

How to find files and files on your computer fast and effective

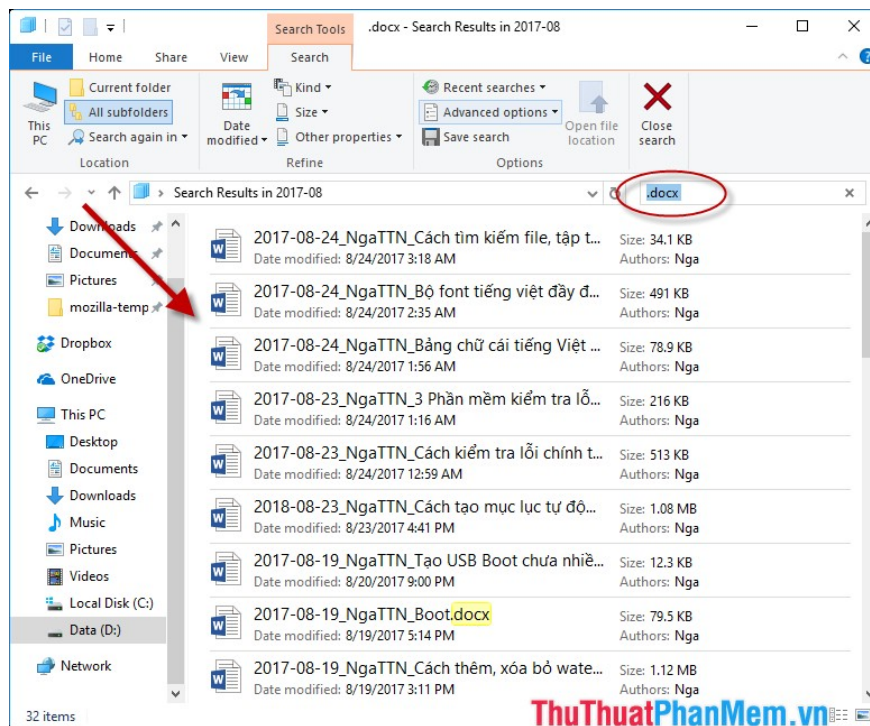
It is very difficult to remember exactly where the previous data file was located in the computer. This article provides detailed instructions How to search files and files on the computer quickly and effectively.

The amount of data on your computer increases with time. It is very difficult for you to remember exactly where the previous data file was located in the computer. The following article provides detailed instructions **How to search files and files on the computer quickly and effectively.**



Some of you search simply by typing the file name into the Windows search box, this only works when the number of your files is small, if you have many files, you need to combine the use of additional keywords. to make searching more efficient.

- Normally, to search, open **Window Explorer** -> select the location of the data drive to be searched -> enter the value in the search box in the top right corner of the screen. For example, here search for files in .docx format:

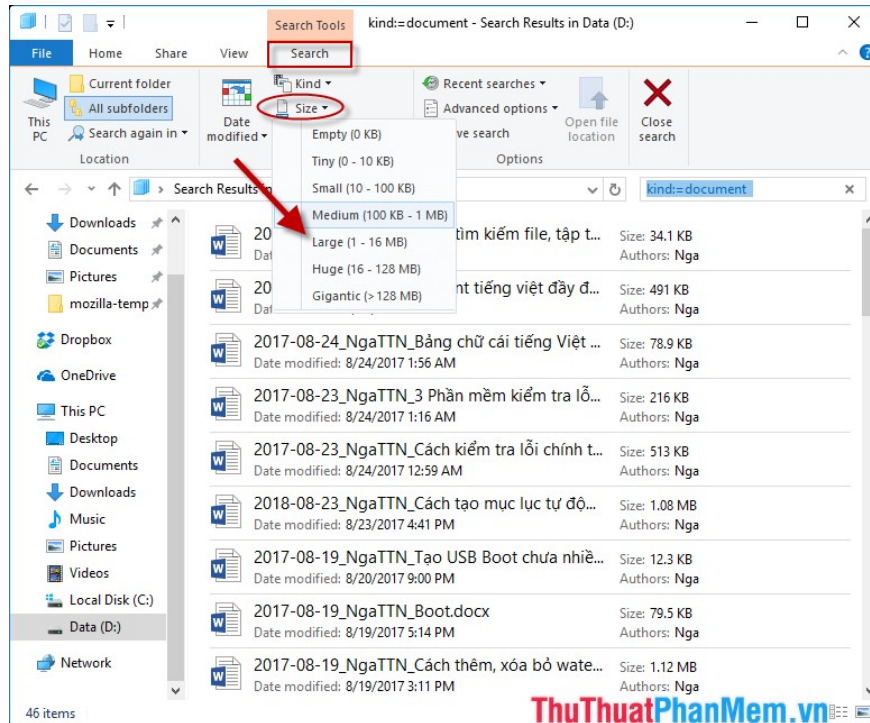


The search process will find all files and files containing the keywords you searched for, so the search time is quite long, the number of files is large and not close to your search purpose. Here guide you how to search by each drug, the content of the file to reduce time and increase the accuracy of the search results:

