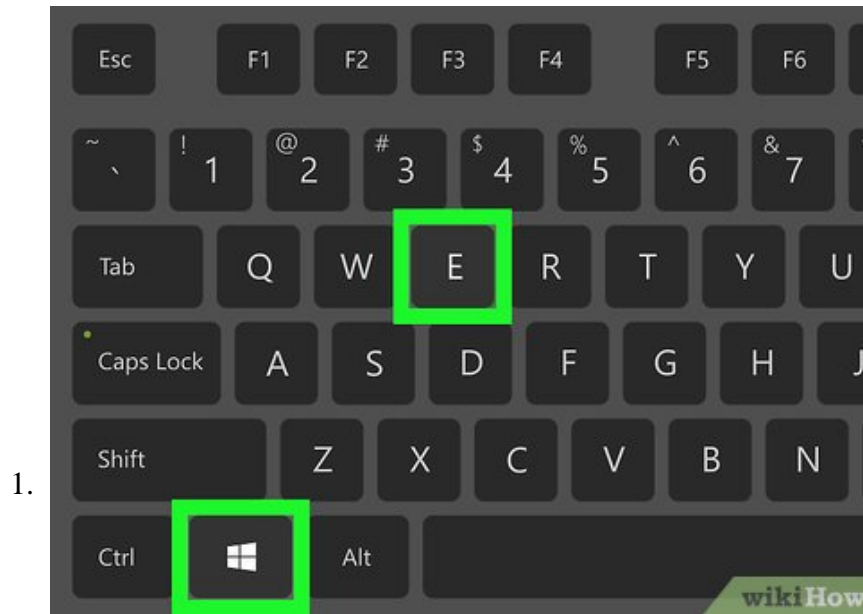


How to Hide a File or Folder from Search Results in Microsoft Windows

This wikiHow article will teach you the steps to hiding a file or folder (de-indexing it) from your PC's search results in Microsoft Windows. Open File Explorer. Click the File Explorer taskbar icon which resembles a file folder.

Method 1 of 4:

Using the Advanced Attributes in Properties for Either Files and Folders

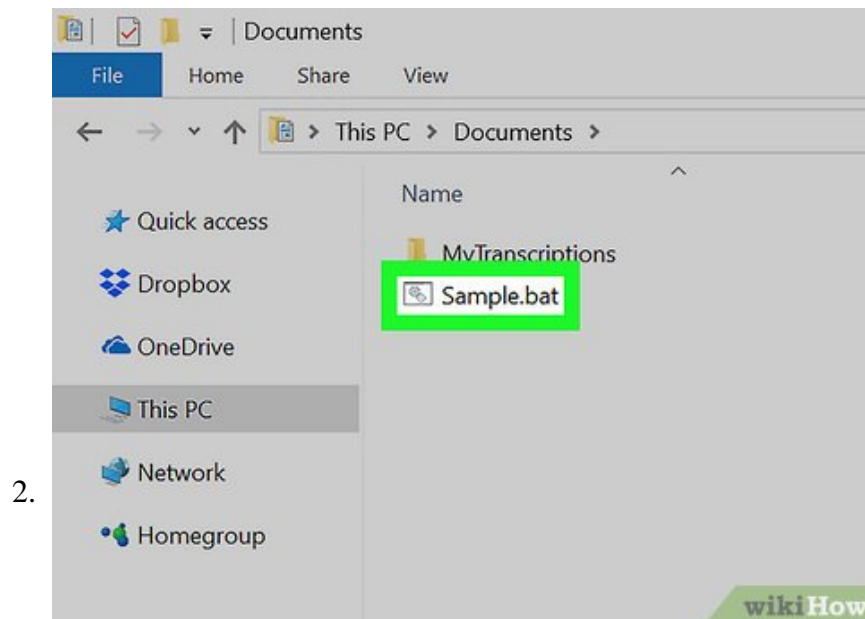


Open File Explorer. Click the File Explorer



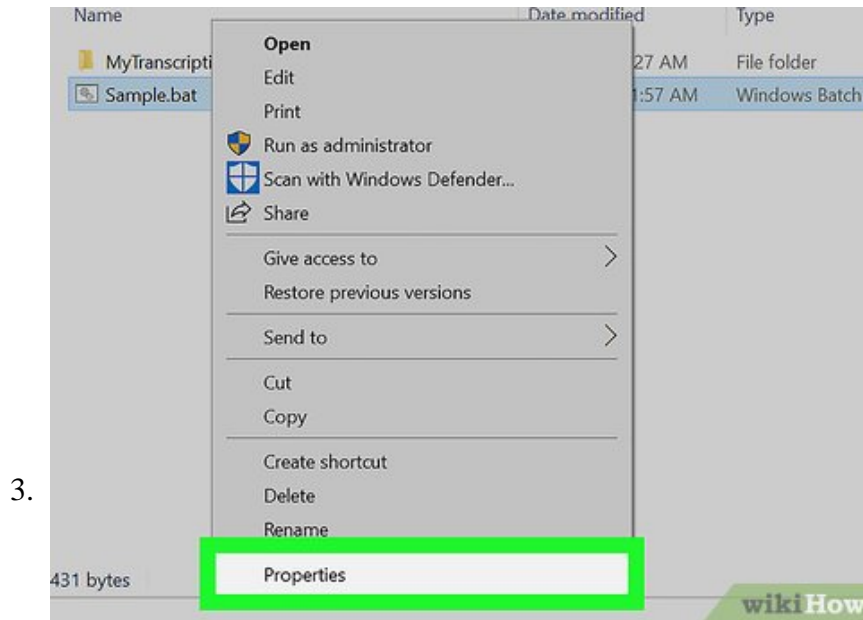
taskbar icon which resembles a file folder.

