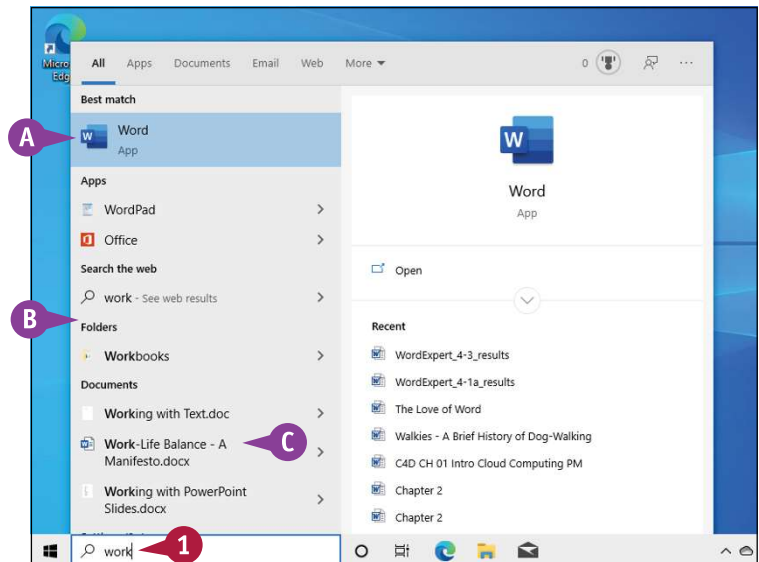# Search Your PC

After you have used your PC for a while and have created many documents, you might have trouble locating a specific file. You can save a great deal of time by having Windows search for your document.

You can use the Search feature to look for apps, system settings, and documents on your PC, as well as websites on the Internet. If you are working with File Explorer, you can also perform document searches using the Search box in a folder window.

Search Your PC

Search from the Taskbar

1 Click inside the Search box and type your search text.

A Windows displays the top apps, settings, and documents with names that include your search text.

B Windows displays other search results here, organized by category (such as Folders).

**C** If you see the app, setting, or document that you want, you can click it.

2 To see results from a specific category, click a heading, such as **Documents**.

D You can also click a category.

E You can click the **More** ▼ to see extra categories, as shown here.

Windows displays the category items that match your search text.
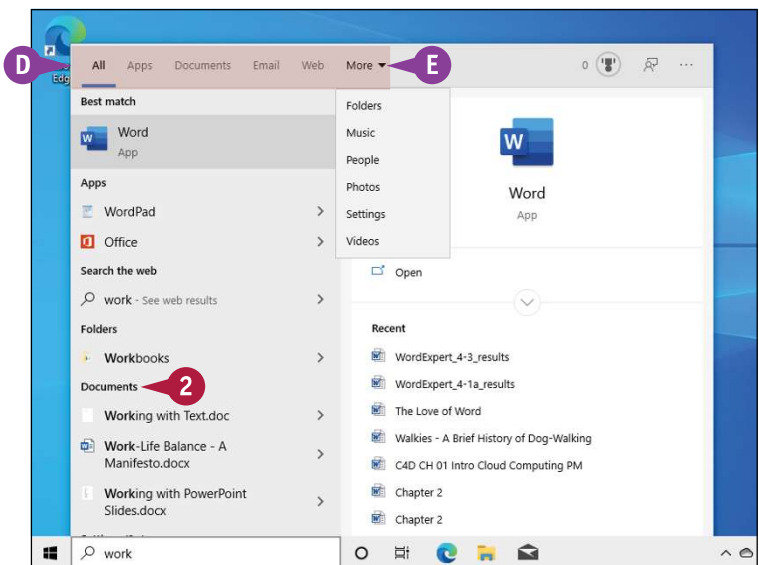
F Windows displays details and related tasks for the selected search item here.

3 Click the item you want.

Windows opens the app, setting, document, or website.
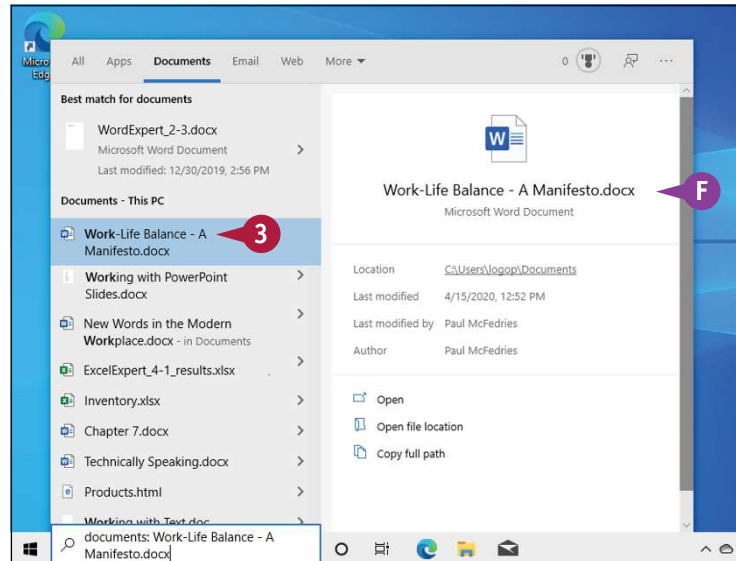
Search from a Folder Window

1 Click **File Explorer** (📁).

2 Open the folder you want to search.

3 Type your search text in the Search box.

G As you type, Windows displays the folders and documents in the current folder with names, contents, or keywords that match your search text.

