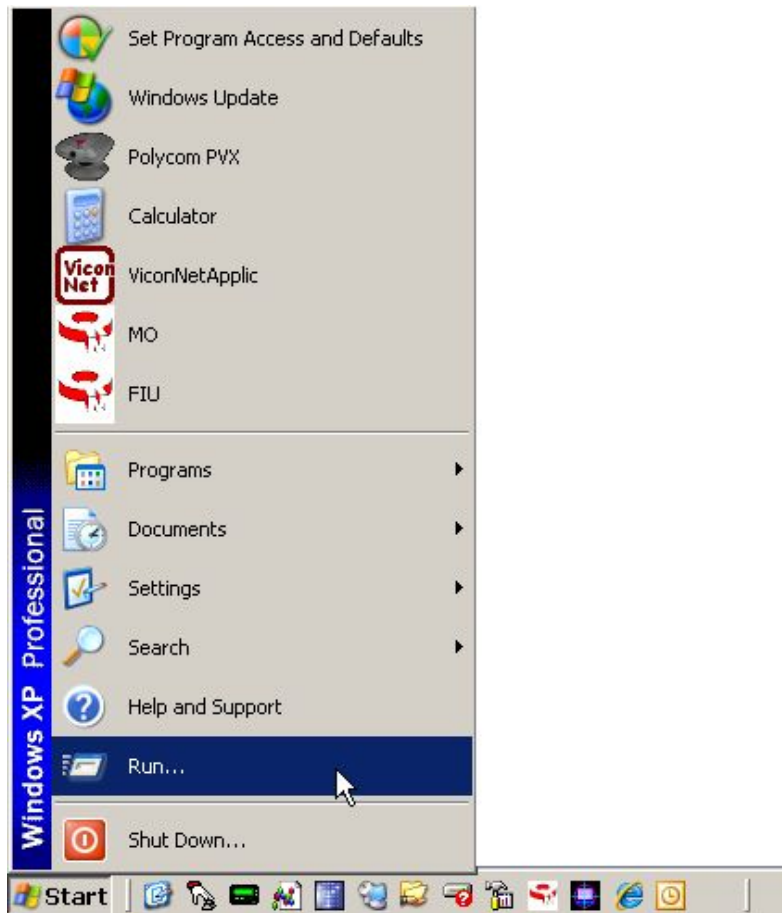
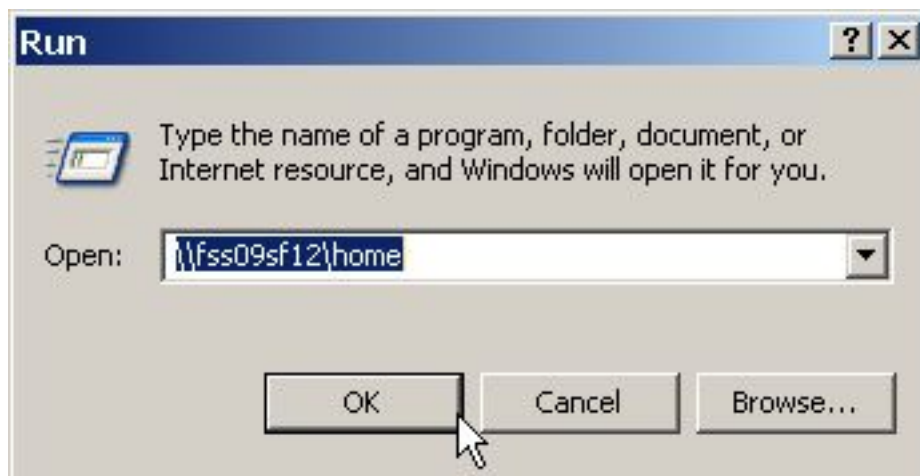


