

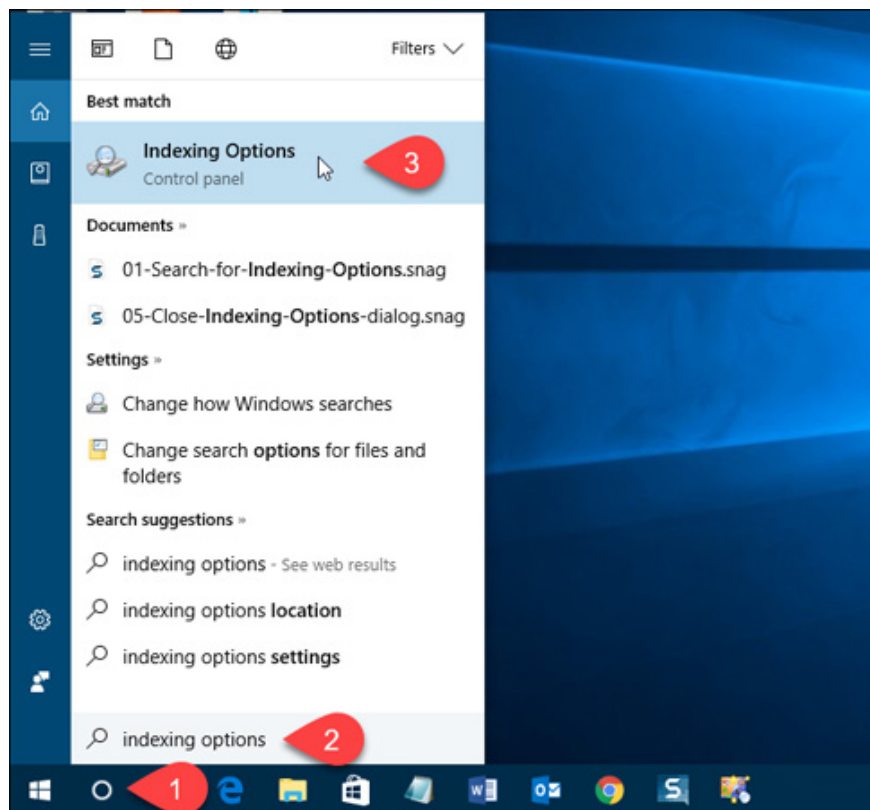
# Instructions for hiding files and folders in Windows 10 Search

In Windows 10, the Cortana box or Windows Search item can help you search all files and folders in your computer. However, if you don't want others to view certain files or folders, you can hide them in Windows search results. Let's see how to hide a folder so it doesn't appear in the search results of File Explorer, Cortana or Search item in the taskbar!

In Windows 10, the Cortana box or Windows Search item can help you search all files and folders in your computer. However, if you don't want others to view certain files or folders, you can hide them in Windows search results. Let's see how to hide a folder so it doesn't appear in the search results of File Explorer, Cortana or Search item in the taskbar!

