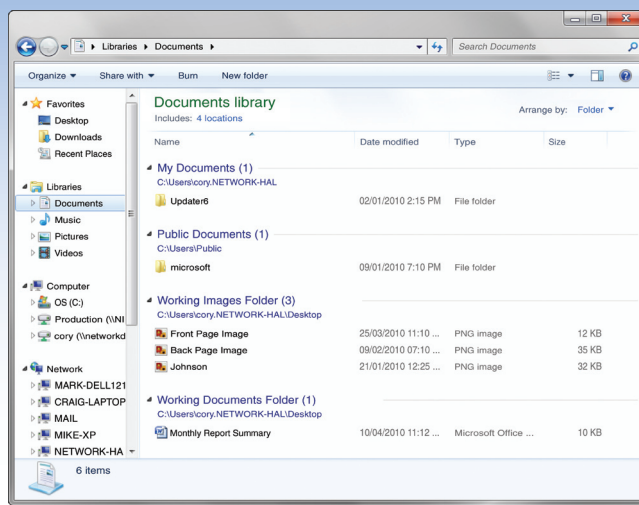


Windows 7 File Management



Your guide to keeping your files in order.

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Searching for Files and Folders

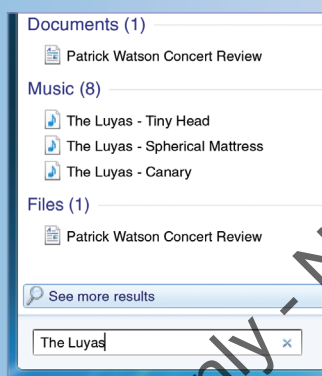
Searching for Files and Folders

Using Instant Search

Use the search box located at the bottom of the Start menu to quickly locate files, folders, and programs on your computer.

To locate files, folders, and programs with Instant Search: click the Start button . In the search box, begin typing keywords. As you type, files and folders that match your criteria are displayed. Click an item to open or display it.

If you can't find the item you are looking for, click **See more results** to open a **Search Results** window (see *Working with Search Results*, below).



Working with Search Results

If you want to expand your search to include several different folder locations, or to perform a more specific search, you can do the following:

1. Click the Start button , and press F3 to open a **Search Results** window. Begin typing in the search box, located at the top right of the window.
2. Scroll down to the bottom of the list of results and, in the **Search again in** section, click **Custom...**

Sharing Network Resources

Finding Shared Folders on Your Network

Click to open Windows Explorer (See *Working with Windows Explorer*, on the reverse side). Double-click the **Network** link at the bottom of the folder list in the Navigation pane to browse your network(s).

To open files and folders shared on a network: once you've found the **Network** computer containing the resources you want to use, double-click the computer icon to view the shared folders it contains. Double-click the shared folders to open, view, and use their contents.

Creating a Shortcut to a Shared Folder

1. Click to open Windows Explorer. Navigate to the desired **Network** computer folder (see *Finding Shared Folders on Your Network*, above).
2. Right-click a shared folder and choose **Create Shortcut**. The shortcut appears on your desktop.

Assigning a Drive Letter to a Shared Network Folder

You can also create a shortcut to any shared network folder by assigning an unused drive letter (e.g. M:) to the folder. This shortcut appears as an additional drive in the **Computer** window, and can be used just like a local hard drive.

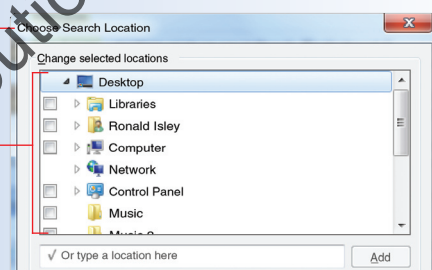
To assign a drive letter to a shared network folder:

1. Locate the shared folder (see *Finding Shared Folders on Your Network*, above). Right-click the folder and choose **Map Network Drive**.
2. In the **Map Network Drive** dialog box, choose an unused letter from the **Drive** list and click **Finish**. A window opens displaying the shared folder.

To remove a network drive: click to open Windows Explorer and locate the created network drive (e.g. M:). Right-click the drive and choose **Disconnect**.

Choose Search Location dialog box

Check the boxes to select the folders you want to search.



3. In the **Choose Search Location** dialog box, check the boxes of the folder locations you want to search, expanding folders as needed, and click **OK**. Related files stored in the selected folder(s) are displayed in the **Search Results** window.

Saving Custom Searches

If you frequently perform the same search, you can save your custom search criteria so you can access up-to-date results easily.

To save a search: create and complete a custom search (see *Working with Search Results*, left). In the main menu bar, click **Save search**. In the **Save As** dialog box, type a file name and choose a location to save the custom search to (the default is **Favorites**). Click **Save**.

To use a saved search: in the Windows Explorer Navigation pane, browse to the saved search file location (under **Favorites** by default) and click it. Updated results that match the saved search criteria are displayed.

To delete a saved search: in the Windows Explorer Navigation pane, browse to the saved search file location. Right-click the file and choose **Remove** from the menu.

Sharing Your Folders with Other Network Users

1. Click to open Windows Explorer. Right-click the folder on your hard drive that you want to make available to other users on your network, and choose **Share with > Specific people** from the menu.
2. In the **File Sharing** window, select people from the drop-down list and click **Add**.
3. Choose a **Permission Level** (e.g. **Read**) for each recipient in the main area.
4. Click **Share**. Click **Next**, then **Done**. Shared folders are displayed with a icon.

To stop sharing a folder: locate the folder in Windows Explorer. Right-click the folder and choose **Share with > Nobody** from the menu.

To change the sharing permissions of a shared folder: locate the shared folder in Windows Explorer. Right-click the folder and choose **Share with > Specific people** from the menu. In the **File Sharing** window, make changes to the permission level of recipients as desired, and click **Share**. Click **Done**.

Using the Network and Sharing Center

The Network and Sharing Center provides a visual map of your network as well as access to associated networking tasks and options.

To open the Network and Sharing Center:

1. Click the Start button and choose **Computer** from the menu.
2. In the **Computer** window, click **Network** and then click **Network and Sharing Center**.

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