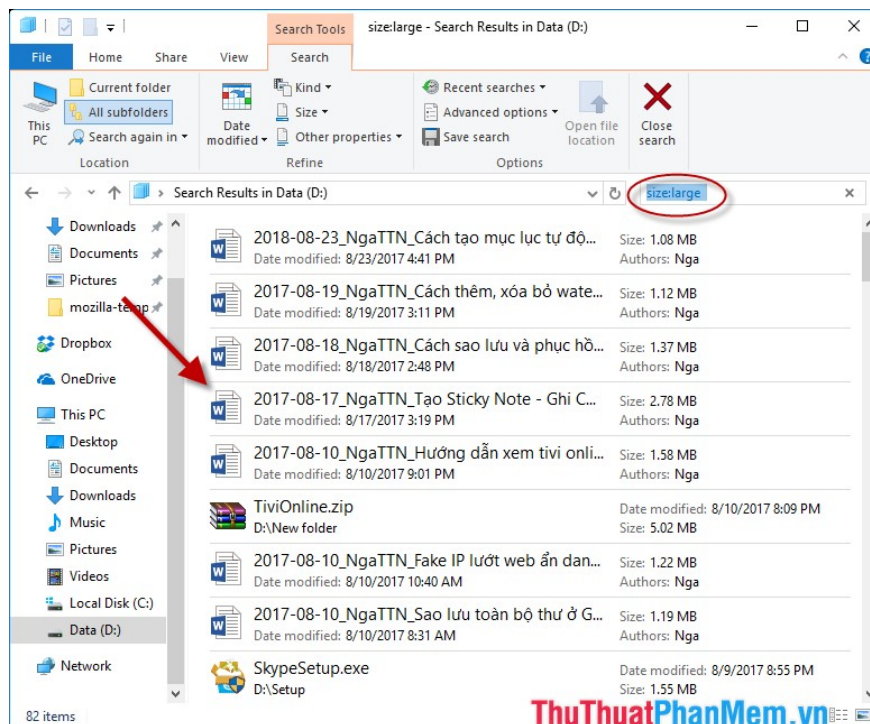
1. Search file classification with Kind keyword

- To reduce time and search results close to your request, you should use additional search keywords. With **kind** keyword helps you to sort files by characteristics to reduce search time. For example, if you want to search for video files, use the **Kind** command to help you classify only video files. Click **Search** -> **Kind** -> select the file type to search, for example, search for the video file and click **Video**:

- You do not remember the name of the data file to search, just remember that the data file is quite large -> should use search by file size. Click **Search** -> **Size** -> select the amount of space to search, for example, here search for files with a large size, click **Large** corresponding to files from 1 to 16MB:



- Results of files with a capacity of 1- 16 MB are displayed



4. Search by file attributes

- Click **Search** -> **Other Properties** select the properties of the file to search:

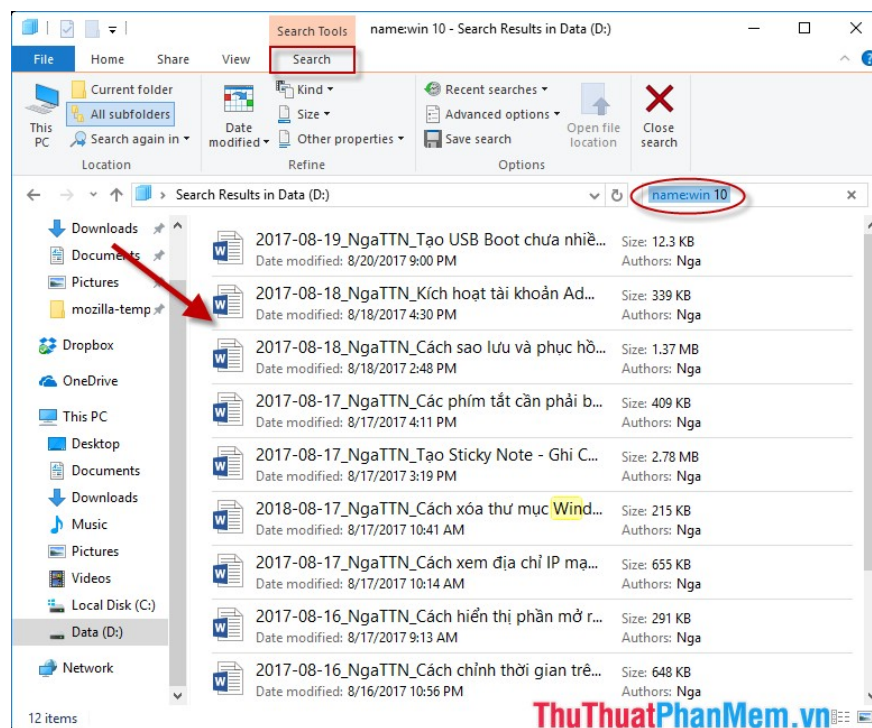
+ Type: Search by file format.

+ Name: Search by file name.

+ Folder Paths: Search by folder path containing.

+ Tags: Search by accompanying metadata tags.

For example, here search for data files related to win 10 make **Name** -> enter the search value is **Win 10** -> Results of all files, files with names containing keywords Win 10 are displayed Marketing:



Above is a detailed guide on how to search for files and files on your computer quickly, easily saving you time.

Good luck!

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