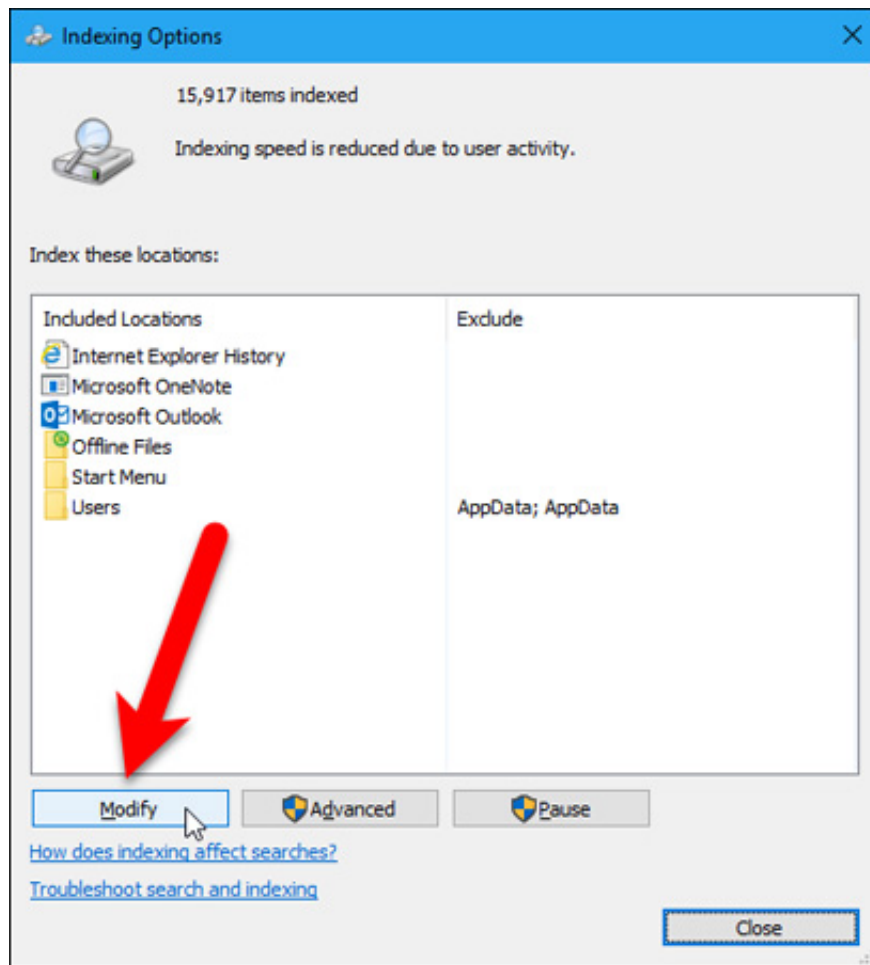
## Hide Files and Folders from Search results in Windows 10

To start, click the **Cortana** or **Search** icon on the Taskbar and type *indexing options* . Then, click **Indexing Options** in the results that appear.