4 If you see the folder or document that you want, double-click it.

The folder or document opens.
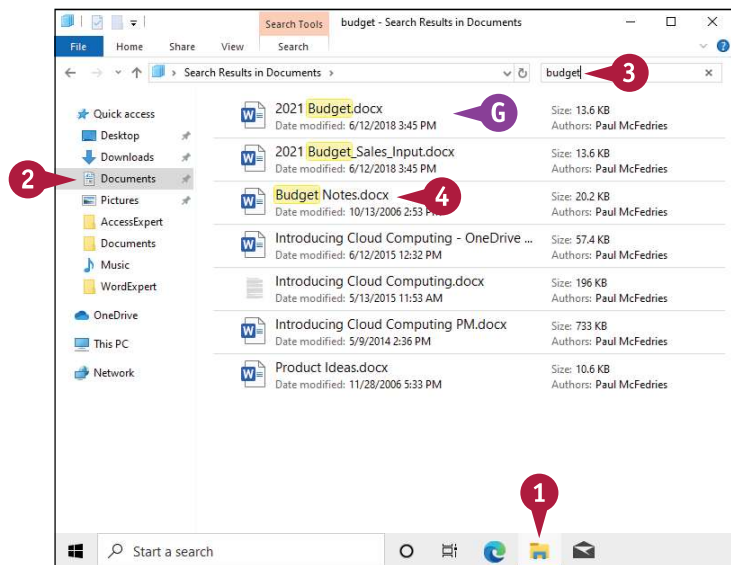
TIPS

Can I restrict my folder searches to a particular file type?

Yes, you can tell File Explorer to search only one of more than 20 different file types, including documents, music, and pictures. In File Explorer, click inside the Search box and then click the **Search** tab in the ribbon. Click the **Kind** ▼ and then click the type of file you want to find.

Is there any way to tell Windows that I specifically want to search for settings?

Not directly, but the Settings app does have a search feature. Click **Start** (⊞), click **Settings** (⚙), and then use the Find a Setting search box to type a word or phrase for the setting you want.
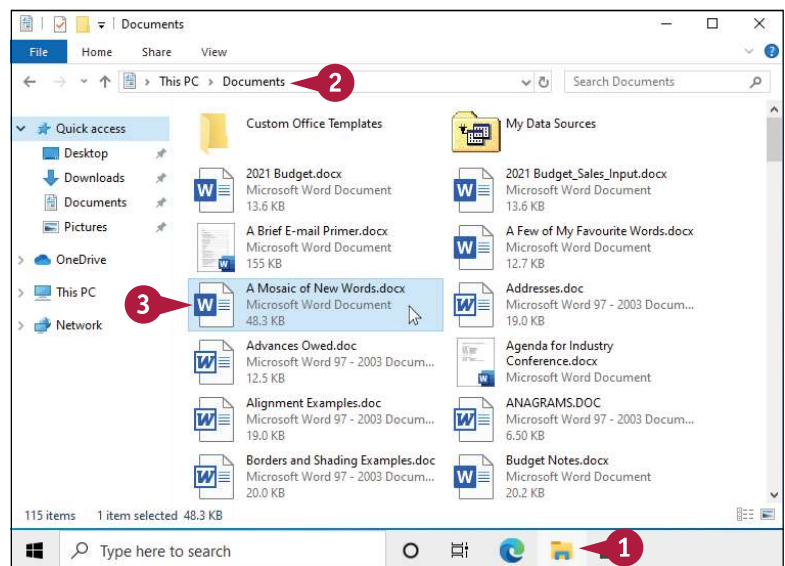
Select a File

Before you can use File Explorer to do any work with one or more files, you first have to select the files so that Windows knows which ones you want to work with. For example, before you can move files to a new location, you must first select the files you want to move. You can select just a single file, two or more files, a group of files, or all the files in a folder. Although you learn specifically about selecting files in this section, the technique for selecting folders is exactly the same.
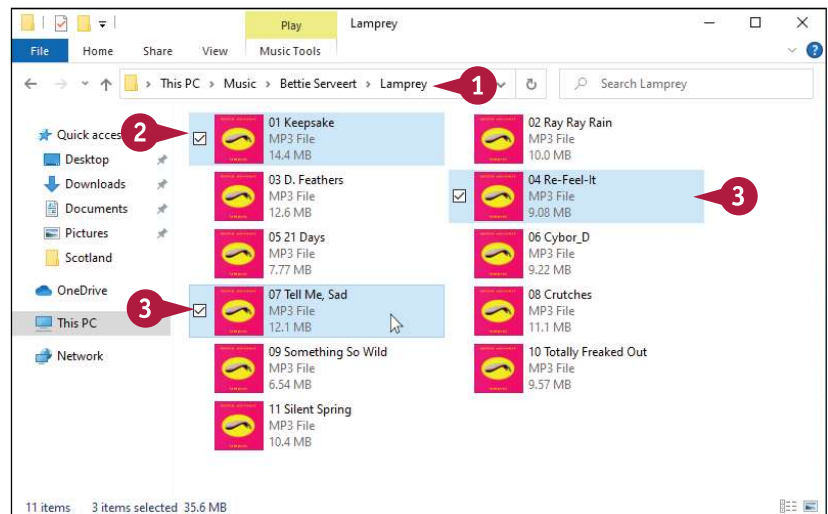
Select a File