1. Alternatively, press the `Win + E` keys simultaneously.



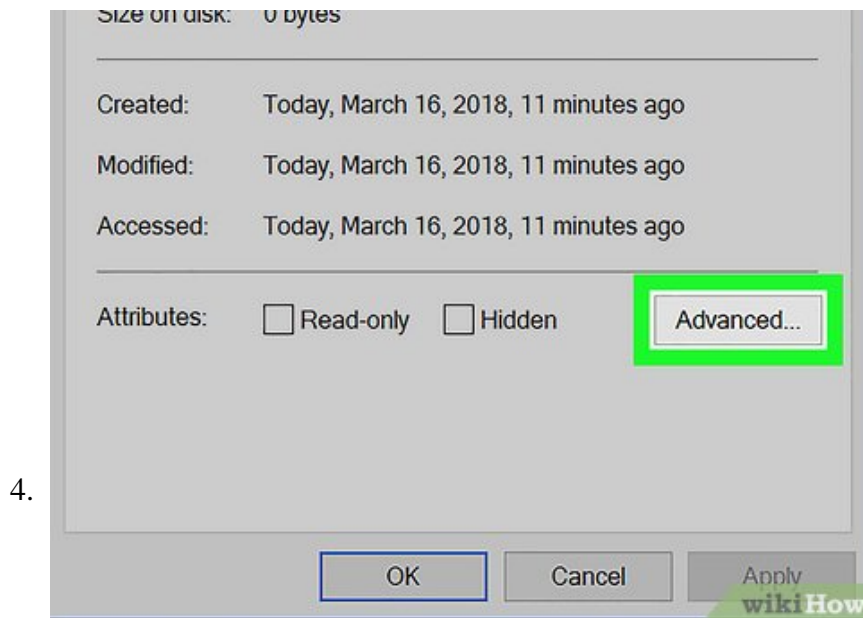
2.

Navigate to the item you wish to hide. This method works for both files and folders.



Open the item Properties. Right-click the item and click from the context menu.

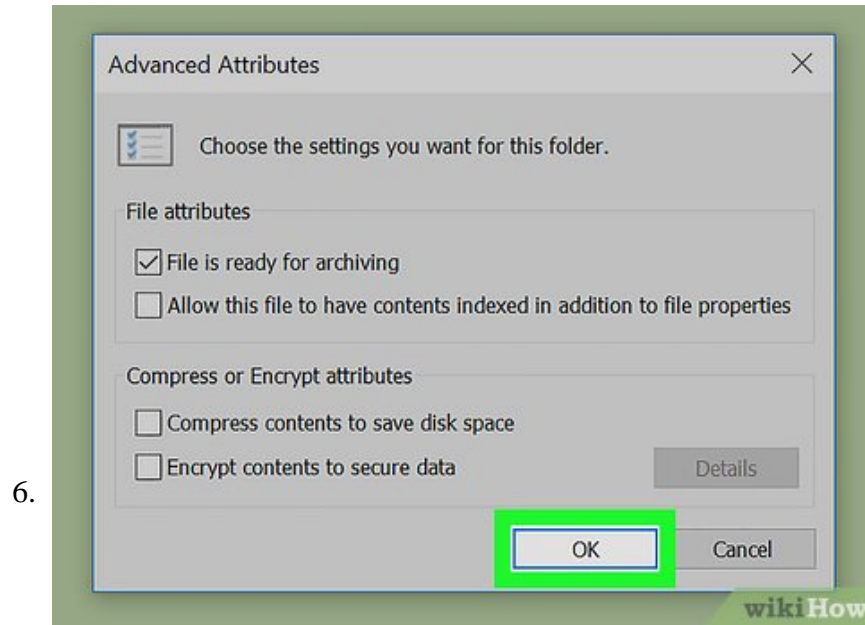
1. You can also click the "Properties" option in the ribbon, which is present in the Windows 10 and 8 File Explorer.



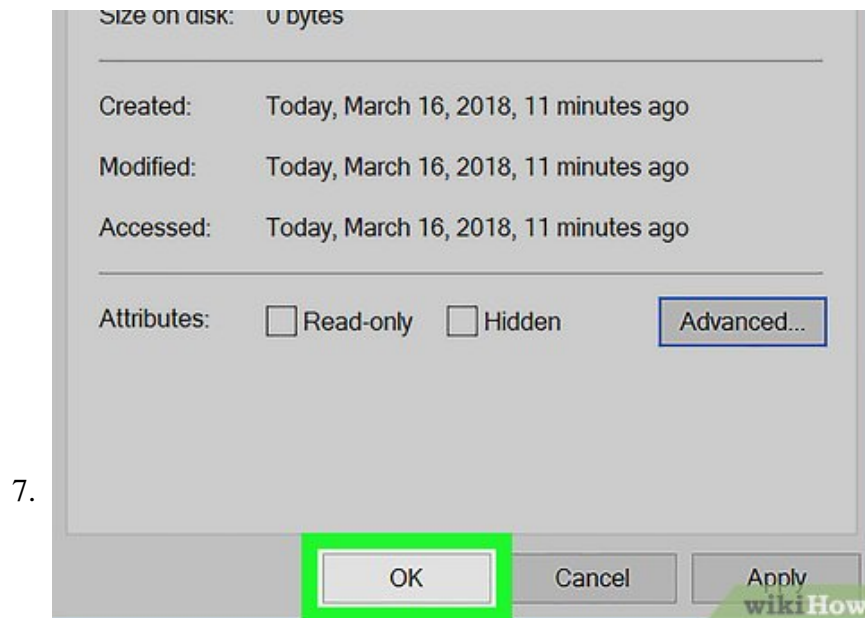
Open Advanced Attributes. Click the button towards the bottom of the Properties window, on the same line as "Attributes:" and the checkboxes.

5. Uncheck:

1. **For files:** allow this file to have contents indexed in addition to file properties
2. **For folders:** allow files in this folder to have contents indexed in addition to file properties

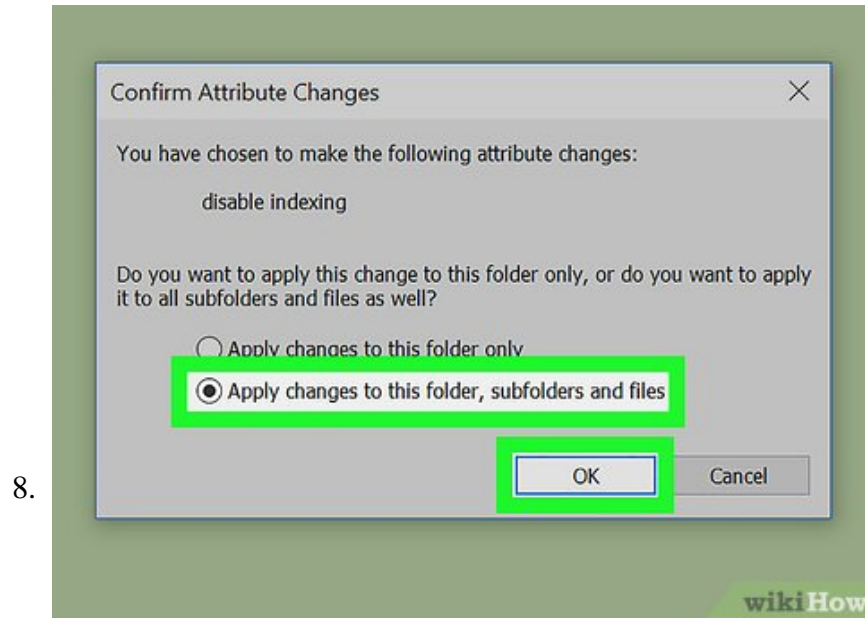


Click the **OK** button in the **Advanced Attributes** window.