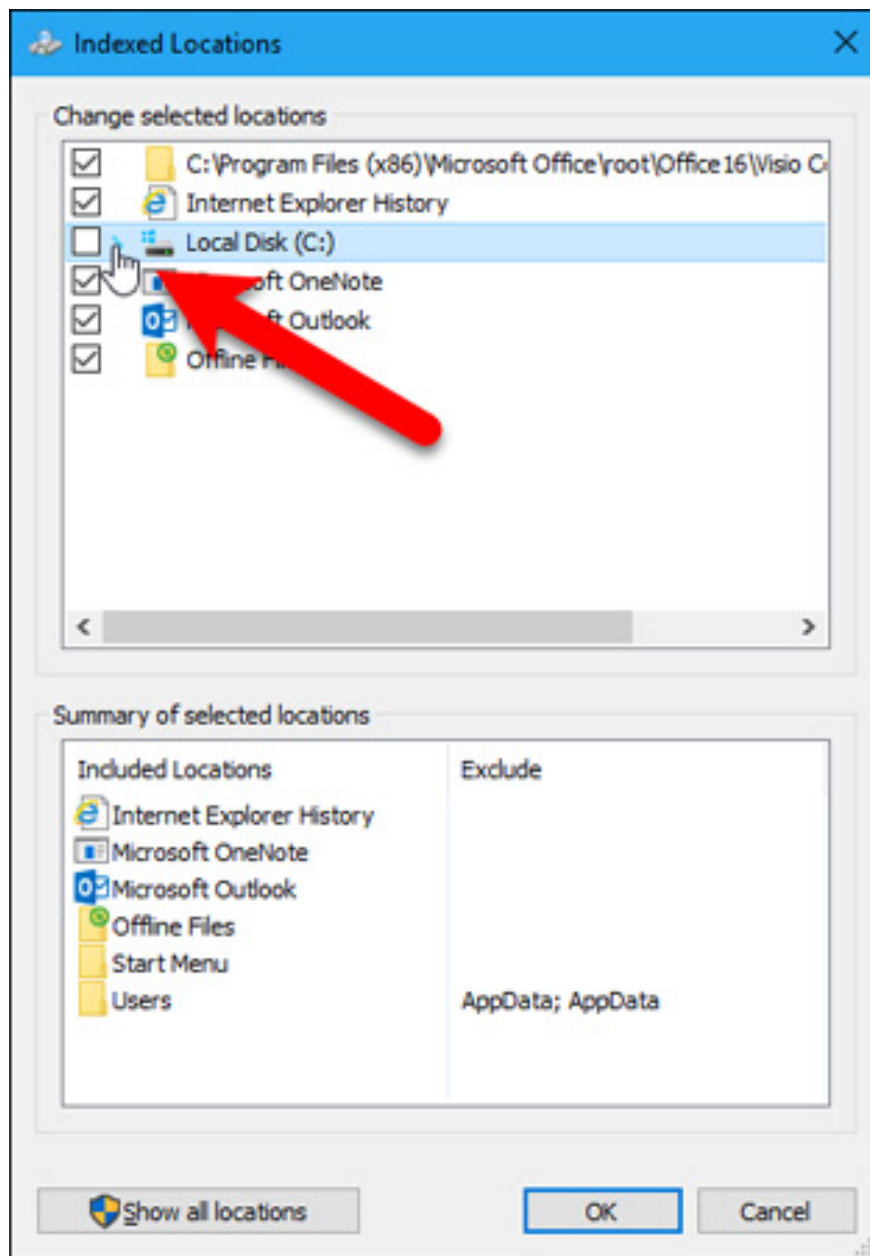
## Modify Included Locations

Included Locations are listed in the Indexing Options dialog box. To hide these files and folders, click **Modify**.



All folders displayed in the search item are included in the Change selected locations box in the Indexed Locations dialog box.

To search for the folder you want to hide, click the arrow next to Local Disk (C :) or another hard drive.



In the directory tree, navigate to the folder you want to hide and uncheck the box next to that folder.

**Note:** You can only hide files by unchecking the folder containing the files. So, if you want to hide a specific file in the folder that contains many other files, move the file to a new folder. Or you can create a folder containing all the files to hide.

The folder you unchecked will be added to the User folders in the Summary of selected locations section.

Click **OK**.



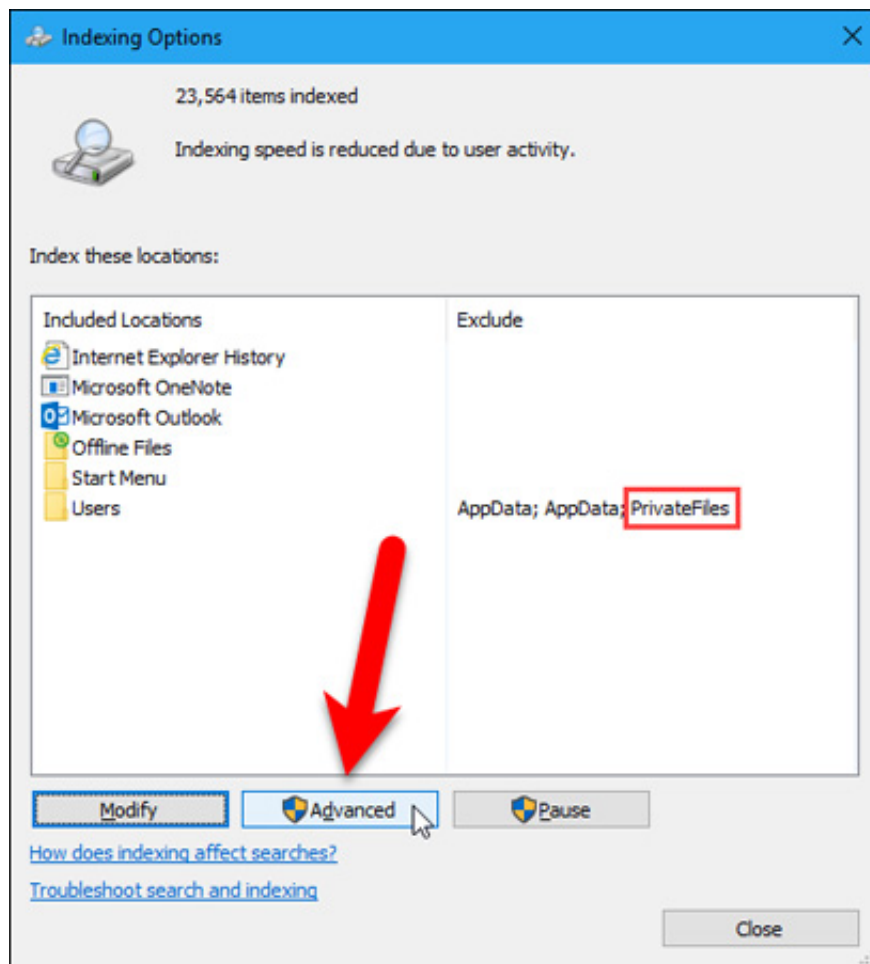
## Rebuild the index

Now, we need to rebuild the index to exclude the selected folders.

