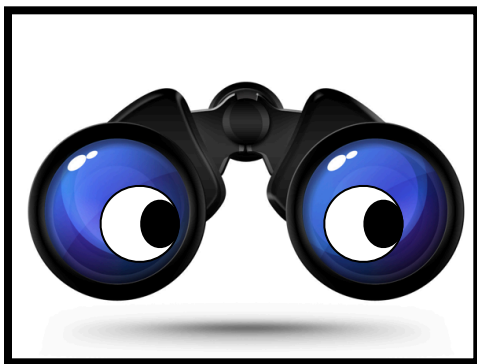


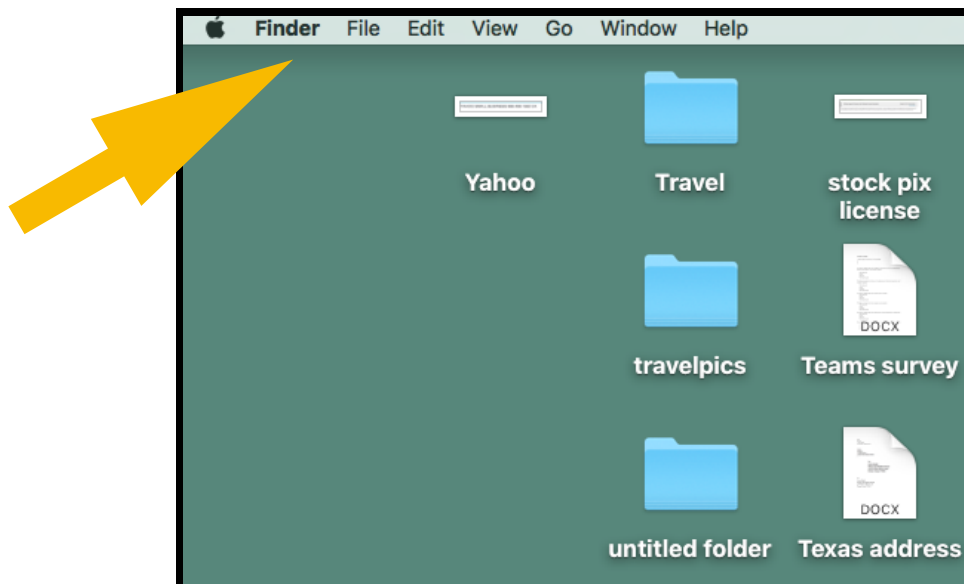
Let's face it—we all forget what we named a file on occasion. Frustration creeps in as we open folder after folder looking for the correct file.



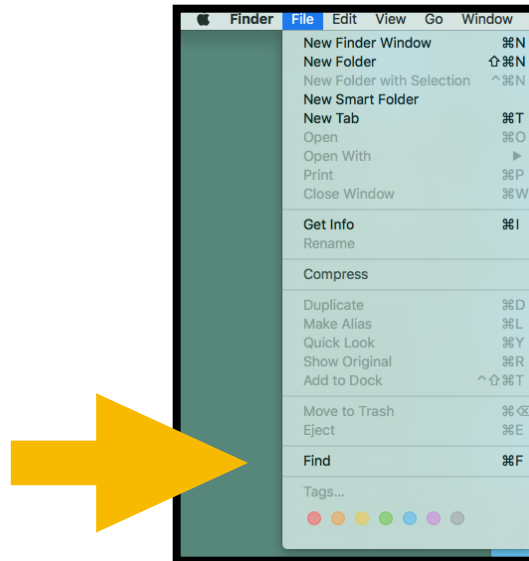
Good News! There is a fast and efficient method for locating files as long as you can remember keywords within the file. In fact, there are two ways.

## 1. File/Find

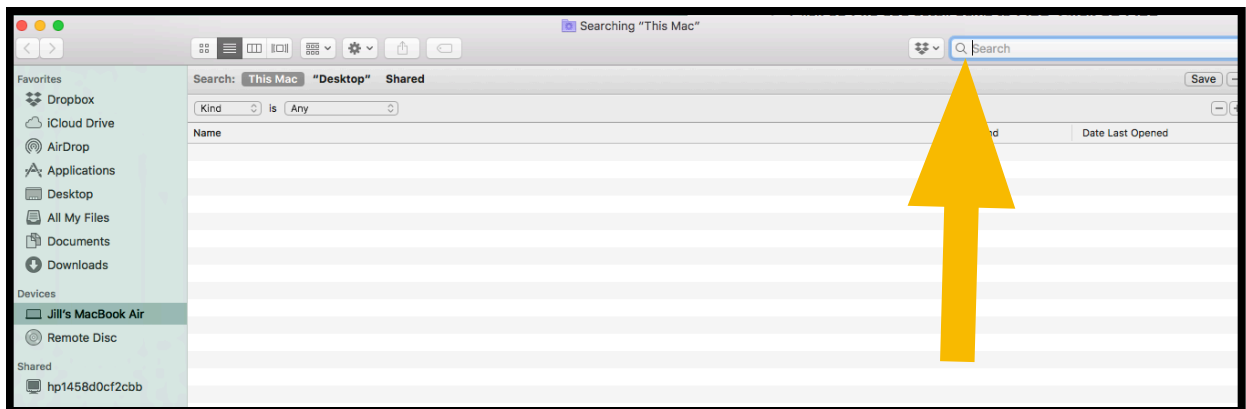
- Click on your Desktop screen so that the word **Finder** is in the upper left hand corner.



