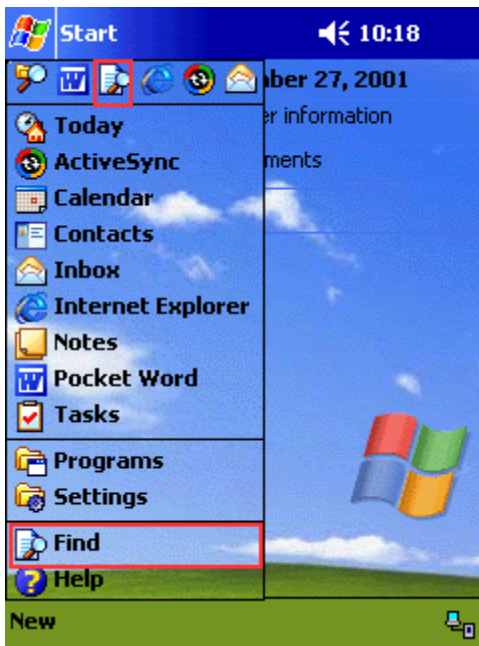
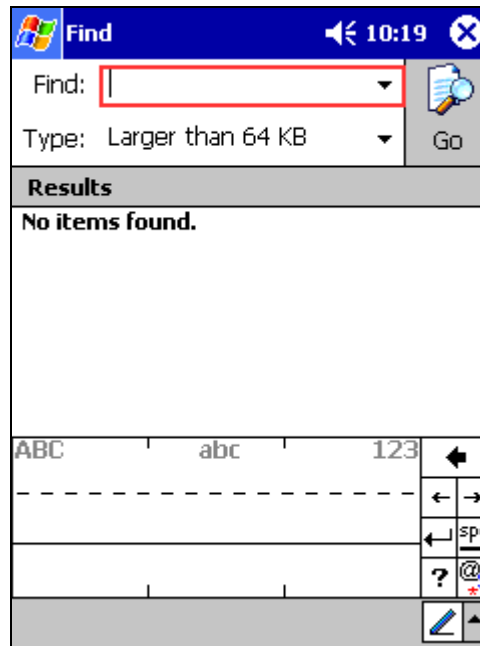


## Find and Organize Files

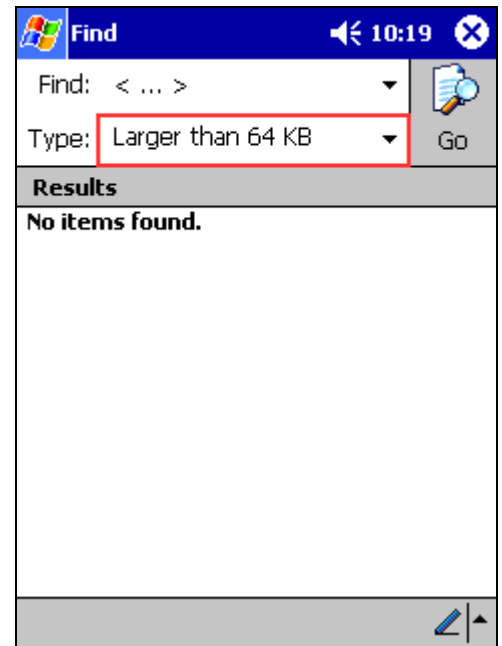
### Find an item



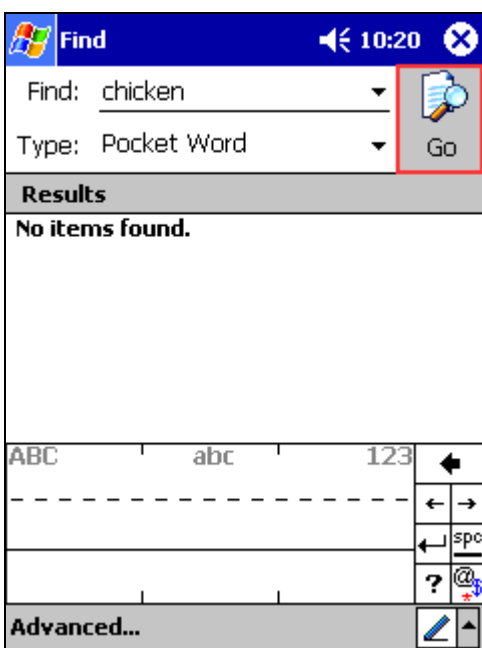
1. Tap Start > Find



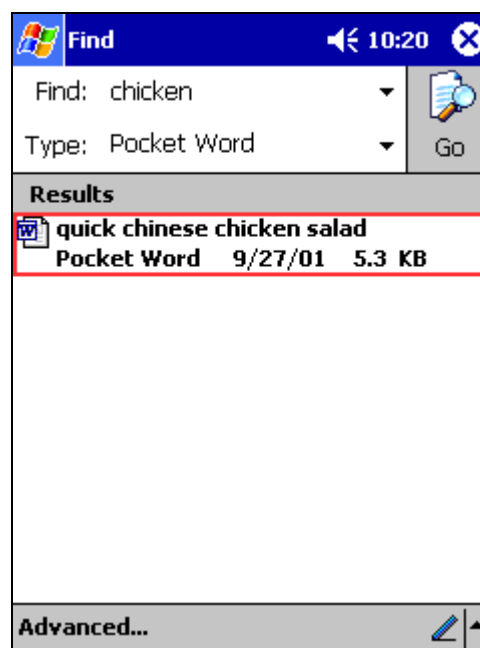
2. In Find, enter a file name, word, or other information or,