How to...Search Your Home Directory

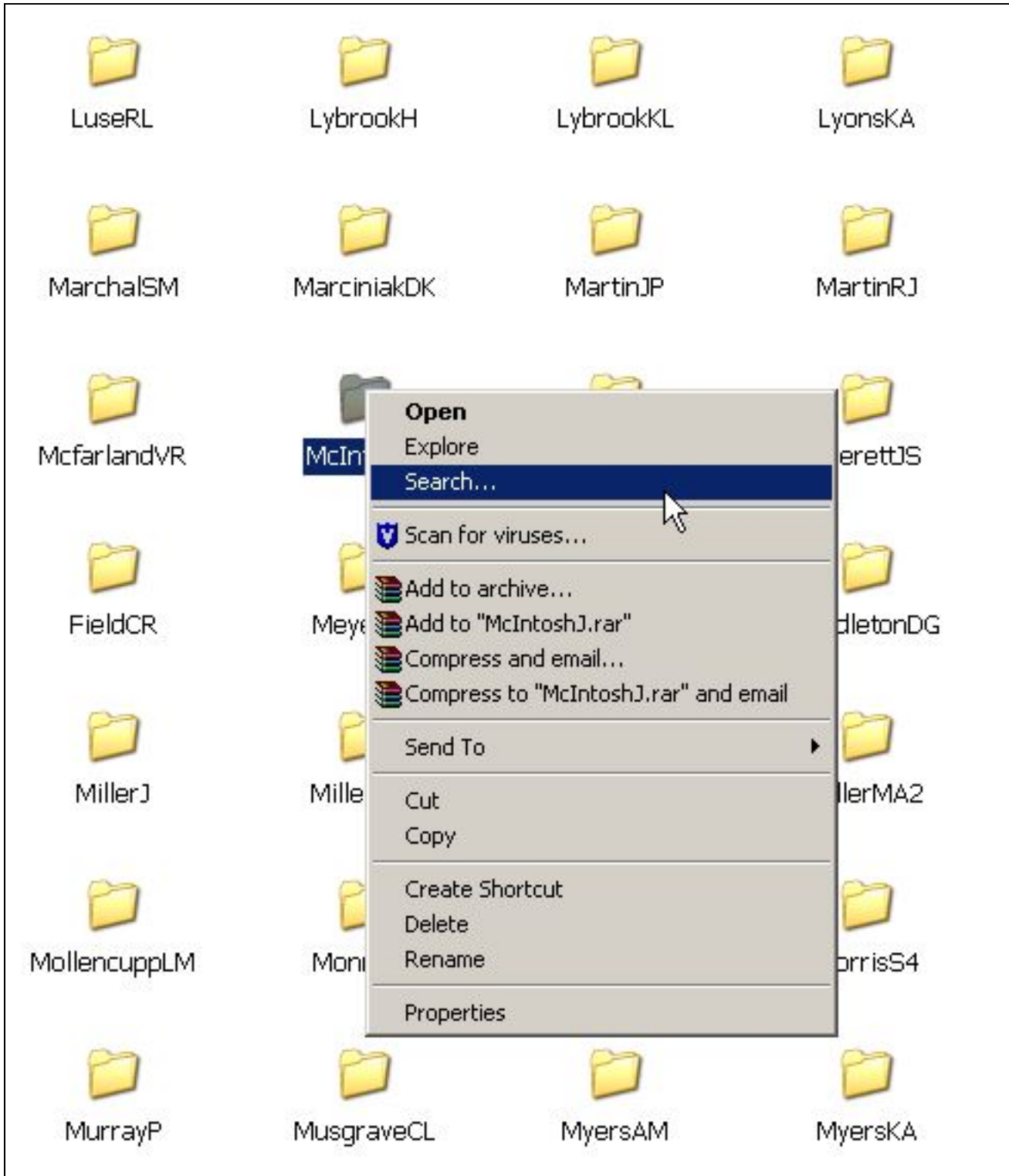
- 1) Left-click on the **Start** button located on the **Task Bar**. Then left-click on the **Run...** menu option.