Select a Single File

1 Click **File Explorer** (📁).

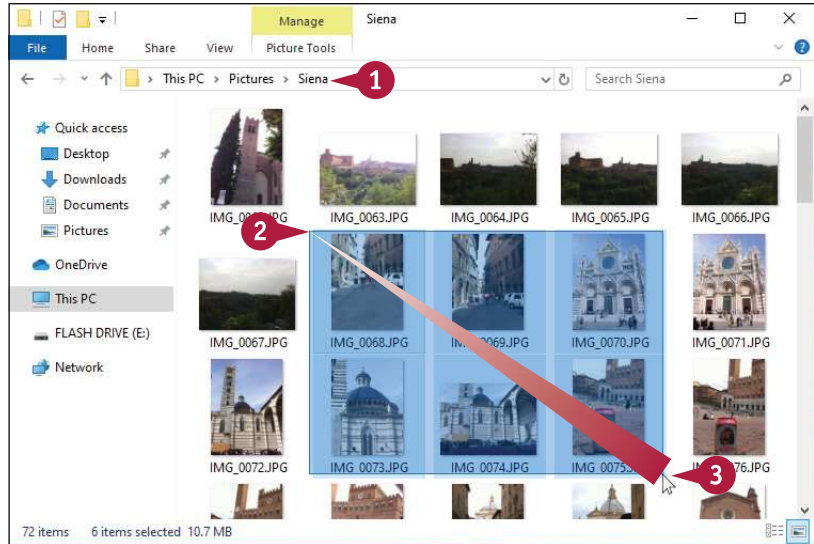2 Open the folder containing the file.

3 Click the file.

Select Multiple Files

1 Open the folder containing the files.

2 Click the first file you want to select.

3 Press and hold **Ctrl** and click each of the other files you want to select.

Select a Group of Files

1 Open the folder containing the files.

2 Position the mouse pointer (⬚) slightly above and slightly to the left of the first file in the group.

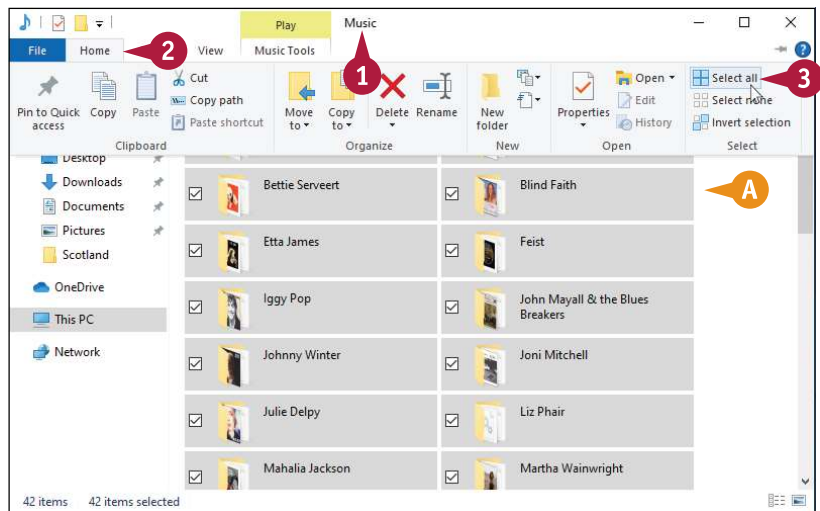3 Click and drag the mouse pointer (⬚) down and to the right until all the files in the group are selected.

Select All Files

1 Open the folder containing the files.

2 Click the **Home** tab.

3 Click **Select all**.

Note: A quick way to select all the files in a folder is to press Ctrl + A.

Ⓐ File Explorer selects all the files in the folder.

How do I deselect a file?

Depending on the situation, there are a few ways to deselect files:

• To deselect a single file from a multiple-file selection, press and hold Ctrl and click the file you want to deselect.

• To deselect all files, either click the **Home** tab and then click **Select none**, or click an empty area within the folder.