3. In Type, select a data type to help narrow your search

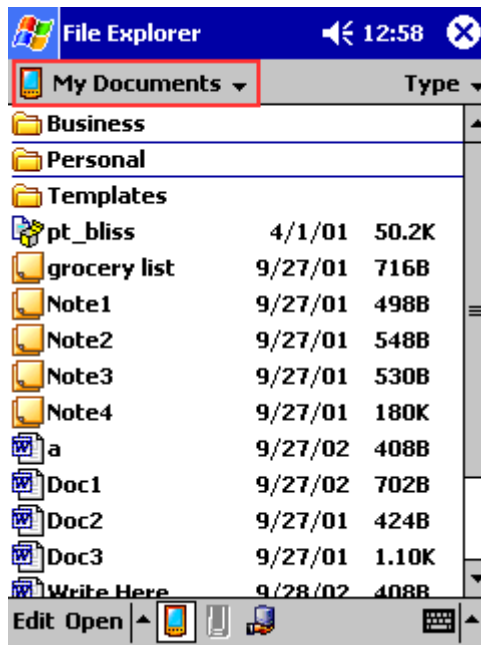


4. Tap Go

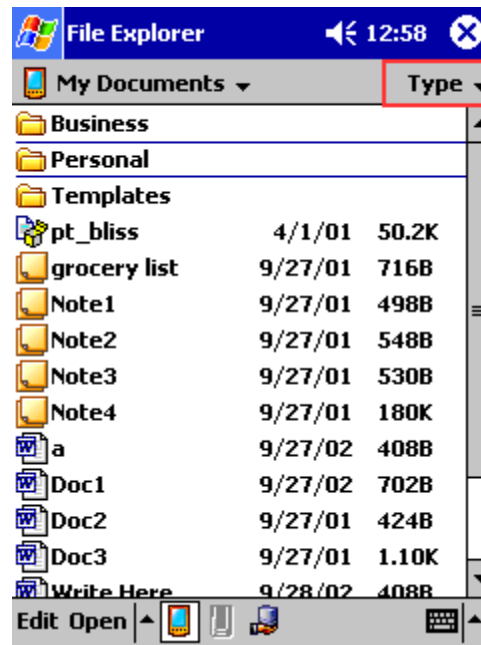


5. In the Results list, tap the item you want to open

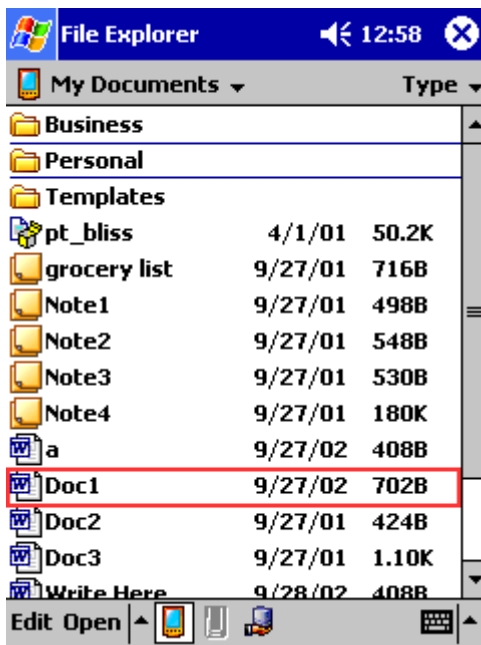
## Find and Organize Files: Open an item



