I cannot find that file!

Introduction

Have you ever 'lost' a file or folder on your computer? I have! Many times!

You create a document, save it, print it and then forget where you saved it to!

Well, here are some ideas you can try out to find those elusive documents.

Recent Items

If you have recently used the file or document in the last few days or even week it may still be listed in your 'Recent Items' menu. How to locate that?

Select **Recent Items** from the **Apple menu** on the left hand side of your Apple computer's display. See the example below.

Ű	Preview	File	Edit	View	Go	Tools	Bookmarks	Window	Hel
A	bout This M	lac							
Sc	oftware Upo	late							
М	ac OS X Sof	ftware							
Sy	stem Prefe	rences.			D				
D	ock			•	1 88				
Lo	ocation			•				lame	_
Re	ecent Items	ĵ.		•	Do	cuments			
Fo	orce Ouit Pr	eview	X	0 ж		04_cor	mic_life_bw.po	df	2001
						ancien	t_history_200	1_report.p	df
SI	eep			200	2	ancien	t_history_stg8	5_04.doc	
Re	estart				2	Image.	_Resize.doc		
Sł	nut Down			1	pplicit	staff_i	nfotech.doc		
Lo	og Out John	Larkin.	1	¢₩Q	Cle	ar Menu			
				CONTRACTOR OF					

As you can see in the example above there are five documents available in the **Recent Items** menu. Is the document that you are looking for listed in that menu? If so select that item and it should open.

If the document or file is not listed there then you may like to try the other methods outlined later in this document.

Fine tuning the Recent Items

You can fine tune the **Recent Items** menu by making changes in the **System Preferences** application on your Apple computer. How can you achieve that?

Select the System Preferences menu item from the Apple menu. See the illustration below.

Ú	Word	File	Edit	View	-	
About This Mac						
M	Mac OS X Software					
Sy	stem Pre	ferenc	es			
D	ock	1.14	-8.1	d i re	•	
Lo	ocation				•	
Re	ecent Iter	ns			•	
Fo	orce Quit	Word		ጚኇቘ	গ	
SI	eep				S X	
Re	estart				1P	
Sh	ut Down					
Lo	g Out Jo	hn Lar	kin	企業	Q	

The application will open and the following window will appear.



Click on the **Appearance** button situated on the upper left hand corner of the application window. The following window will appear.

0 0	Appearance
Show All	Q
Appearance:	Blue 🗘
	For the overall look of buttons, menus and windows
Highlight Color:	Blue 🗘
	For selected text
Place scroll arrows:	• At top and bottom
	OTogether
Click in the scroll bar to:	• Jump to the next page
	◯ Jump to here
	Use smooth scrolling
	☑ Minimize when double clicking a window title bar
Number of Recent Items:	5 Applications
	10 Documents
	None Servers
Font smoothing style:	Automatic – best for main display
Turn off text smoothin	ng for font sizes 8 🛟 and smaller.

Towards the bottom of the window you will see the section listed "Number of Recent Items". You can choose how many Applications, Documents and Servers are appear in the Recent Items menu. In the example above I have changed the desired listings to 5 applications, 10 documents and no servers. The results can be seen in the screen shot below.

You will observe that five applications are listed in addition to the ten documents.



Find Files

What else can you try to locate a file or folder on your computer. You can select the Find... menu item from the File menu. See the example below.

File	Edit	View	Go	Wind
Nev Nev Nev	w Finde w Folde w Smai w Burn	er Wind er rt Folde Folder	low ז r	N೫ N೫3 N೫3
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Du Ma Sho Ado Cre	plicate ke Alia ow Orig d to Fa eate Ar	s ginal vorites chive	ł	業D 業L 業R 注業T
Mo Eje Bur	ve to T ct 'n Disc	rash		¥⊠ ¥E
Fin	d			ЖF
Col ×	or Lab	el: • • •	• •	

The following window will appear.



Type the name of the file or even part of the name and documents and folders will begin appearing in the window below. You can even type a word that appears in the document itself it should appear in the window below.

