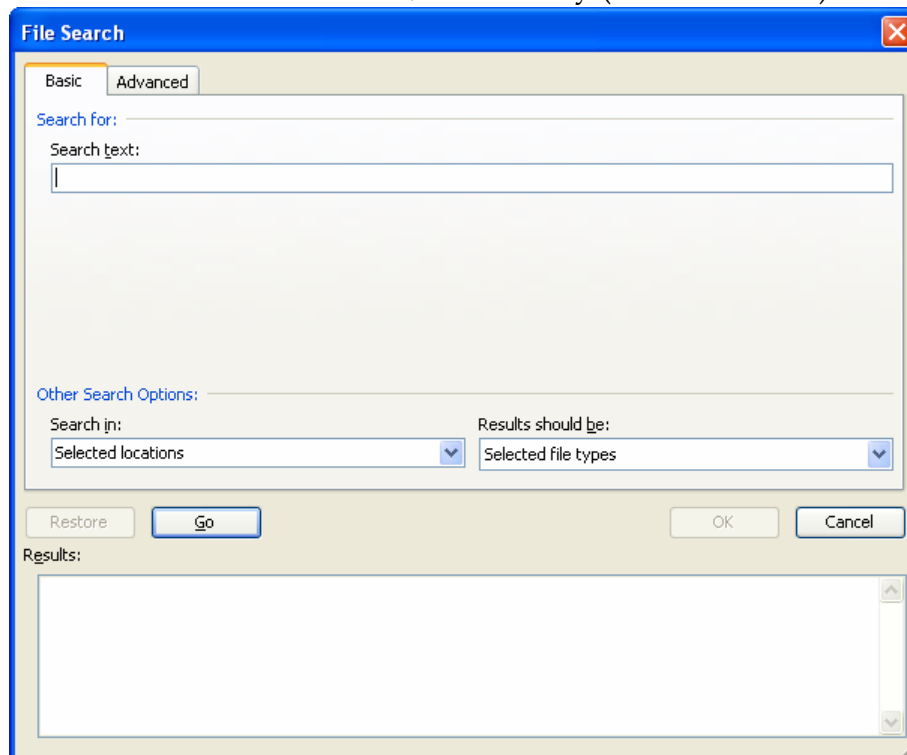


FINDING A FILE USING THE OPEN DIALOG BOX

If you don't remember the name of a file, you may use the find feature to locate the file. The steps listed below can be used to complete this process.

BASIC SEARCH

- ✦ Click the **Open** button on the **Standard Toolbar**.
- ✦ Select **File** on the **Menu Bar** and click **Open**.
- ✦ Press **CTRL + O**.
- ✦ The **Open** dialog box will appear.
- ✦ Click the **Tools** drop-down arrow in the **Open** dialog box.
- ✦ Click **Search** from the list of choices.
- ✦ The **File Search** dialog box will appear.
- ✦ Click the **Basic** tab in the **File Search** box, if necessary (see illustration).

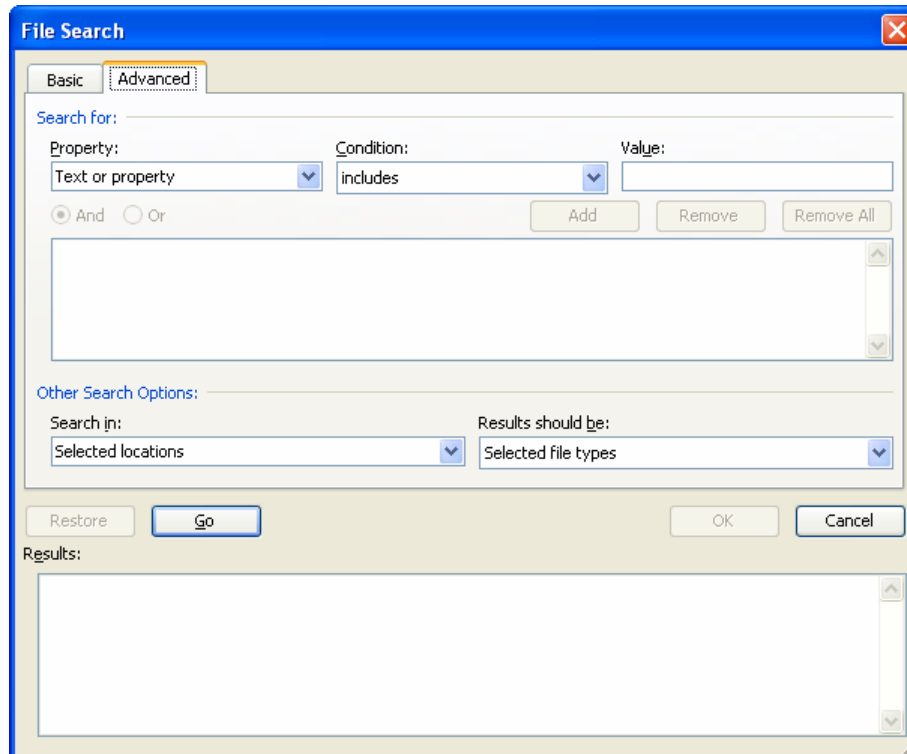


- ✦ In the **Search text** box, input the text that is to be searched for.
- ✦ Under **Other Search Options**:
 - ✦ Click the **Search in** drop-down arrow and choose the folder that is to be searched.
 - ✦ Click the **Results should be** drop-down arrow and choose the type of document, such as Word or Excel files.
- ✦ Click **Search** to find the document.
- ✦ The **Results** of the Search will appear in the **Results** box.
- ✦ Do one of the following:
 - ✦ Double-click the file that is to be opened.
 - ✦ Click the file that is to be opened and then click **OK**.

ADVANCED SEARCH

The advanced search is used to specify additional criteria for the search such as a date, time, or subject. It is possible to specify several different criteria for the search using this option.

- ✦ Click the **Open** button on the **Standard Toolbar**.
- ✦ Select **File** on the **Menu Bar** and click **Open**.
- ✦ Press **CTRL + O**.
- ✦ The **Open** dialog box will appear.
- ✦ Click the **Tools** drop-down arrow in the **Open** dialog box.
- ✦ Click **Search** from the list of choices.
- ✦ The **File Search** dialog box will appear.
- ✦ Click the **Advanced** tab in the **File Search** box (see illustration).



- ✦ Click the **Property** list arrow, to select from several options such as Subject, Text or Property, Title, or Web Page.
- ✦ Click the **Condition** list arrow to choose an additional condition. This will change depending on the option chosen in the **Property** box.
- ✦ In the **Value** box, input the value that is being searched for.
- ✦ Click the **Add** button to move the criteria to the text box under **And**.
 - ✦ **And** - If the search is to meet all of the criteria, click this option button.
 - ✦ **Or** - If the search is to meet one or the other condition, click this option button.
- ✦ Continue this procedure until all the criteria have been added.
- ✦ Specify any other criteria as explained in the previous section.
- ✦ Click the **Go** button to perform the search.
- ✦ The **Results** of the Search will appear in the **Results** box.
- ✦ Do one of the following:
 - ✦ Double-click the file that is to be opened.
 - ✦ Click the file that is to be opened and then click **OK**.