1. In the Folder list, select the folder the item is stored in

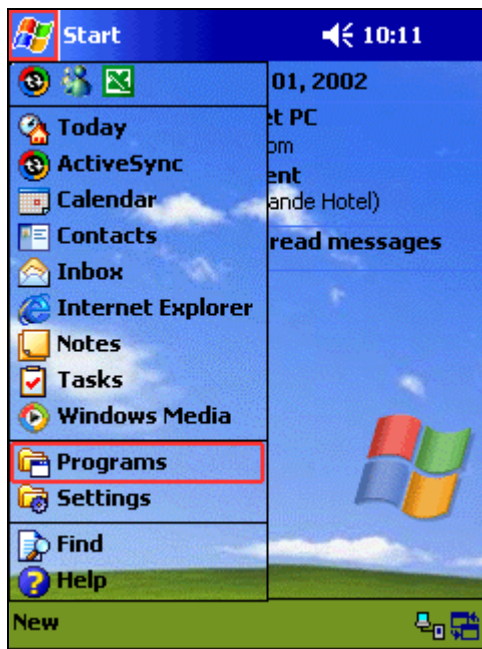


2. In the Type list, select the item's file type

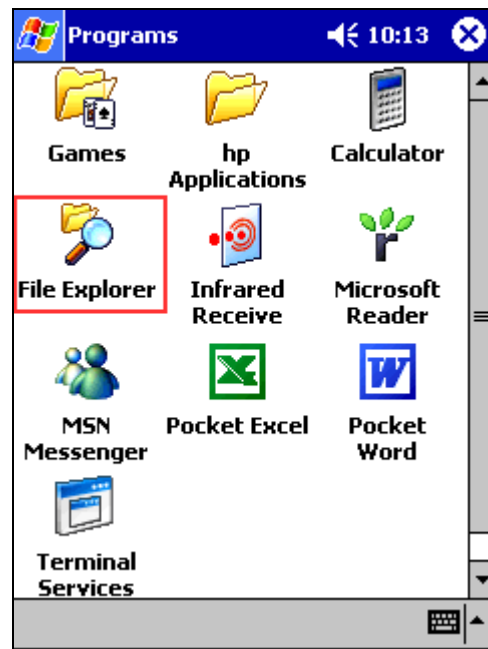


3. Tap the item you want to open

## Find and Organize Files: Open an item

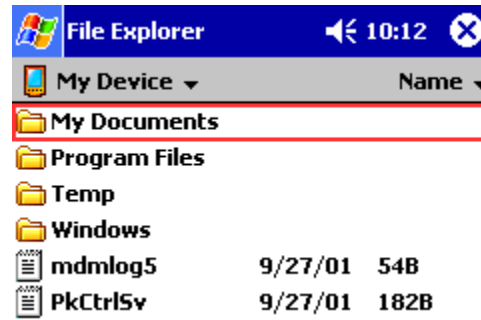
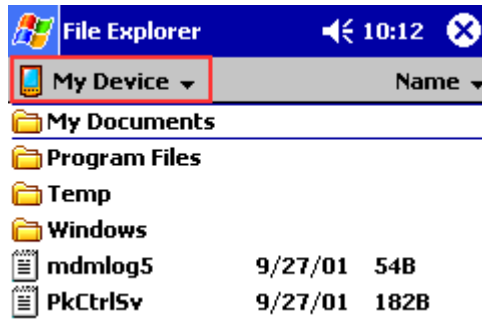


1. Tap Start > Programs



2. Tap File Explorer

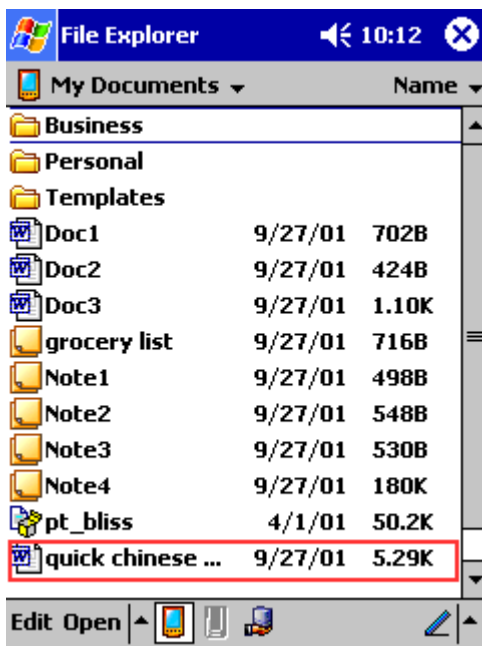
## Find and Organize Files: Use File Explorer



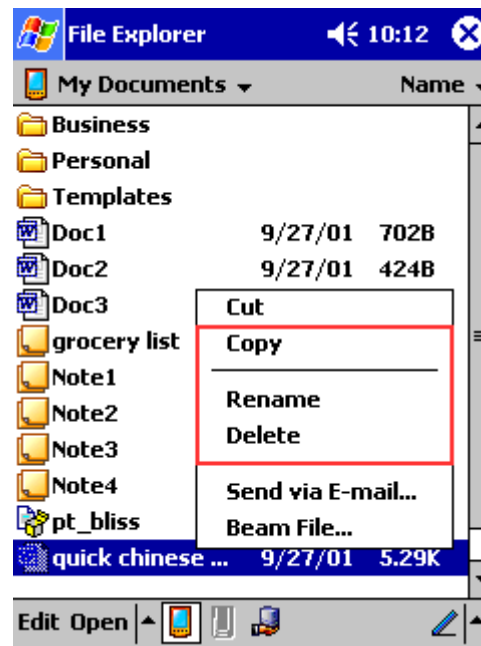
1. Tap the folder list



2. Tap the folder that you want to view



3. Tap an item to open it, or



4. Tap and hold on a file to Copy, Delete or Rename it