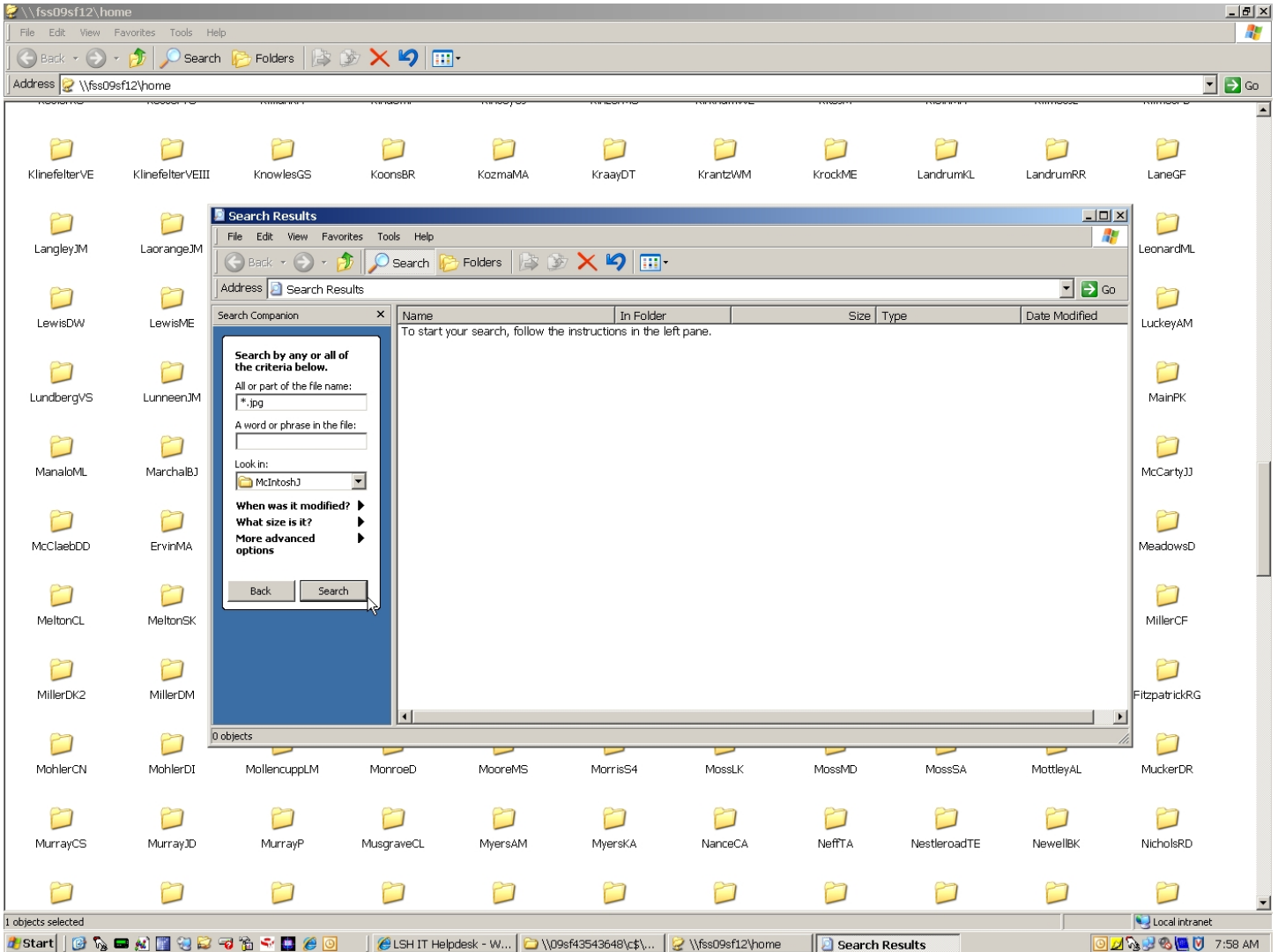
- 2) Type **\\FSS09SF12\HOME** in the **Open** box and then left-click on the **Ok** button. *Note: Be patient, it may take several minutes for the home folder to display its contents.*



- 3) Use the vertical scroll-bar on the right and locate your personal home folder. Right-click on your personal home folder to activate the pop-up menu, and then left-click on the **Search...** menu option.