Click the **OK** or **Apply** button in the **Properties** window.

1. The only difference between the two is that clicking **OK** will save your changes and close the window, whereas **Apply** will save your changes while leaving the Properties window open.



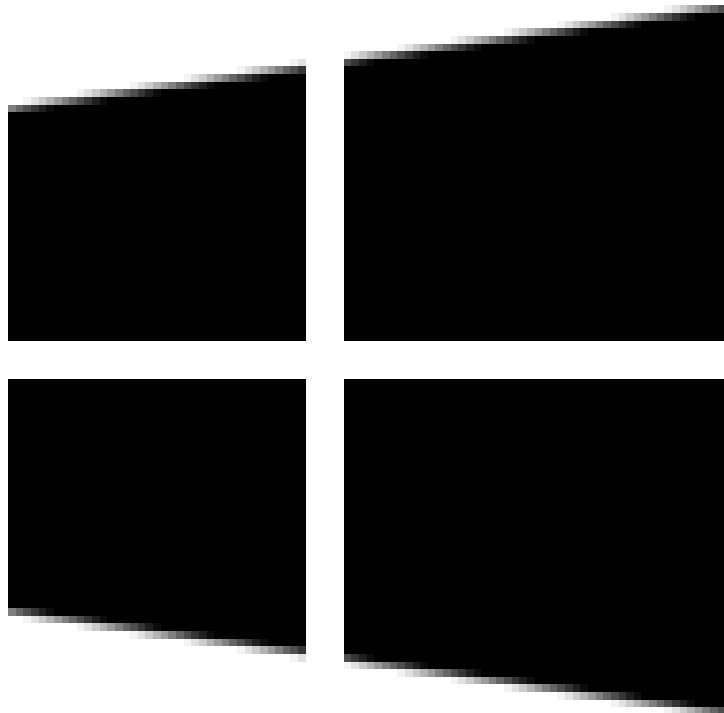
Confirm the attribute changes, if you've opted to de-index a folder. You'll be asked to confirm that you want to disable indexing. Ensure the radio button next to "Apply changes to this folder, subfolders and files" is selected, then click .

Method 2 of 4:

