



Course Tools: Searching for Files

1. Click the link "Manage Files" in the "Course Tools" listing on the left hand side of your screen

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2. Type the name (or keyword) of the file you would like to search for in the open text field shown below

Select where you would like the search engine to look for your keywords by clicking the appropriate checkbox(s)

File and Folder Search

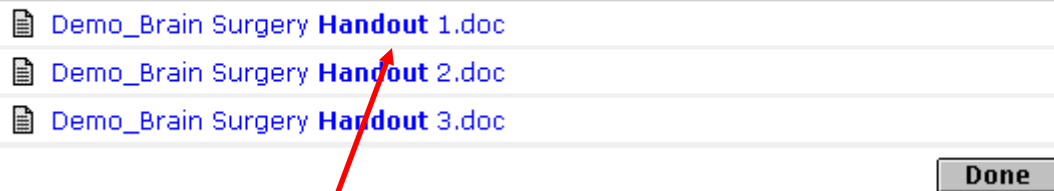
Search for: File Names Folder Names File Content

that contain:

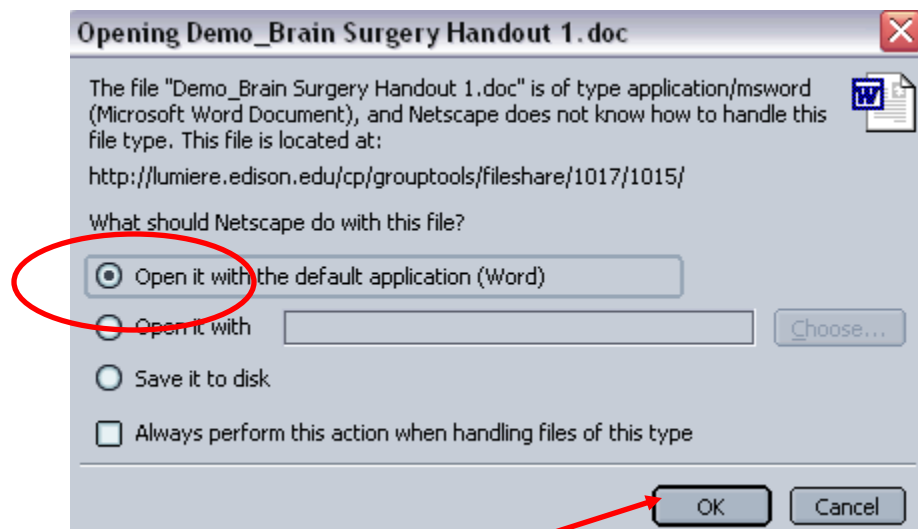
3. Click the "Search" button to initiate the process.

4. A list of search results (with the keywords you listed in bold) will be generated for your perusal

Search Results



5. Click on the link corresponding to the file you wish to download or view
6. Select the radio button for the action you wish to take



7. Press the "OK" button