• To reverse the selection — deselect the selected files and select the deselected files — click the **Home** tab and then click **Invert selection**.
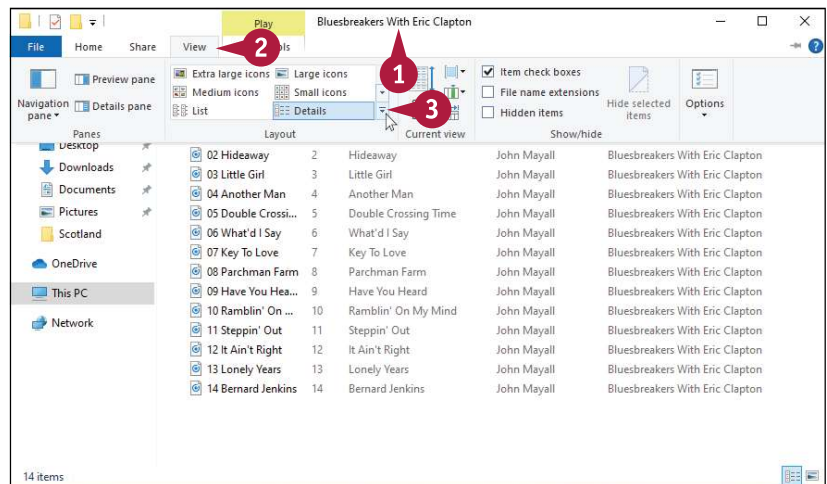
Change the File View

You can configure how Windows displays the files in a folder by changing the file view. This enables you to see larger or smaller icons or the details of each file.

You can choose a view such as Small Icons to see more files in the folder window. A view such as Large Icons or Extra Large Icons enables you to view images as thumbnail versions of each picture. If you want to see more information about the files, choose either the Tiles view or Details view.
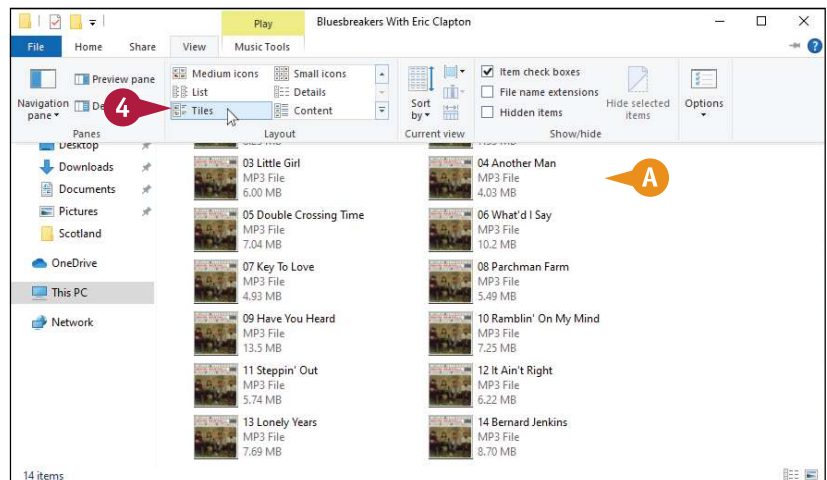
Change the File View

1 In File Explorer, open the folder containing the files you want to view.

2 Click the **View** tab.

3 In the Layout section, click **More** (⇾).

Windows displays the Layout gallery.

4 Click the view you want.

**A** File Explorer changes the file view (this example shows Tiles view).

Preview a File

Windows enables you to view the contents of some files without opening them. This makes it easier to select the file you want to work with because it means you do not have to run an application to see the file's contents. Previewing the file is faster and uses fewer system resources. Windows previews only certain types of files, such as text documents, rich text documents, web pages, images, and videos.

Preview a File

1 In File Explorer, open the folder containing the file you want to preview.

2 Click the **View** tab.

3 Click **Preview pane**.

Note: You can also press <kbd>Alt</kbd>+<kbd>P</kbd> to open the Preview pane.
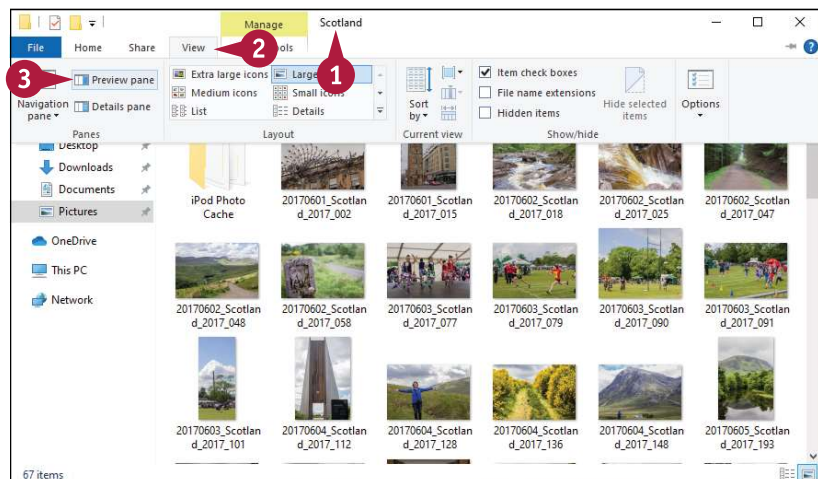
A The Preview pane appears.