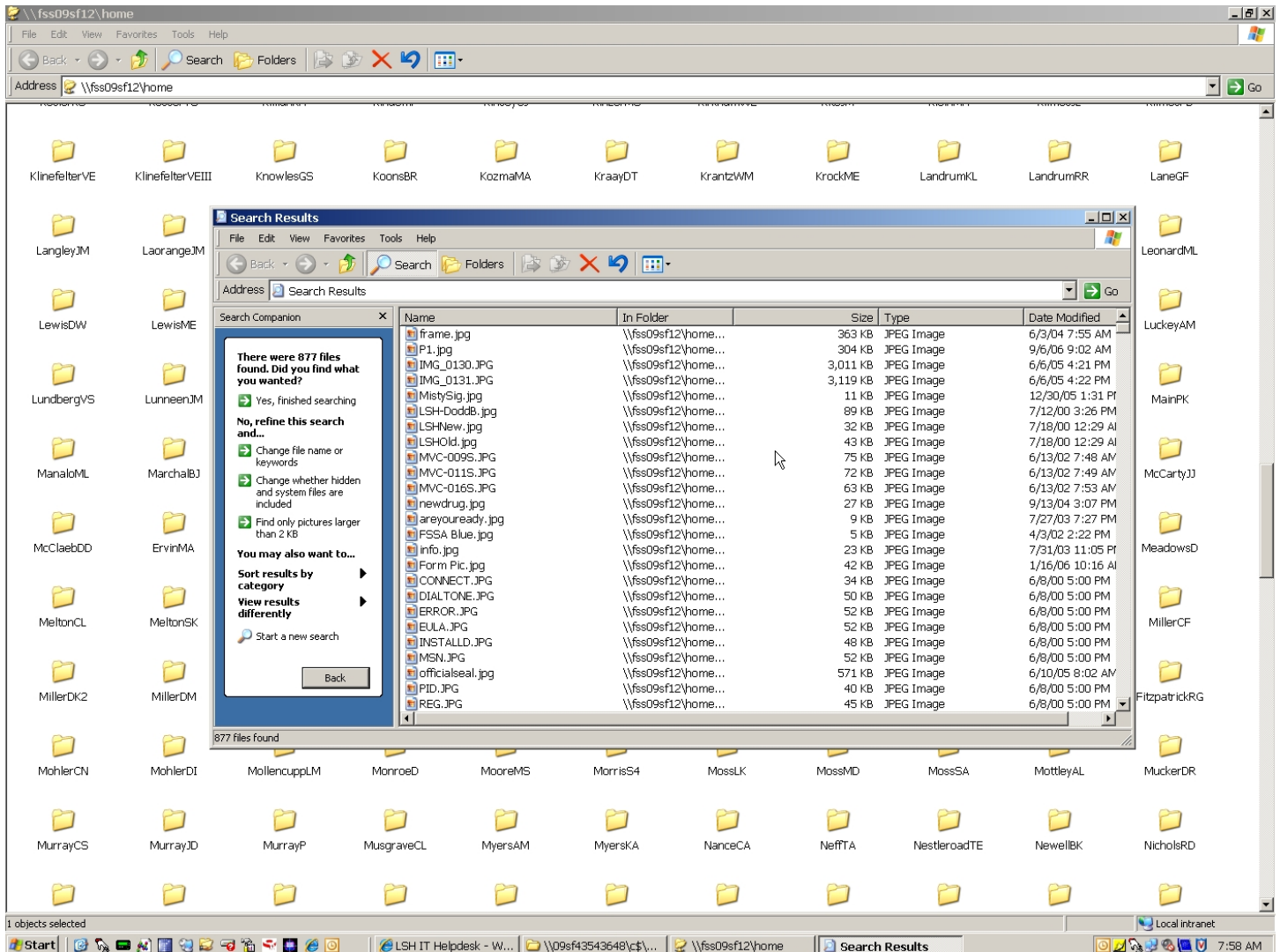
- 4) Type the document name you are searching for in the **All or part of the file name** box and left-click on the **Search** button.



Documents are comprised of the file name followed by a period and a 3 character file type identifier also known as a file extension. To search for all files/documents of a specific kind you would enter:

- *.jpg or *.gif or *.bmp or *.png - searches for all files that are graphics or pictures
- *.gif – includes all graphic files
- *.wma or *.mp3 or *.wav - specifies all types of audio or music files
- *.doc – would be all Microsoft Word documents
- *.wmv or *.mpg or *.avi – searches for all type of video or movie files
- *.ppt or *.pps – includes all Microsoft PowerPoint presentations
- *.xls – would be all Microsoft Excel spreadsheets

5) The **Search Results** below shows all the “jpg” picture files found in the folder by using *.jpg as the file name to search for.



Once the file or files have been located and displayed in the **Search Results** window, you may:

- Left-click on a document name to selected it
- Press Ctrl-A key combination to select all the files
- Hold the Ctrl key down and left-click on more than one file
- Left-click on a file and then hold down the Shift key and select a range of files
- Double left-click on a file name to Open the document

After a file or multiple files have been selected you can press the **Delete** key on the computer keyboard or the **red X** button located on the **Search Results** menu to delete them.

You can also copy and paste or drag and drop the files to a new location.