

HOW TO FIND A NEEDLE IN A HAYSTACK USING FILE EXPLORER

The File Explorer (Windows + E) 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 files and folders on your computer. Also, the search is performed only in your current location. For example, if you’re in Quick Access and you type the name of a file, Windows 10 searches for it only in the locations found in Quick Access. Similarly, if you go to the documents folder and you type the name of a file, Windows 10 searches for it only in the documents folder.