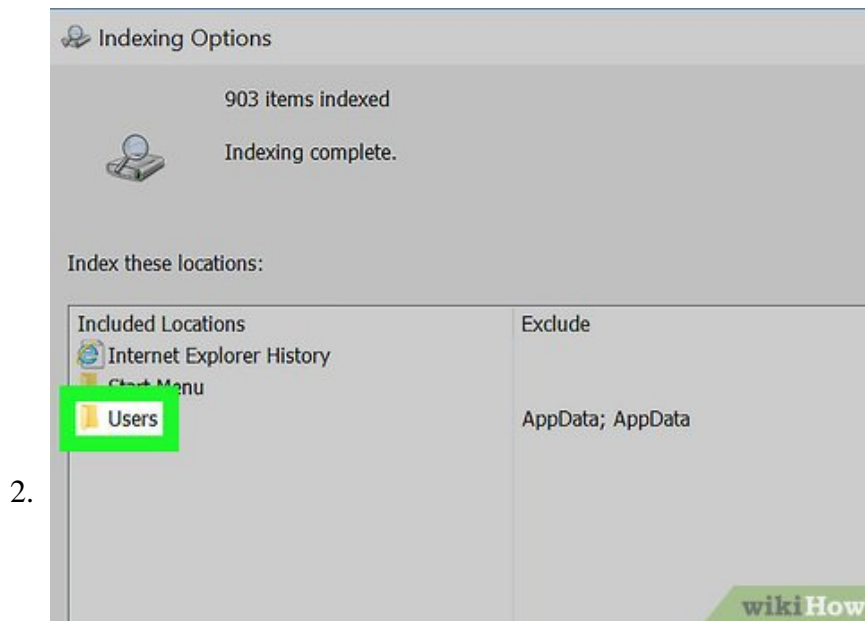
Using the Indexing Options for Folders



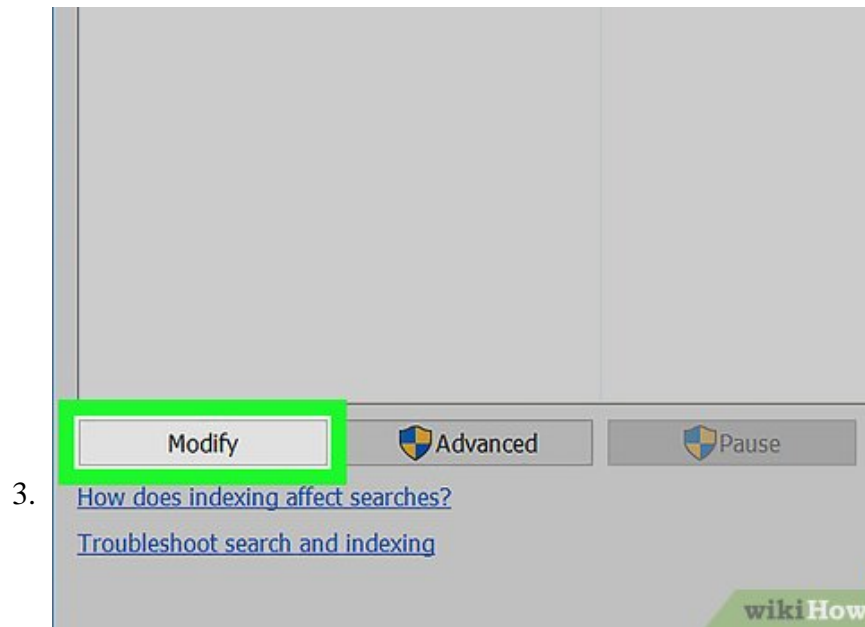
Open Indexing Options. Click the Start



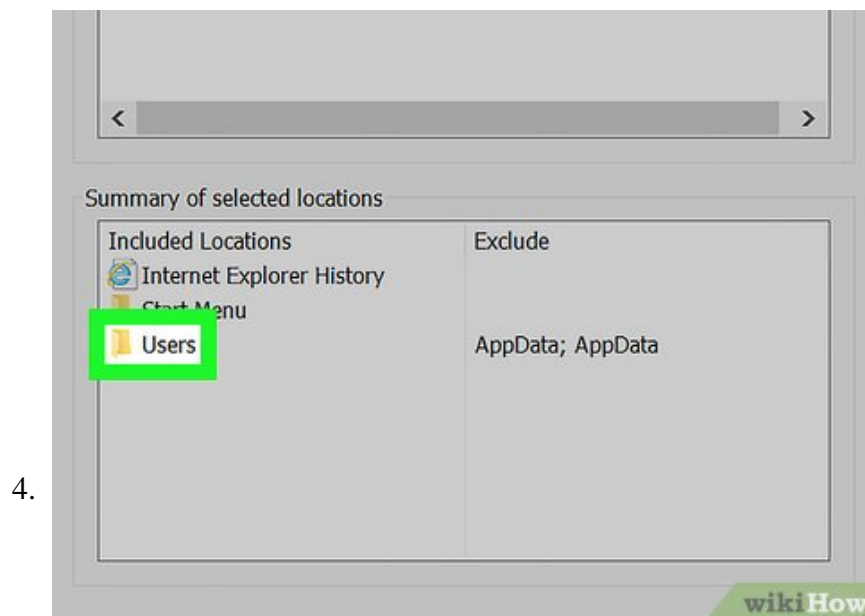
button or search bar to initiate the search feature, type `indexing options` , then choose the matching result.^[1]



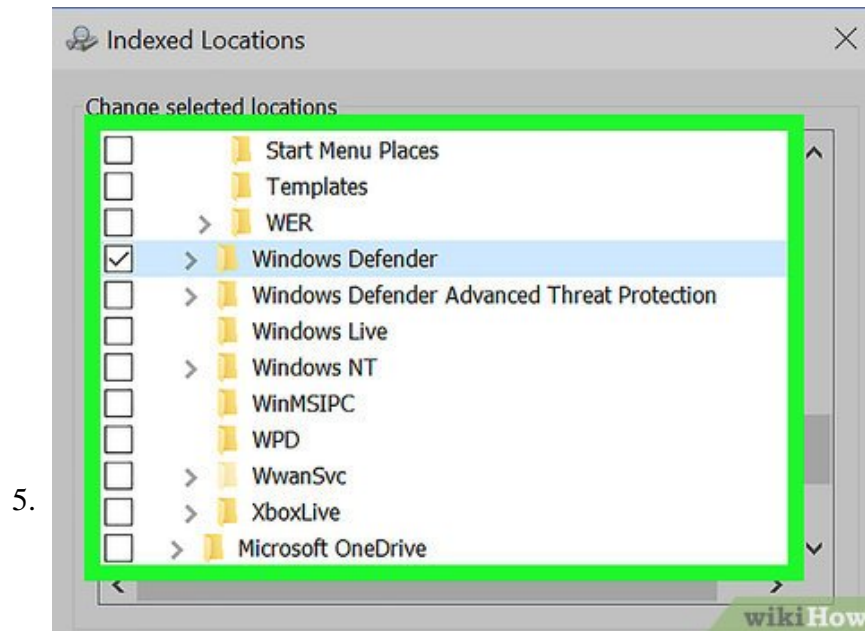
Click the "Users" folder from the included locations list.



Click **Modify**.

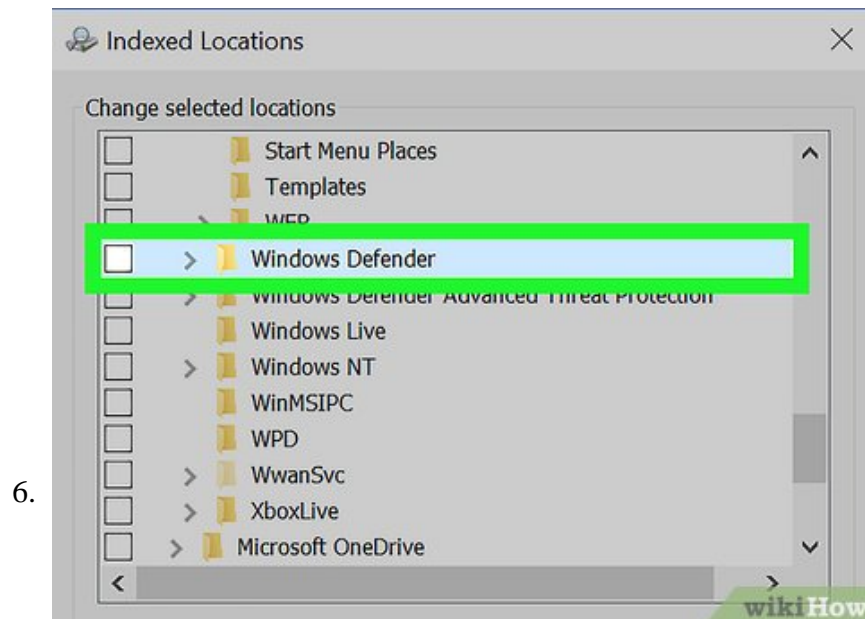


Double-click "Users" in the bottom box (Summary of selected locations).



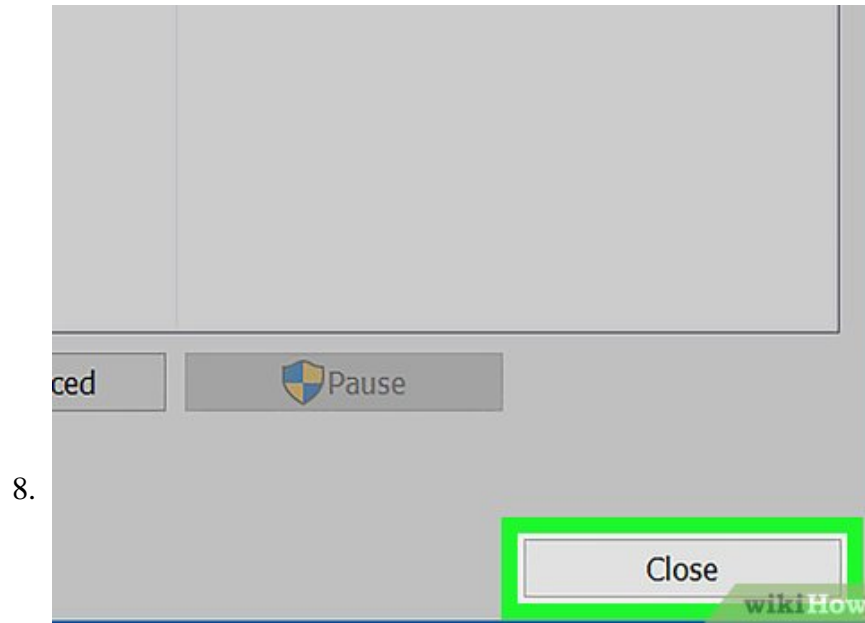
Navigate down the hierarchy until you find the folder you wish to de-index. Use the > button to expand down the tree.