- Click on **File** and scroll down to **Find**. Click on **Find**.

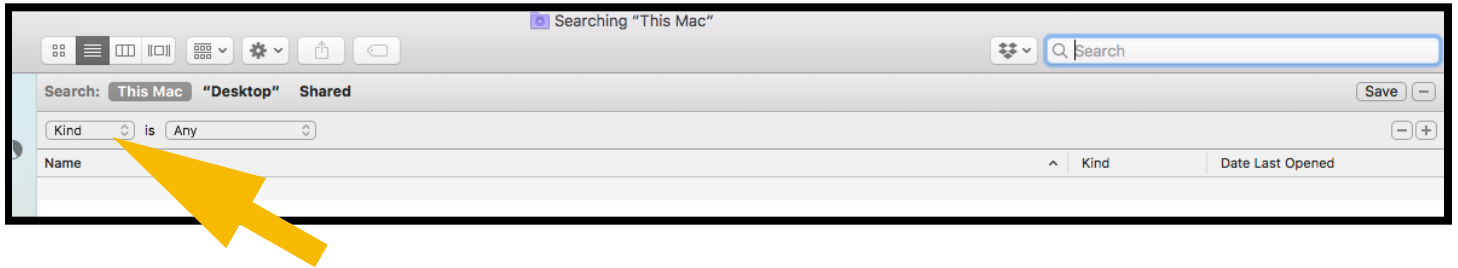


- You will see a screen something like this one.

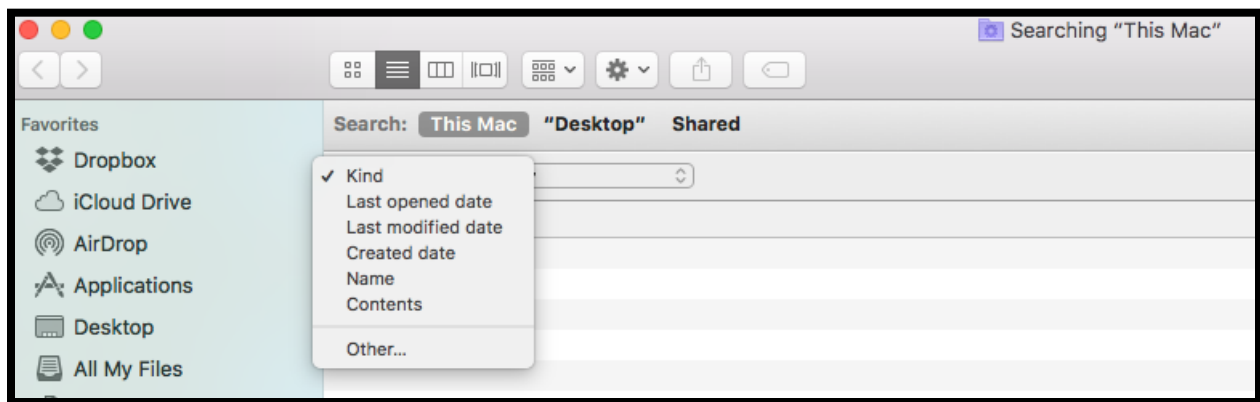


There is a search window (yellow arrow) where you can type in a file name.

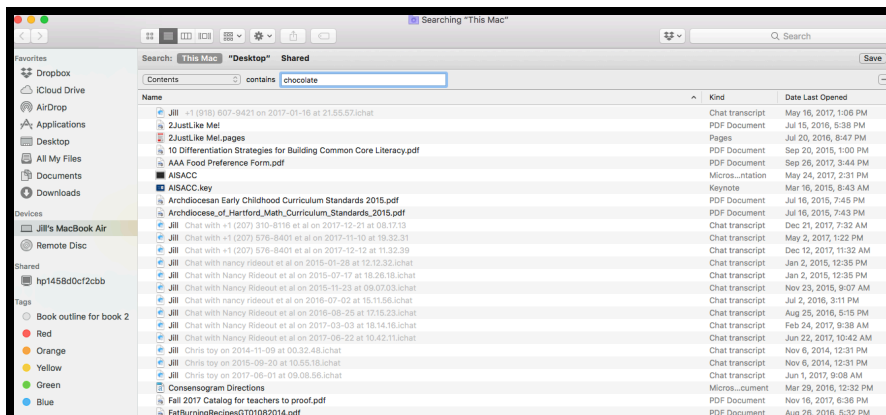
However, let's take a closer look at the menu near the top.



