

WHERE IS MY FILE OR ICON?

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"Show Desktop" button clears the desktop of all opened windows (^)

This is useful when searching for missing desktop items etc.

((TIP)) To reduce desktop clutter, try nesting icons into toolbars and/or moving to desktop folders.

The easiest way to find items is actually a combination of several tools and techniques:

Technique #1 The ALPHA SEARCH for desktop or file view windows

For DESKTOP SEARCH only simply clear the screen using the tiny rectangular button just to the right of the System Clock, then click on any blank, non icon area of the desktop, then press (and hold!) the first letter of the file or icon you expect to reside on the desktop. Note the highlighted desktop objects that match the single first letter will "flash by" if you press the desired letter key down and hold. This step reveals the "alpha matching" icons.

Note you can use this **ALPHA FUNCTIONALITY** in most Microsoft "file list view" windows. Most – but not all other programs/apps will allow the alpha key - to speed file selection.

Example: Click Start then click Documents, press the letter A. The cursor should now highlight the first file beginning with the letter A. Continuing to press A or other keys will advance the cursor further into your document list. Then Press Enter key to open the file.

((TIP)) If you accidentally **start** to rename a file or folder → press the ESC key.

((TIP)) If you accidentally **have** moved or renamed a file (etc.) → press the ALT key to activate/expose the Folder Menu. Next Select the Edit Menu. Click on the Undo Option if available to undo your last errant move. Also, check the Recycle Bin for deletions.

Technique #2 Windows Search tools and Recent Items List

WINDOWS SEARCH

Is found in the Start Bar, at the very bottom. Type in your file name/keyword searches here.

START MENU - RECENT ITEMS

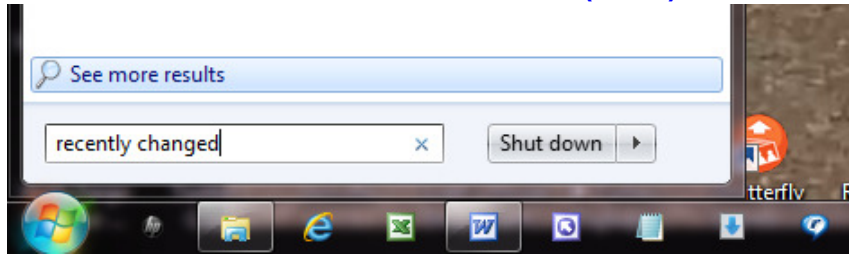
Is on the Windows 7 Start Bar, below GAMES. If this feature is turned off, or you have recently used a "temp file cleaner" you may not see any listings. Check the Start bar Properties, Customize, to verify this useful feature is checked and working OK.

((TIP)) To display a file's location & details – Rt-Click it and Select Properties.

While I still use the "handy" alpha technique to eliminate scrolling thru file lists, I now prefer the following tools for general searching of files, folders and servers:

ADVANCED TOOLS

TOOL #1 “RECENTLY CHANGED” (LINK)



Use the Search window to locate this useful file list link

Saved Searches like “Recently Changed” exist and you can create a shortcut to this list:

1. Type **recently changed** as shown above.
2. A Recently Changed icon will appear at the top of the (search results) File list.
3. Right Click on the icon and drag Recently Changed to the Desktop area and release mouse button.
4. Choose “Create Shortcuts” – a new shortcut should be created.
5. Click/Test the icon. A substantial list of recently modified/saved files should appear.

TOOL #2 ULTRA FILE SEARCH www.ultrafilesearch.com download information.

I’ve stopped using Windows Search now that I have the superior **Ultrafilesearch** tool. **Way faster than Windows search**, this tool flies through gigabytes of files on your typical system, locating for files and “key word” hits. The Lite version works great and is free. The best free/cheap Search Tool. Install it and add a shortcut to your Start Menu.

EMAIL TIP: DON’T LOSE IT!

NEVER EVER EDIT FILES THAT YOU HAVE **JUST OPENED** FOR THE FIRST TIME IN OUTLOOK or other EMAIL(!). INSTEAD SAVE THE FILE TO YOUR DOCUMENTS FOLDER IMMEDIATELY - THEN CONTINUE EDITING. If you skip this step your special file could land in a hidden web browser cache folder and wiped out in a single reboot or other error. Always save your recently received, important files using SAVE AS so the work will kept out of Web cache or other obscure folders. To repeat, always save the file (Save As) as soon as you have opened or received it from Email or other portable media.

SPEED TIP: ALPHA EXCLUSIVE NAMES

Alpha Exclusively named folders are uniquely named folders where only one folder in Documents starts with a given letter of the alphabet. Example: Creating just one folder with **F** or **M** or **S** in the **Title** will allow you one-key speed access to an important folder called Finance or Medical or Shared, eliminating tedious scrolling and misdirection. Now you open documents, press **F** and Enter key to open all finance docs, for example.

For more tips and timesaving keyboard tricks visit: www.avenue18.com/support