4 Click a file.

B The file's contents appear in the Preview pane.

C You can click and drag the left border of the Preview pane to change its size.

Note: When you are finished with the Preview pane, you can click **Preview pane** on the View tab (or press <kbd>Alt</kbd>+<kbd>P</kbd>) to close it.
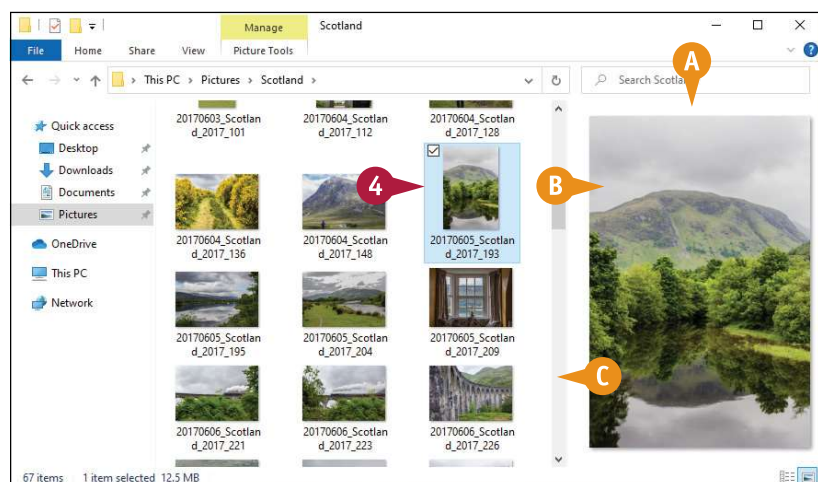
Copy a File

You can use Windows to make an exact copy of a file. This is useful if you want to back up an important file by making an extra copy on a flash drive, memory card, or other removable disc. Similarly, you might require a copy of a file if you want to send the copy on a disc to another person. This section shows you how to copy a single file, but the steps also work if you select multiple files. You can also use these steps to copy a folder.

Copy a File

1. In File Explorer, open the folder containing the file you want to copy.

2. Select the file.

3. Click the **Home** tab.

4. Click **Copy**.

   Windows places a copy of the file in a special memory location called the Clipboard.

5. Open the location you want to use to store the copy.

6. Click the **Home** tab.

7. Click **Paste**.

   Ⓐ Windows inserts a copy of the file in the location.
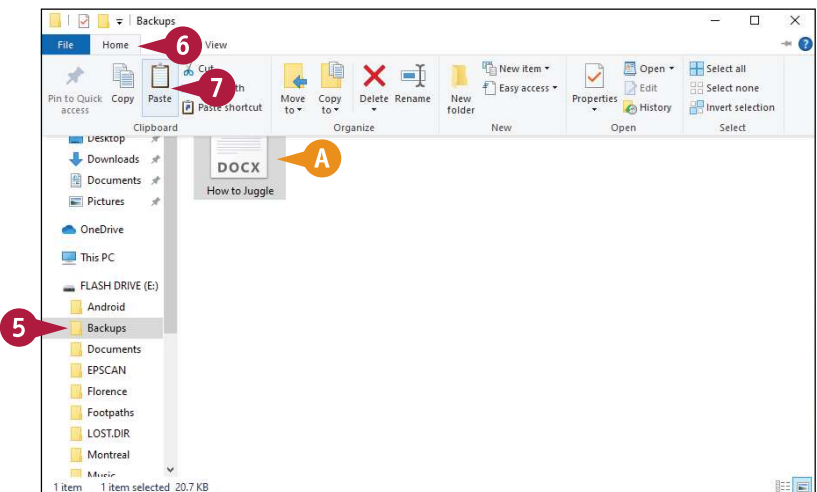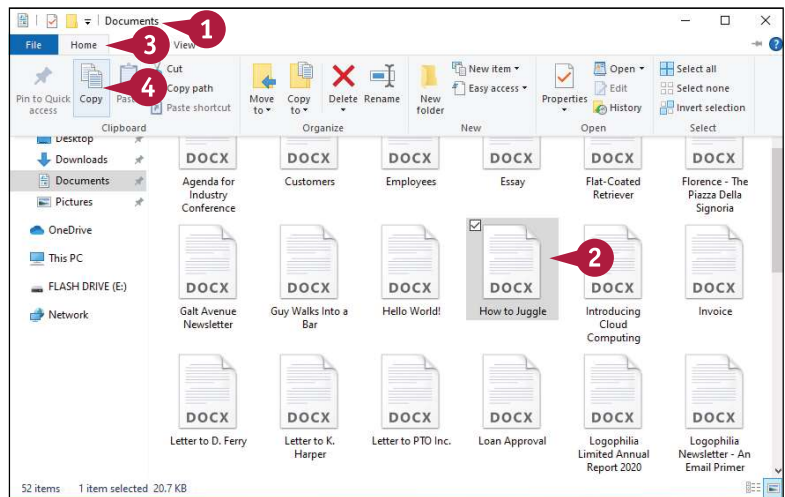
Move a File

When you need to store a file in a new location, the easiest way is to move the file from its current folder to another folder on your computer. When you save a file for the first time, you specify a folder on your PC's hard drive. This original location is not permanent; you can move the file to another location on the hard drive. This section shows you how to move a single file, but the steps also work if you select multiple files or move a folder.