$\Theta \Theta \Theta$	Searching "Computer"		0	
	**	Q sparta	8	
Macintosh HD	Servers Computer Home	Volume "Macintosh HD"	Others	
	Kind ‡ Any	\$		
Desktop	Last Opened 💠 Any Date	\$		
🕐 john	▼ HTML		4	
À	001_sparta_geography.html	2/06/05 10:53 PM	(i)	
Applications	001_sparta_geography.html	2/06/05 10:53 PM	(i)	
Movies	001_sparta_geography.html	2/06/05 10:53 PM	(i)	
	01_Sparta_lge.htm	1/06/05 11:56 PM	(i)	
Documents	o1_Sparta_lge.htm	1/06/05 11:56 PM	(i)	
& Music	54 more			
₩	▼ Documents			
Pictures	1 – Environment.doc	22/03/07 4:54 PM	(i) 🚹	
Microsoft Entourage	1 – Environment.doc	16/10/05 6:45 PM	(i)	
	01_marking_guide.doc	19/06/05 8:57 AM	(i)	
Microsoft Word	01_Sparta_Essay_Source_051205	1/12/05 1:09 PM	(i)	
Adobe Photoshop CS	001_sparta_geography.doc	2/06/05 12:18 AM	(i)	
	257 more		Ŧ	
School	Select an item to see its path.			
744 items 🕚 ////				

You will note that there are four buttons located at the top of the window. You can use these to fine tune your search even further. Have a look at the screen shot below to get an idea or two about the capability of this tool.

A search for a doucment that contains the word assessment in the file name and was modified or changed in the last two weeks has been made using the buttons to fine tune the search. This can be a powerful tool.

$\Theta \Theta \Theta$	Searching "Computer"	\bigcirc
	¢ (۵	
Macintosh HD	Servers Computer Home Volume "Macintosh HD"	Others Sa
	Name	
E Desktop	Last Modified 💠 Within Last 2 weeks 🗧	
👚 john	▼ Documents	
A	AH HSC Assessment 2007.doc Today at 6:46 AM	(i)
Applications	► Other	
Movies		

Spotlight

Yet another tool that you can use is Spotlight. You can access Spotlight by selecting the small magnifying glass icon located in the top right hand corner of the Apple computer screen.

A search field will appear and all you need to do is type in the name of the file that you are seeking. You will see from the eexample below that a variety of files will be listed including email messages in Entourage and bookmarks in Safari, for example.

— • •	🕪 🎫 📧 Mon 9:11 PM 🝳
Spotlight	Persian Wars 🛛 🛞
	Show All (176)
Top Hit	🗱 Persian Wars
Documents	 ancient_history_stg6_04.doc AH HSC Assessment 2007.doc 0308_year_eight.html 0308_year_eight.html Sparta 02 doc
Folders	 Øparta_02.400 04 Greece - Persian Wars 04 Greece - Persian Wars Persian Wars
Mail Messages	Re: [Fwd: Google earth on a Re: [Fwd: Google earth on a
Images	🎒 Persian Wars
PDF Documents	 ancient_history_2001_report ancient_history_2001_exam.pdf ancient_history_2002_exam.pdf
u want so that	ancient_history_2003_exam.pdf
s Escape. Bookmarks	 The Persian Wars: Greece's F Dr. J's Illustrated Persian Wars Persian Wars (Herodotus on
s the other keys.	Spotlight preferences

Typing Command **¢** ~ Space Bar will bring up the Spotlight menu as well.

Open Dialogue Box in applications

Another way to find files... you can type in a search for a document within an open dialogue box. If you select the "Open..." menu from the File menu in Microsoft Word you will see a window like the one below.

000	Open: Microsoft Wo	ord
	Enable: All Office Documents	•
	08 History	C search
 John Larkin's Co Macintosh HD Desktop john Applications Movies Documents Music Pictures Microsoft Entour Microsoft Word Adobe Photosho School 	Name 001_Egypt.doc 08 History Revision 02.doc 08 History Revision 03.doc 8.1 History Results.doc aboriginal two Ac.leonidas.jpg american indian links By Adam Calleja.doc Cemetery Study Colonialism_resistance.doc Egypt Fovot Activities	Date Modified 18/02/05 15/11/04 18/11/04 6/12/04 5/03/04 15/11/05 23/06/06 14/11/05 2/04/04 4/11/05 4/03/04 29/04/04 •
New Folder		Cancel Open

If you enter the name of the file in the search field your document will be located quickly. Look at the example below.

