

Find Files Using the Search Function in File Explorer

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 files and folders. 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 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
5. Click the Documents folder in the Quick Access 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, 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 you did in the previous search.
8. Close File Explorer.