Move a File

1. In File Explorer, open the folder containing the file you want to move.

2. Select the file.

3. Click the **Home** tab.

4. Click **Cut**.

   Windows places the file in the Clipboard.
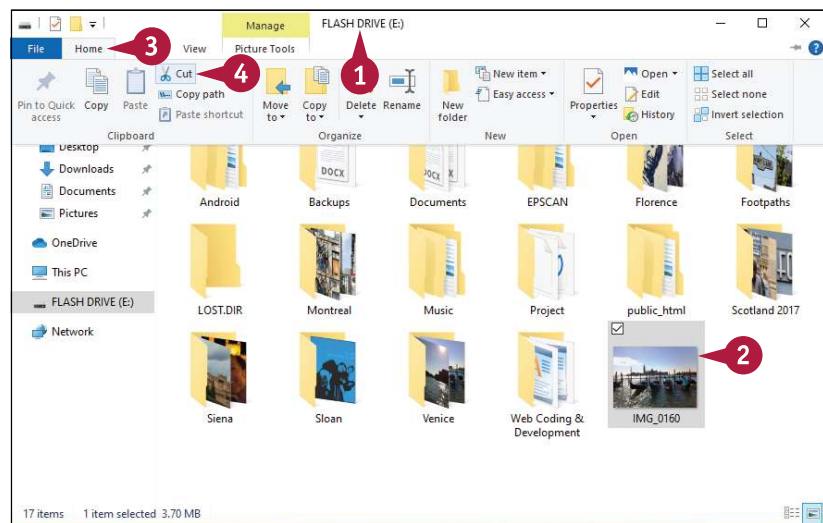
5. Open the folder to which you want to move the file.

6. Click the **Home** tab.

7. Click **Paste**.

   Ⓐ Windows moves the file to the new location.
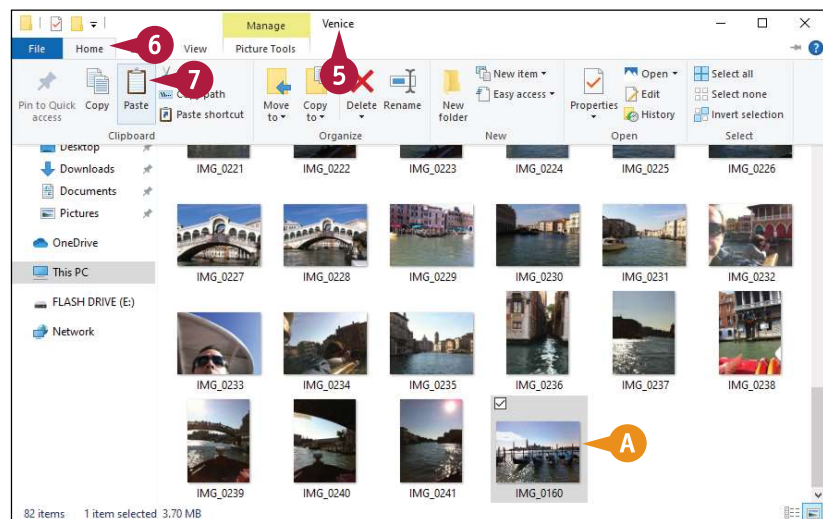
Rename a File

You can change the name of a file, which is useful if the current name of the file does not accurately describe the file's contents. By giving your document a descriptive name, you make it easier to find the file later.

Make sure that you rename only those documents that you have created or that someone else has given to you. Do not rename any of the Windows system files or any files associated with your programs, or your computer may behave erratically, or even crash.

Rename a File

1 In File Explorer, open the folder that contains the file you want to rename.

2 Click the file.

3 Click the **Home** tab.

Note: In addition to renaming files, you can also rename any folders that you have created.

4 Click **Rename** (or press F2).

A text box appears around the filename.

5 Type the new name you want to use for the file.

Note: If you decide that you do not want to rename the file after all, press Esc to cancel the operation.

Note: The name you type can be up to 255 characters long, but it cannot include the following characters: < > , ? : " \ *.

