FIND FILES IN FILE EXPLORER USING SEARCH

The name of the search bar, which is located in the upper-right corner of the File Explorer window, always starts with "Search," followed by your current location in File Explorer. This search bar functions differently from the search bar found on the taskbar. First, you can use File Explorer's search bar only to search for on-board files and folders. Also, the search is performed only in your current location. For example, if you're in your Documents folder and you type the name of a file, Windows 10 searches for it only in the Documents folder and any of its "nested" folders. Similarly, if you go to the Pictures folder and you type the name of a file, Windows 10 searches for it only in the Pictures folder.

Here's an example of a search:

1. Click on This PC in File Explorer's left column.
2. Double-click the C drive, usually named Local Disk (C).
3. In the search bar at the top-right corner of the File Explorer window, type *wordpad*.
4. Press Enter. A progress bar appears at the top of the File Explorer window until the search finishes. The results returned are all from the C drive of your computer. The total number of files that contain the word *wordpad* on the hard drive C are listed in the lower left corner of the window.
5. Now, click the Documents folder in the This PC section.
6. In the search bar, type a different filename, one that's found in your documents.
7. Press Enter. The results returned are from the Documents folder only, not from other locations on your computer. Also, because you're searching in a location that's indexed by Windows 10, you receive the results much faster than when you searched the entire drive.
8. Close File Explorer.