000	Open: Microso	ft Word	
	Enable: All Office Documents	;	
	7 items 🤇	sea athens	8
 John Larkin's Co Macintosh HD Desktop john Applications Movies Documents Music Pictures Microsoft Entour Microsoft Word Adobe Photosho School 	Computer Home Folder Name athens on sea 2 9269.vRgeMessage 10821.vRgeMessage athens on the sea 01.doc athens_on_sea.doc athens_on_sea.doc athensonthe sea.doc athensonthe sea.doc 	"11 AH Preliminary" ▲ Date Modified 23/09/05 5/03/07 5/03/07 23/09/05 14/03/06 14/03/06 22/09/05	
New Folder		Cancel	Open

Select your document from the list and proceed with your work. This technique applies to all applications.

Organisation

When you have the time it is not a bad idea to organise your files. The window below is an example of what is possible. Naming and numbering conventions can be applied to your files and folders.

$\Theta \Theta \Theta$		📁 School			\bigcirc
	t.	0	ξ		
Macintosh HD Desktop john Applications	Name OD Administration OD Programming OD History OD History OD History OD History ID History ID History ID AH HSC 2007 History 2004	Date Modified 31 March 2007, 10:04 AM Today, 9:43 PM 8 May 2007, 10:16 PM 24 February 2007, 7:28 PM 24 February 2007, 7:28 PM 6 March 2007, 3:54 PM 24 February 2007, 7:28 PM 24 Gebruary 2007, 7:28 PM 24 May 2007, 5:56 PM 16 November 2005, 8:59 AM	Size 1.16 GB 244.6 MB 39.8 MB 126.1 MB 47.7 MB 972.4 MB 59.3 MB 7.4 MB 19 MB	Kind Folder Folder Folder Folder Folder Folder Folder	Label
Documents Music Pictures	History 2005 History 2005 History 2006	24 February 2007, 6:48 PM 24 February 2007, 6:48 PM	3.8 MB 2.7 MB 2.7 MB	Folder Folder Folder	
Microsoft Word Adobe Photoshop CS School					
	12 items	s, 17.75 GB available			

You can also colour code your documents and folders using the Color Label feature in the File menu.

$\Theta \Theta \Theta$	📁 11 Preliminary 2006	\bigcirc				
	۹. (Q					
	Name 🔺	Date Modified				
Macintosh HD	AH_11_01_cover.doc	17 March 2006				
	AH_11_01_notification.doc	1 March 2006,				
Desktop	AH_11_01_task.doc	17 March 2006				
	AH_11_02_notification.doc	12 April 2006,				
john	AH_11_02_P1_marking_guide.doc	22 May 2006, 8				
	AH_11_02_Part_1_task_cover.doc	9 May 2006, 8:				
Applications	AH_11_02_Part_1_task.doc	9 May 2006, 8:				
1933333	AH_11_02_Part_2_task_cover.doc	10 May 2006, 3				
Movies	AH_11_02_Part_2_task.doc	10 May 2006, 3				
	AH_11_03_Half_Yearly_Exam_alternate.doc	11 December 2				
Documents	AH_11_04_Half_Yearly_marking_guide copy.doc	5 June 2006, 7				
2	AH_11_04_Historical_Investigation_info_sk_ex.doc	8 June 2005, 1				
Music	AH_11_04_Historical_Investigation_Info_skills.doc	8 June 2005, 1				
Distures	AH_11_04_Historical_Investigation_Info.doc	12 April 2006,				
Pictures	AH_11_04_Historical_Investigation.doc	1 June 2006, 9				
Microsoft Entourage	AH_11_05_Oral_Mark_Guide.doc	14 December 2				
Microsoft Entourage	AH_11_05_Oral_Notification.doc	4 August 2006				
Nicrosoft Word	AH_11_06_Year 11 Half Yearly	6 June 2006, 5				
	AH_11_06_Yearly_Exam_Study_Guide 01.doc	13 September 2				
Adobe Photoshop CS	AH_11_06_Yearly_Examination_alternate.doc	19 September 2				
	AH_11_06_Yearly_Examination_cover.doc	19 September 2				
School	AH_11_06_Yearly_Examination_Study_Guide.doc	9 September 20				
	AH_11_06_Yearly_Examination.doc	19 September 2				
	AH_11_2006_Yearly_Examination.doc	15 September 2				
	▶ 🧊 yr11 exam 2006 Final	18 September 2				
	4) ►				
	25 items, 17.75 GB available					