
3. Enter part of the file name or text within the file. You can also search for files using the drop-down lists at the bottom of the Search Companion.
4. Click **Search** to begin searching for the file(s).