1. If wanted, uncheck folders along the way.



Uncheck the box next to the folder you wish to de-index. Unchecking a folder will de-index everything placed underneath it in the hierarchy.

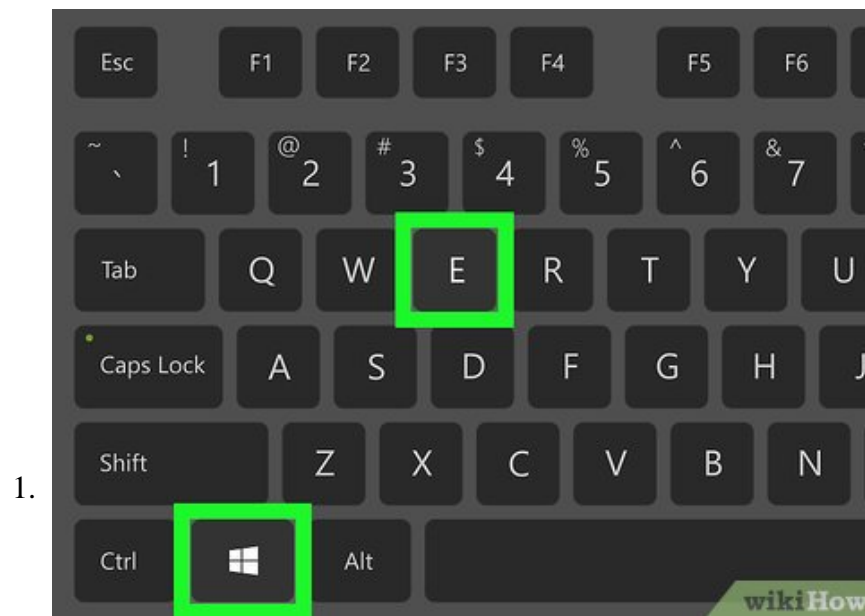
7. Click the **OK** button. It's at the bottom of the Indexed Locations window.



Click **Close**. It's at the bottom of the Indexing Options window.

Method 3 of 4:

Hiding Items for Files and Folders (Windows 10 and 8)

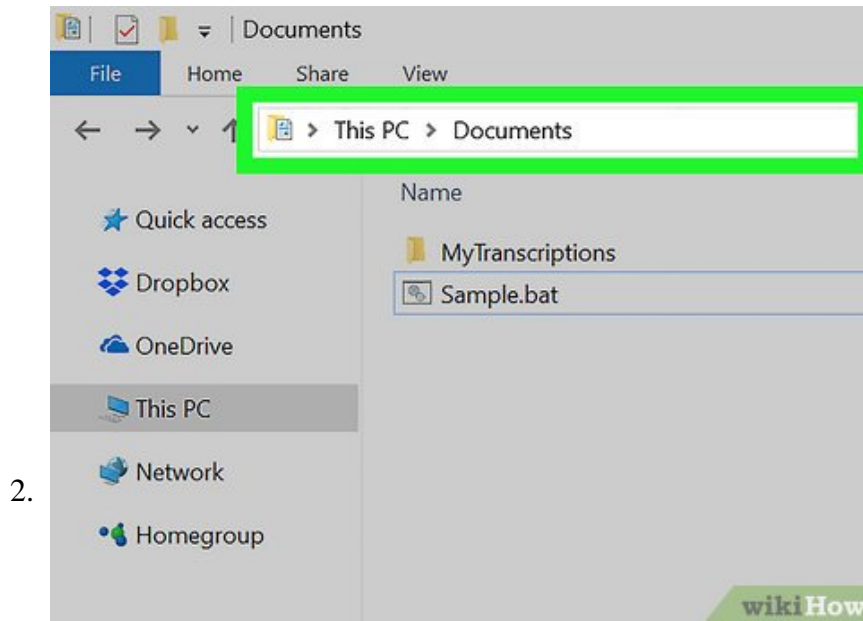


Open File Explorer. Click the File Explorer



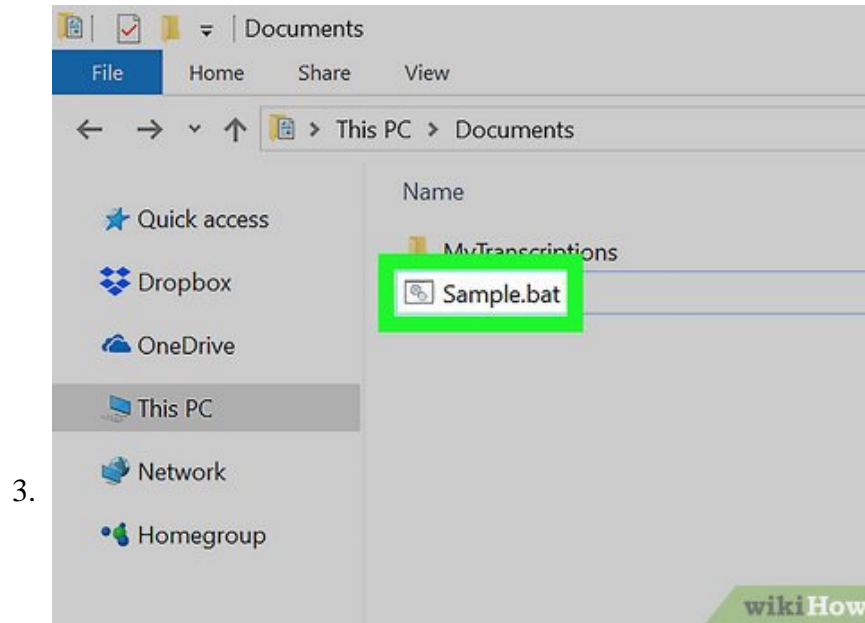
taskbar icon which resembles a file folder.

