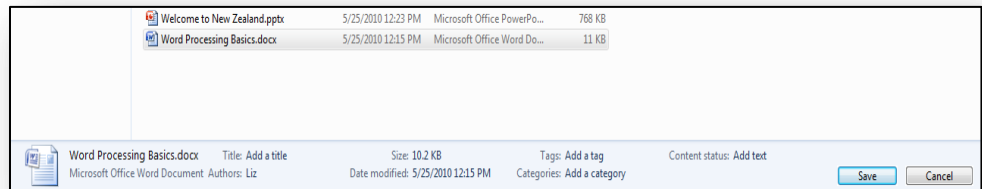


Where are File Properties in Windows 7?

Windows 7 displays **File Properties** at the bottom of the Windows Explorer. This makes hidden file information readily available. Windows Explorer also allows you to edit File Properties. Properties are frequently used when searching for lost files.

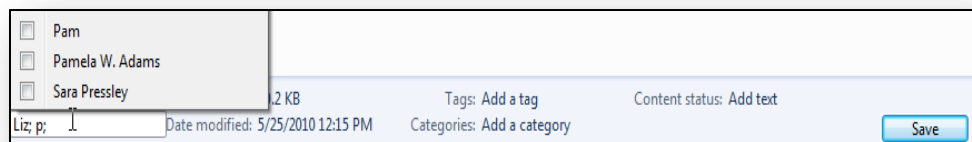
1. Click on a folder in Windows Explorer.
2. Left-click on a file name.

Glance at the bottom of the Windows Explorer window to view the properties attached to the file.

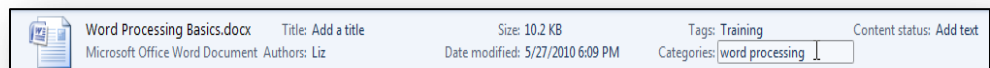


3. Click in the **Authors** block.
4. Start typing a name.

If your name has been used in File Properties, it will appear in a popup as you start to type.



5. If your name has not yet been assigned to any files, type your name.
6. Add Tags or Categories to make it easier to search for files. In the example below, **Training** has been added as a Tag and **word processing** has been added as a Category.



7. Click the **[Save]** button on the far right of the Properties window.
The properties are added to the file.