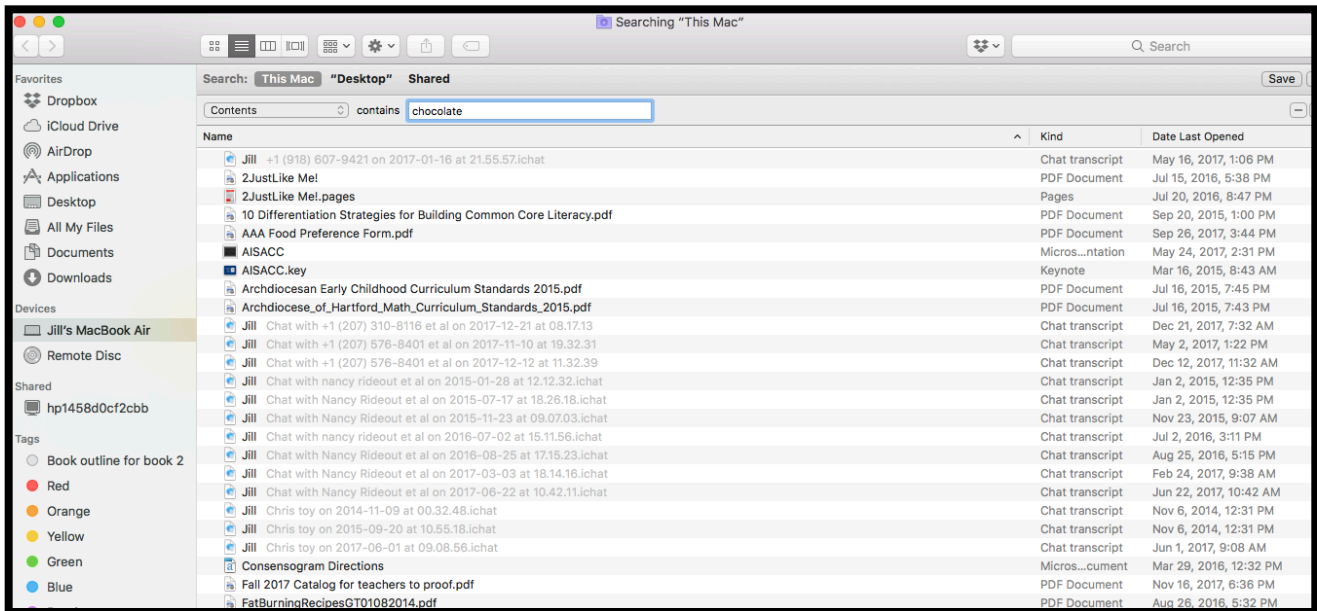
- Notice that over on the left hand side there is the word **Kind** with arrows. If you click on the arrows, a drop down menu will appear.



This little menu gives you the option to search by date, name, or my favorite—content. This choice is most helpful when you have no idea what the file's name is or when it was created. Here's what you will see if you type in a keyword related to the content of the file. In this case I was searching for the keyword *chocolate*.



Let's make that image larger so you can see all of the available information.

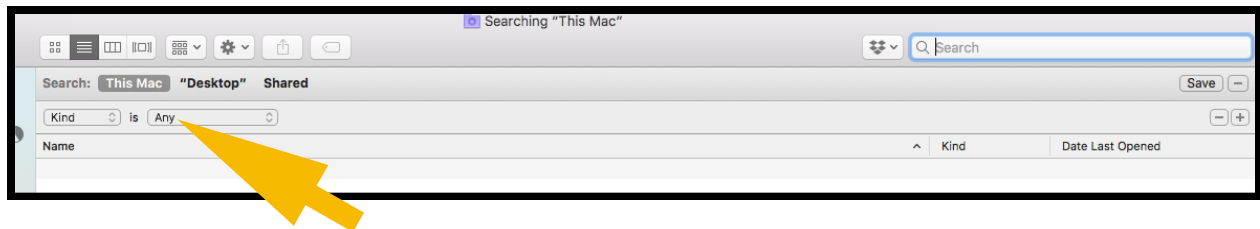


This screen shows:

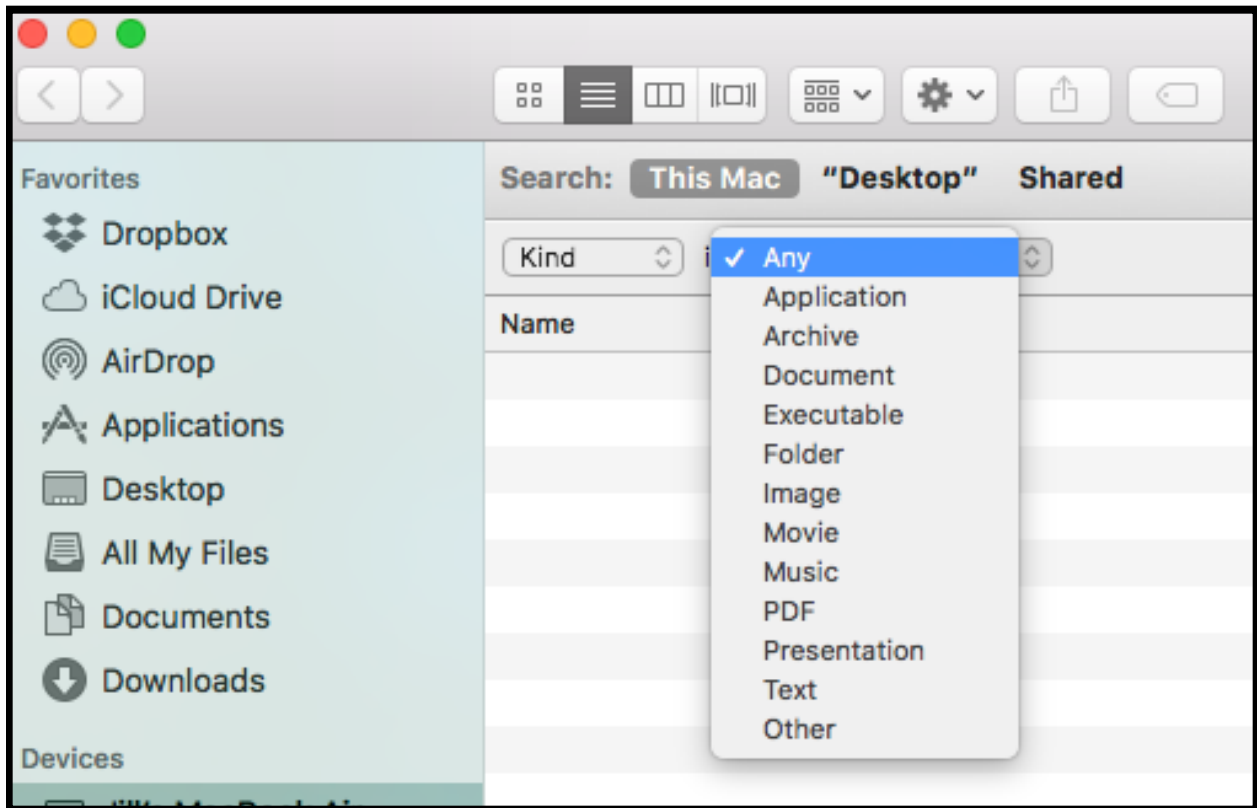
- ✓ All of my files that contain the word chocolate in the content
- ✓ The kind of file: Pages, PDF, Chat transcript, etc.
- ✓ Date last opened.

With this info I surely can find the file I am looking for.

- Let's look back at the image with the original search options.

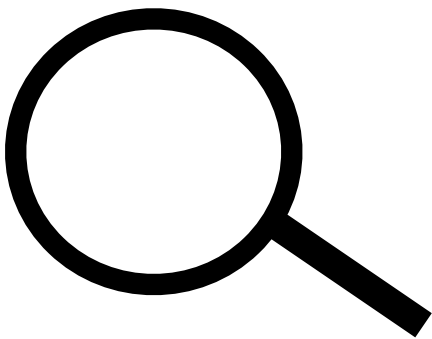


To the right of the Kind option, it says Any. This tab allows you to narrow your search by looking for a specific type of file.



The File/Find function is very handy and should help you locate those pesky files in hiding.

2.



The second way to search for a file is the search icon that looks like a magnifying glass. It is in the upper right hand corner of the screen. It is called the **Spotlight Search**.

- When you click on this icon, a search window will appear.



The actual window may look a little differently from the one above—it all depends which Mac you are using. In any case, type in the keyword(s) you are looking for.

- You should see a screen similar to this one.



As soon as you begin typing, the software anticipates what you are looking for. On the left, you will see possibilities and the right previews what the blue highlighted file looks like.

The left column is organized into categories:

- ☑ Top Hits: These are the files you most often click on.
- ☑ Images: A list of images on your computer that are labeled with your keyword(s)
- ☑ Folders: Any folders with your key words in the name
- ☑ Siri: Suggested related websites
- ☑ PDF documents: Any PDF files with the keyword(s)
- ☑ Documents: Any document files with the keyword(s)
- ☑ Mail & Message, Presentations, etc.

The preview on the right is very helpful in identifying the correct file.

- Just click on the line that identifies your file and it will open.