1. Alternatively, press the `Win + E` keys simultaneously.

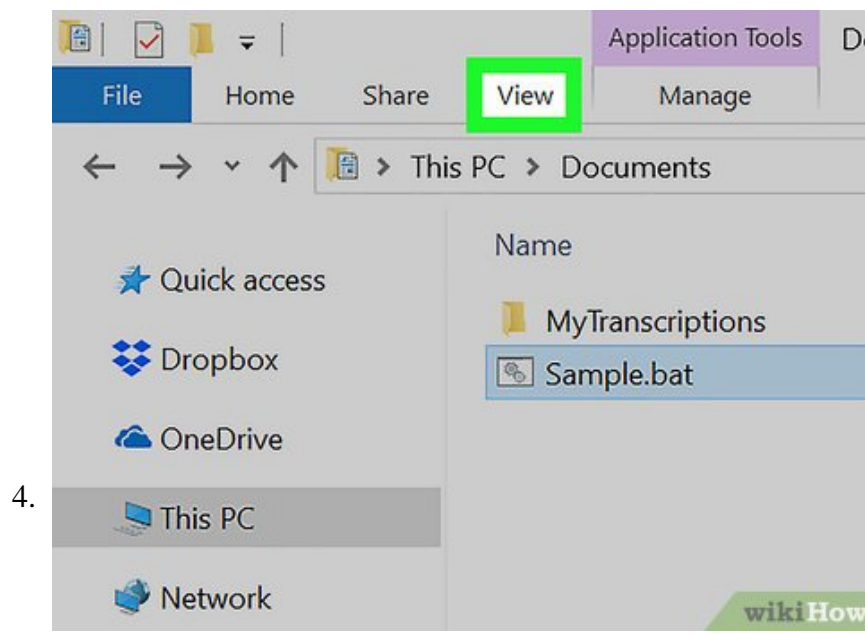


2.

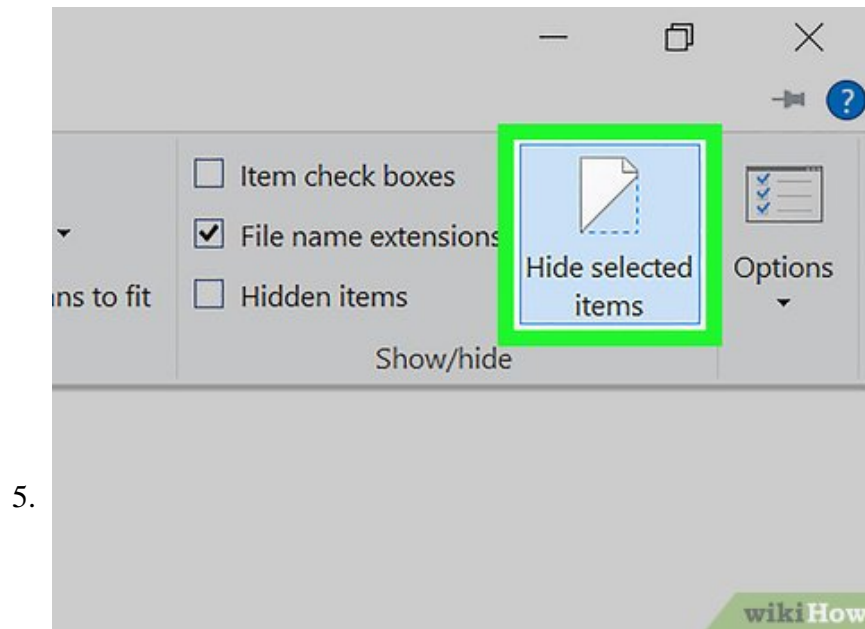
Navigate to the item you wish to hide. This method works for both files and folders.



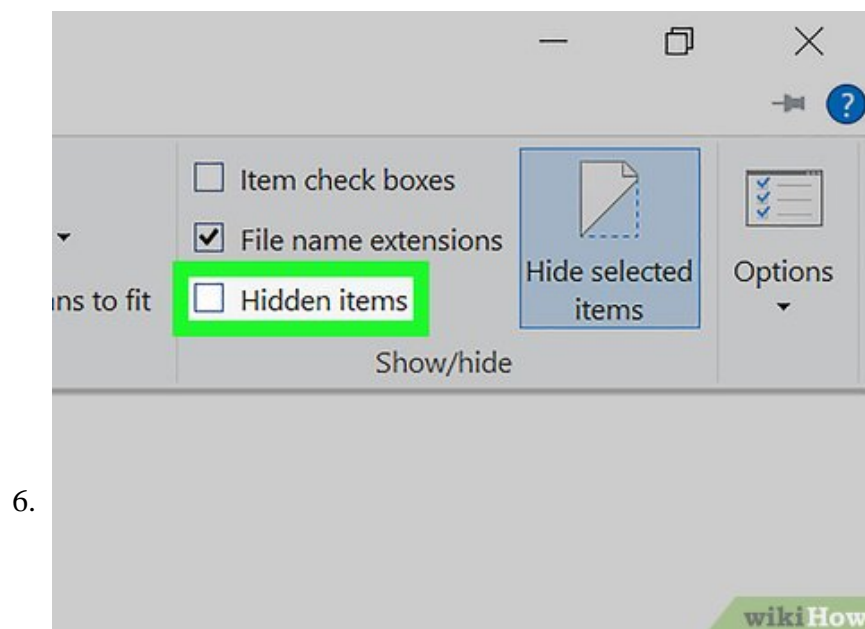
Click the item you wish to de-index.



Click the View tab in the ribbon. It's located at the top of the File Explorer window.



