

THE BEST WAY TO CONDUCT A SEARCH OF DATA FILES ON YOUR HARD DRIVE IS VIA 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 Documents and you type the name of a file, Windows 10 searches for it only in the locations found in Documents. 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.

The advantage of this search method is that you have delimited the search to a selected area causing the search time to be shorter. *In addition, the search scan will dig deep within each file and report all files that have the key word contained within.*