Go back to the Indexing Options dialog box and click **Advanced**.

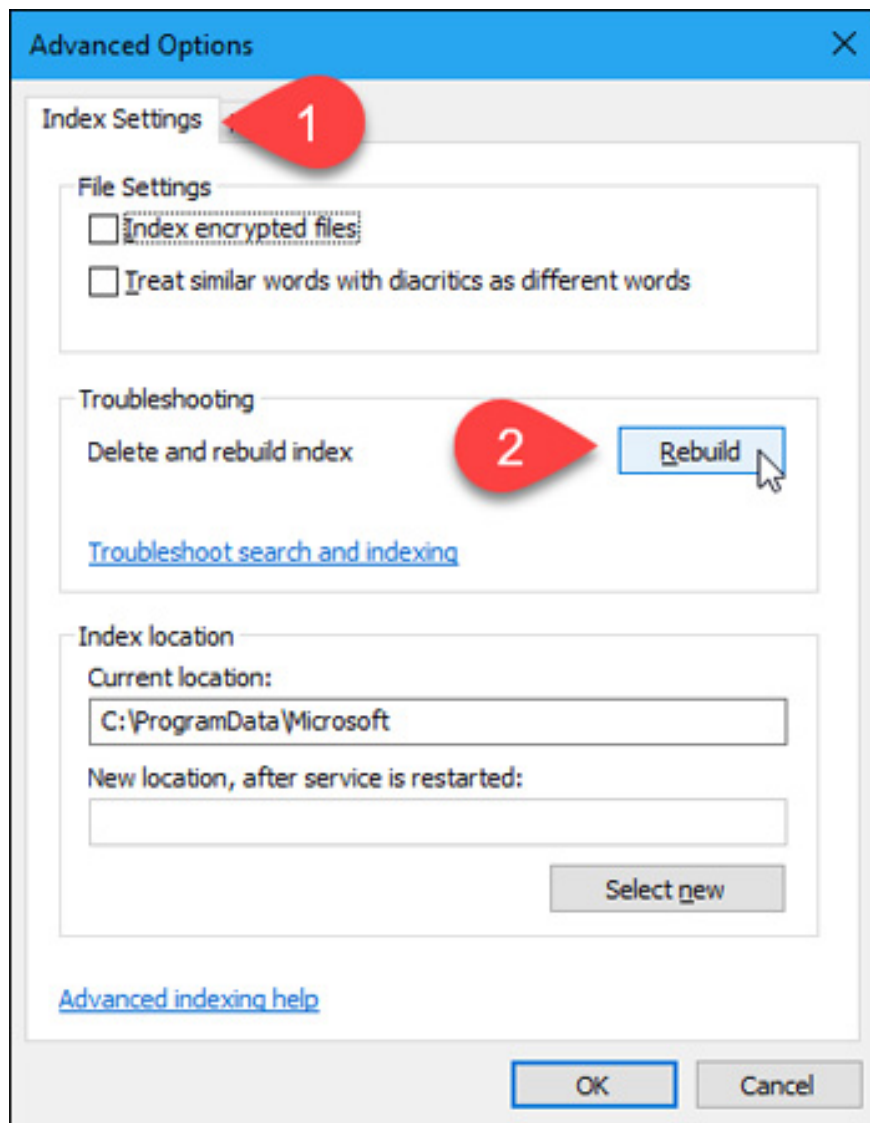
**Note:** The folder you selected is hidden listed in the **Exclude** column in the Indexing Options dialog box.

You need administrative rights to access advanced indexing options. So, update your account password if required.



In the Indexing Options window, click **Rebuild** in the Troubleshooting section.

Note that index rebuilding can also fix problems with Windows search.



The dialog box displays a message that rebuilding the index may take a long time to complete, click **OK**.

Close the Indexing Options window and wait until the index rebuild process is complete. At that time, the folders and files you choose to hide will disappear completely from the search results of Windows.

Good luck!

You can see more:

1. 7 ways to turn off Windows 10 laptop screen
2. 17 shortcuts contain Shift useful in Windows
3. Automatic computer shutdown timer for Windows 10, Windows 8, Windows 7, Windows XP

You finished reading the article "**Instructions for hiding files and folders in Windows 10 Search**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.