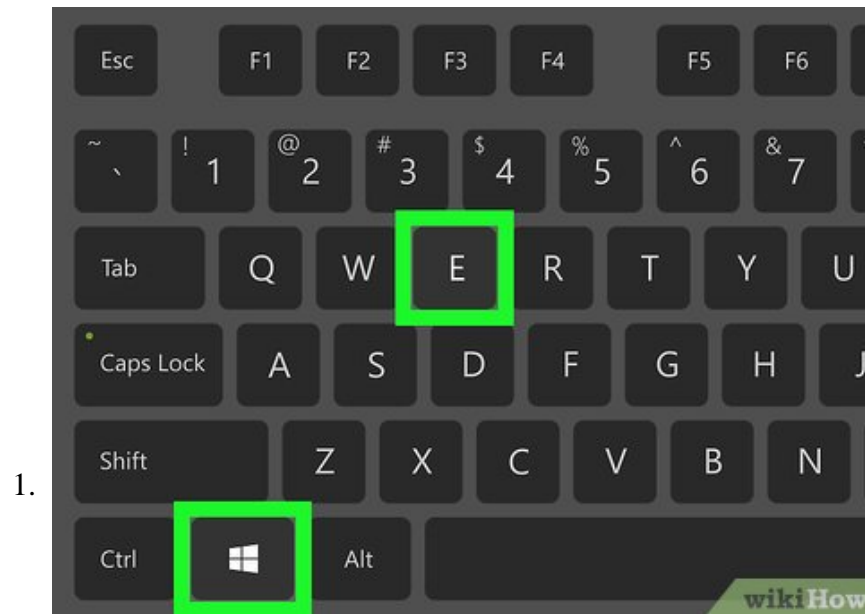
Click **"Hide selected items"**. It's in the "Show/hide" portion of the ribbon.



Ensure the **"Hidden items"** checkbox is unchecked. It's in the "Show/hide" portion of the ribbon.

Method 4 of 4:

Hiding Items for Files and Folders (Windows 7 and Under)

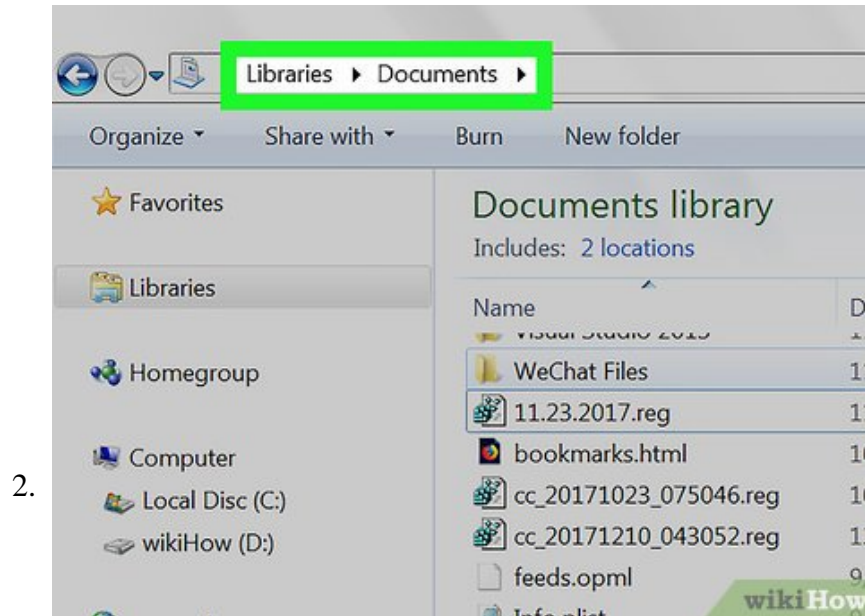


Open Windows Explorer. Click the File Explorer

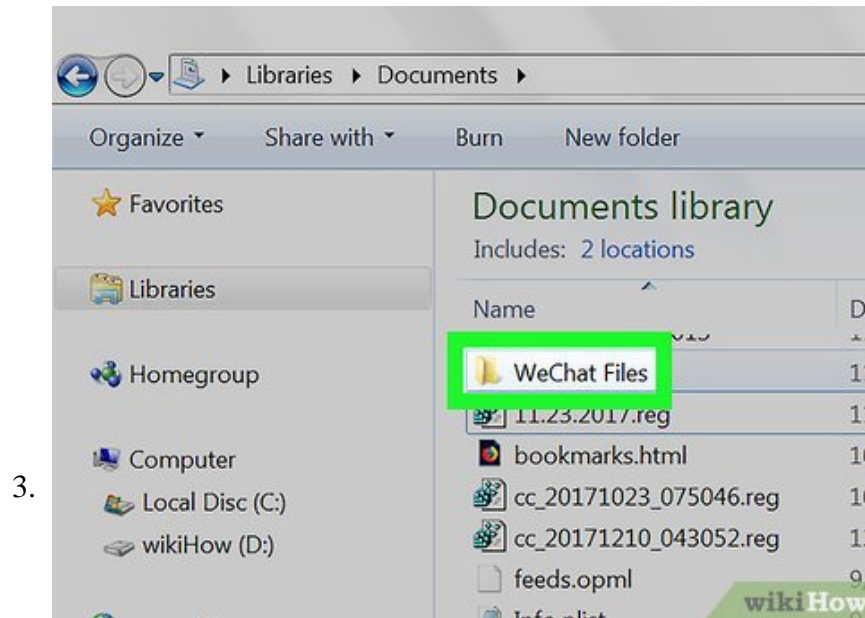


taskbar icon which resembles a file folder.

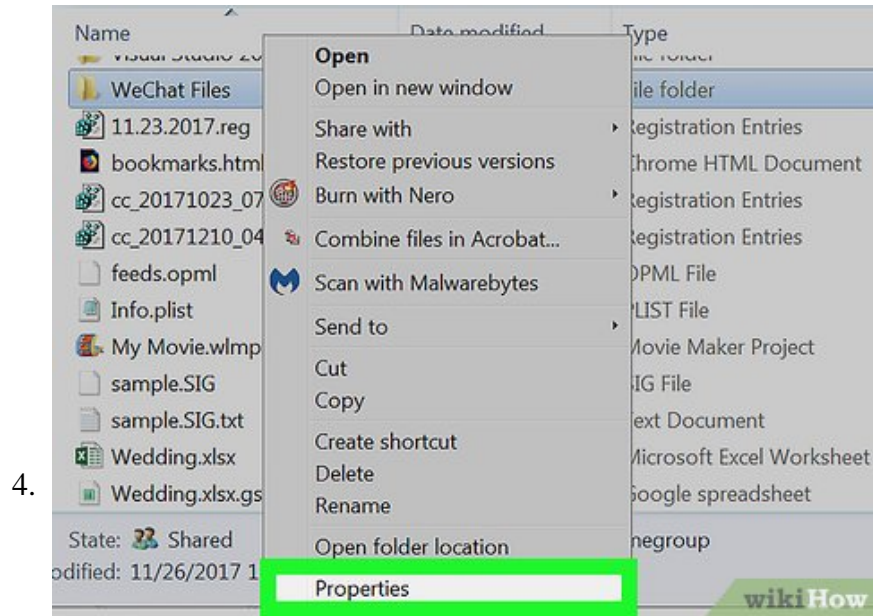
1. Alternatively, press the **Win + E** keys simultaneously.
2. In Windows XP, a shortcut to Explorer can be found under "**start** > All Programs > Accessories > Windows Explorer".^[2]



