

## How to find a document in the former COURSES drive

Before you begin:

1. Your professor needs to make his/her file PUBLIC with FalconFile Web.
2. Your professor needs to give you the EXACT name of the file.
3. OPTIONAL: Your professor needs to give you his/her W number.

Once you have all the information:

1. Login to FalconFile.
2. Hit the "Search" icon in the main top navigation menu.
3. Under "Search Mode", choose "Advanced Search".
4. Under "Criteria", choose "Owner" to find your professor's W number.
5. Click "Find Users" and type your professor's last name into the pop-up box.
6. Place professor's W number into the "Look In" box, replacing your W number.
7. Type in the EXACT name of the file in the "File Name" box.
8. Click "Browse".

The screenshot shows the FalconFile search interface. At the top, there are navigation buttons: Back, Load Last Search, Clear all, and Help. Below this is a search bar with the text "Search for files...". The "Search Mode" dropdown menu is open, showing "Advanced Search" selected. The "All or part of the file name:" section has a dropdown menu set to "contains" and an empty text input field. The "A word or phrase in the file:" section has an empty text input field. The "Look in:" section has a text input field containing "/home/W3027183" and a "Browse..." button. The "Use all of the following advanced criteria:" section has a dropdown menu set to "Select a property". Below this, there is a "Owned by" text input field and a "Find Users" button. Arrows from the text instructions point to the "Advanced Search" option in the search mode dropdown, the "Owner" option in the advanced criteria dropdown, the "Find Users" button, the "Look in:" text input field, and the "All or part of the file name:" text input field.