How to Search for Files or Folders
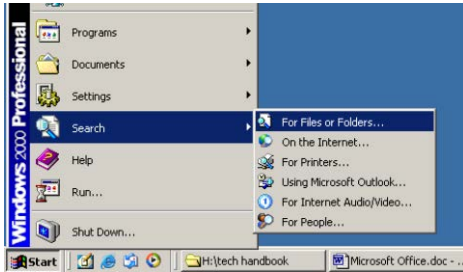
Click on **Search** in the start menu

Click **Find Files or Folders**

Type a file name
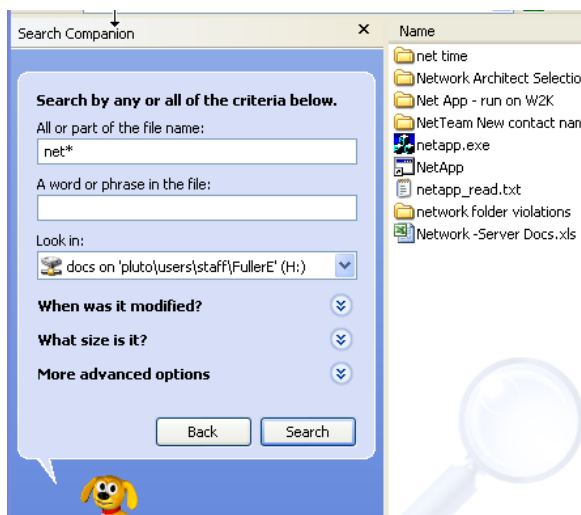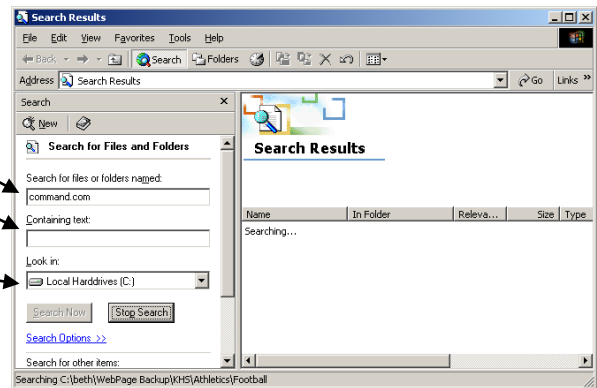
…or a line of text here

Where do you want to look?
Local – C: drive?
Network – H: drive?

Click **Search Now**

Hint: If you want to search for a file with "network" as part of the name, you can use * as "wildcard".

Think about it!
Do you want to look on the drive of your local computer - - c: drive?
…or in network folder - - H:\ drive?