6 Press Enter or click an empty section of the folder.

The new name appears under the file's icon.
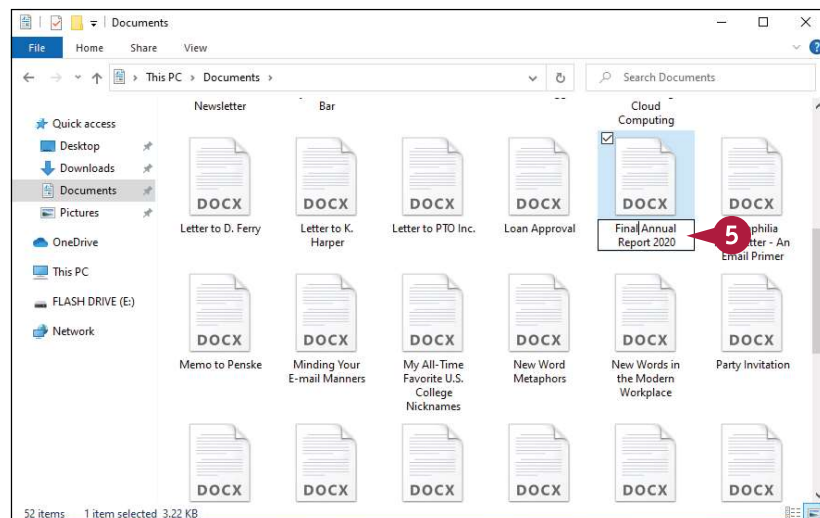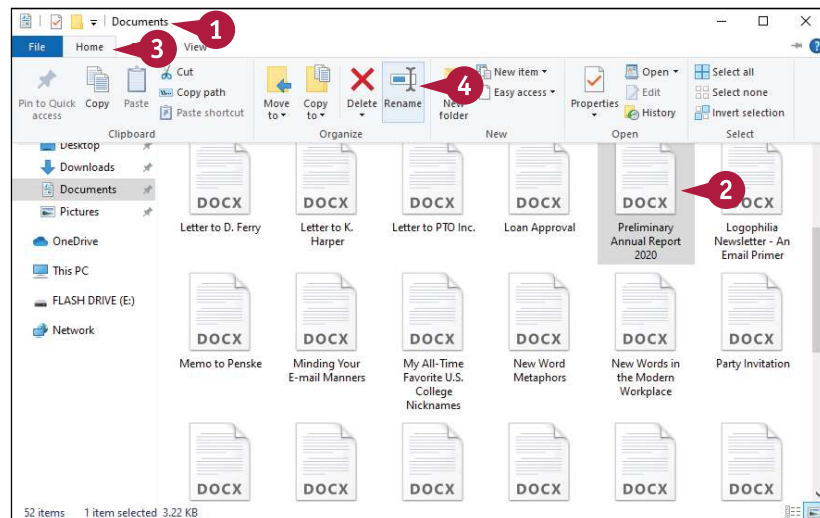
Create a New File

You can quickly create a new file directly within a file folder. This method is faster, and often more convenient, than running a program's New command. In Windows, you can create several different file types, such as a Bitmap Image (a drawing), Rich Text Document (a WordPad file), Text Document (a Notepad file), and Compressed (Zipped) Folder (which combines multiple files in a single file, as described in the section "Extract Files from a Compressed Folder," later in this chapter). You can also create a new folder.

Create a New File

1 In File Explorer, open the folder in which you want to create the file.

2 Click the **Home** tab.

3 Click **New item**.

4 Click the type of file you want to create.

A If you click **Folder**, Windows creates a new subfolder.

Note: The New Item menu on your system may contain more items than you see here because some programs install their own file types.

B An icon for the new file appears in the folder.

