

## **Use File Explorer, not the Taskbar's Search icon, for a More Complete Search of Your Computer's Files**

Open the File Explorer (Windows + E). The associated search bar is located in the upper-right corner of the File Explorer window. It will conduct a search on the folder that you have selected from the navigation column on the left side of the window. Since you have predetermined a limited search, the results of the search will be much faster than any search that could be conducted by using the search bar on the Taskbar.

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 and associated nested folders.