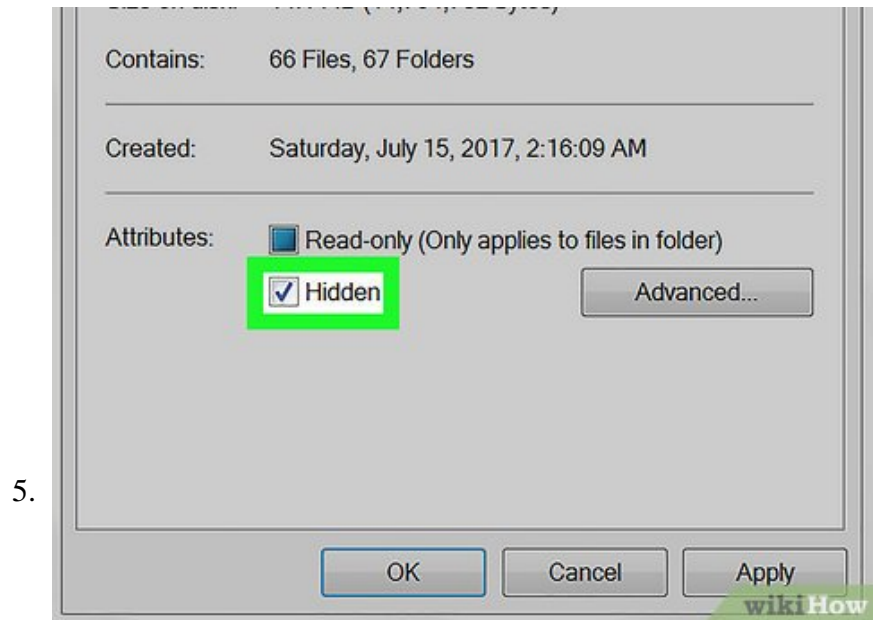
Navigate to the item you wish to hide. This method works for both files and folders.



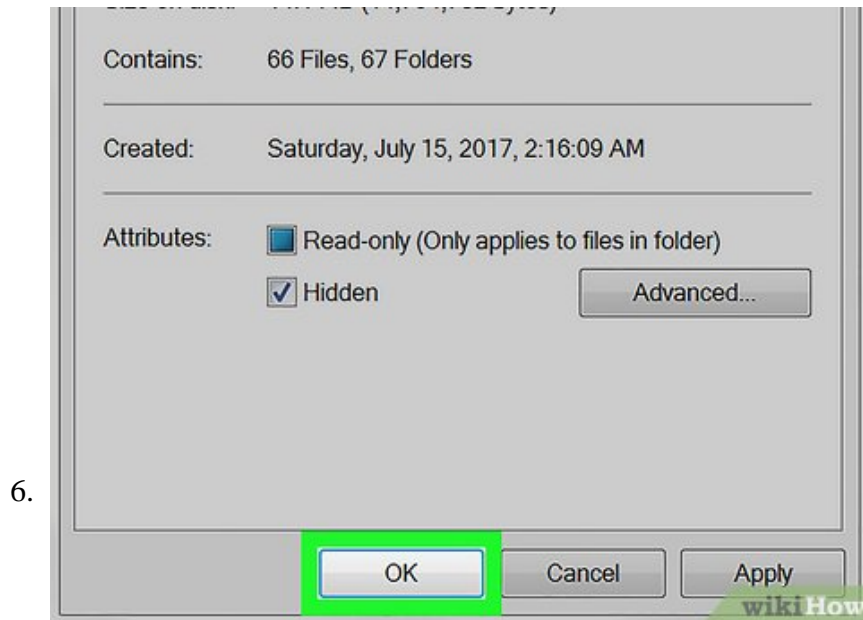
Click the item you wish to de-index.



Open the item Properties. Right-click the item and click from the context menu.

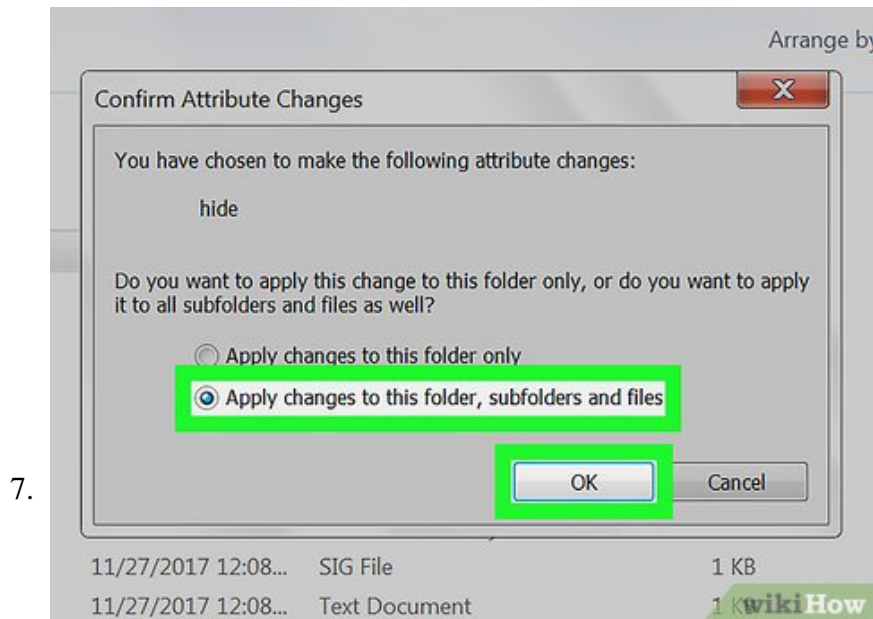


Check the "Hidden" box in the Attributes section. It's towards the bottom of the Properties Window.



Click the **OK** or **Apply** button in the Properties window.

1. The only difference between the two is that clicking **OK** will save your changes and close the window, whereas **Apply** will save your changes while leaving the Properties window open.



Confirm the attribute changes, if you've opted to hide a folder. You'll be asked to confirm that you want to hide it. Ensure the radio button next to "Apply changes to this folder, subfolders and files" is selected, then click **OK**.

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