

View Recent Files and Websites

Looking for a document you know you just worked on this week? Or maybe you found a really great website a few days ago but never saved it as your favorite? Your computer and web browser keep a log of the files you've accessed and websites you've visited. You can do a search and look at your history to find what you need!

View recent folders accessed:

1. Click Windows button in lower left corner
2. Select Computer
3. In the navigation pane on the left of the File Explorer Window, click on **Recent Places**, under Favorites.

View recent documents modified:

1. Click Windows button in lower left corner
2. Select **Computer**
3. Click on **Documents** folder under Libraries (or whatever folder you want to search in)
4. In upper right corner, click in search box
5. Under add a search filter, click on the Date Modified link
6. Select a date or for a range of dates, click on the first day, hold down the Shift key and click on the last day to search.
If you are searching on your county's shared drive, be patient, the search will take a few minutes.

Watch how: <http://screencast.com/t/2zkBLfDBL2S>

View Internet Explorer History:

1. Open Internet Explorer
2. Click on Star icon in upper right corner
3. Click on History tab

View Firefox History:

1. Open Firefox
2. Click on orange Firefox menu button in the upper left corner.
3. Click on History

View Google Chrome History:

1. Open Google Chrome
2. Click on three bars icon in upper right corner
3. Click on History