5 Type the name you want to use for the new file.

6 Press Enter.
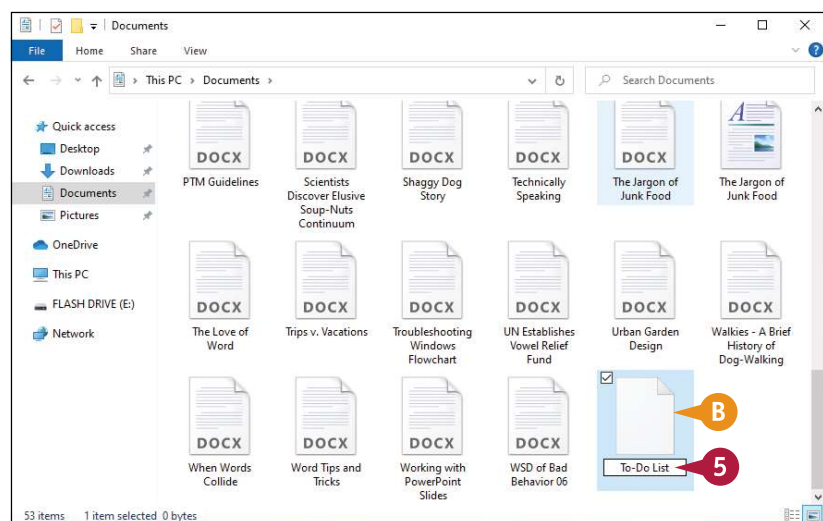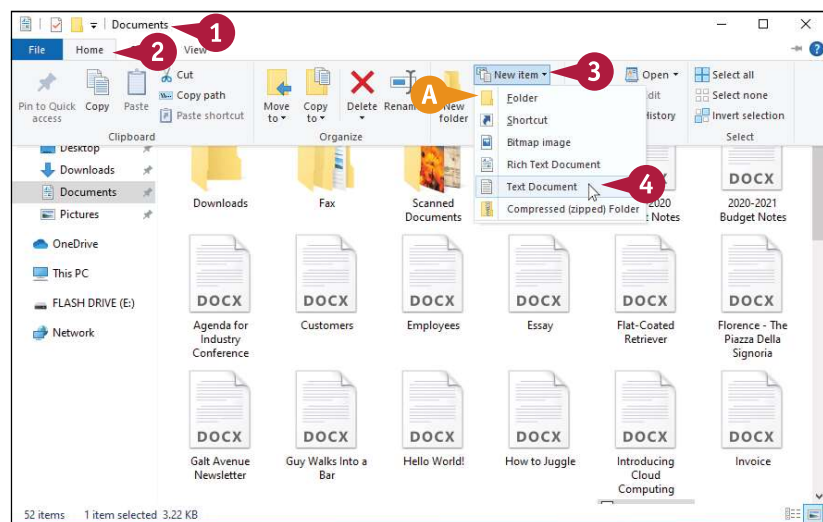
Delete a File

When you have a file that you no longer need, instead of leaving the file to clutter your hard drive, you can delete it. Make sure that you delete only those documents that you have created or that someone else has given to you. Do not delete any of the Windows system files or any files associated with your programs, or your computer may behave erratically or crash.

Delete a File

1 In File Explorer, open the folder that contains the file you want to delete.

2 Click the file you want to delete.

Note: If you need to remove more than one file, select all the files you want to delete.

Note: See the section "Select a File," earlier in this chapter, to select multiple files.
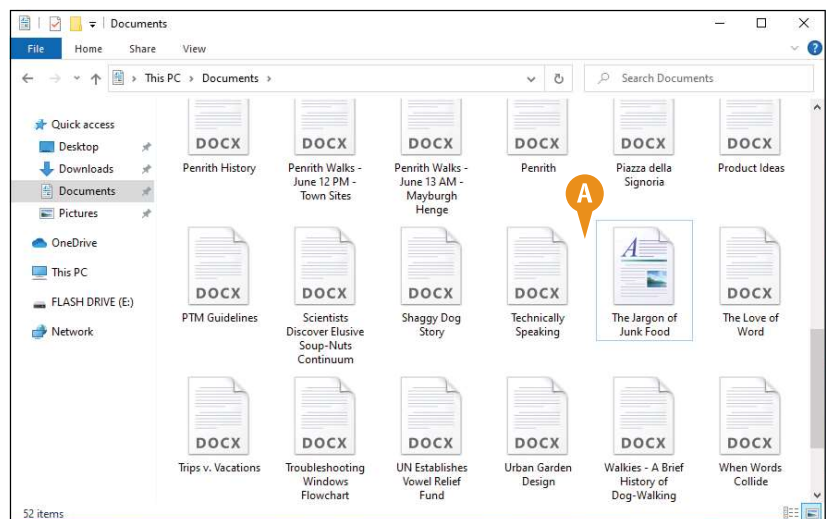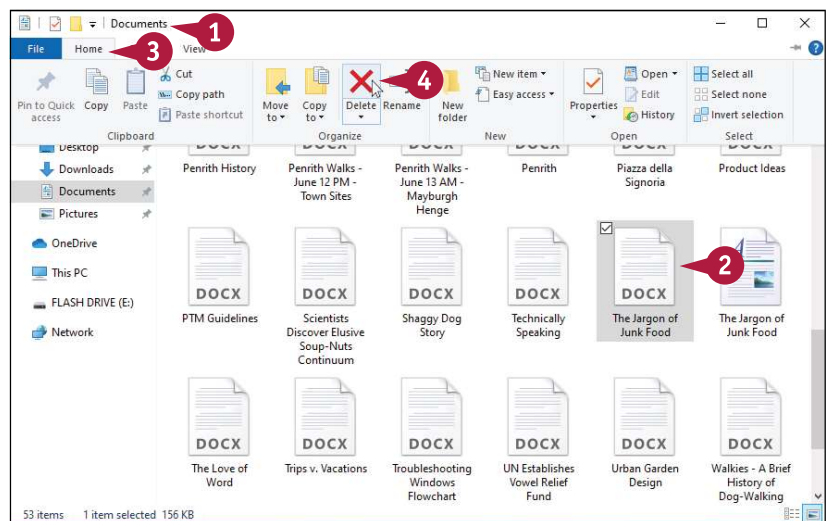
3 Click the **Home** tab.

4 Click the top half of **Delete**.

Note: Another way to select the Delete command is to press `Delete`.

A Windows removes the file from the folder.

Note: Another way to delete a file is to click and drag it to the desktop Recycle Bin icon.

Restore a Deleted File

I f you delete a file in error, Windows enables you to restore the file by placing it back in the folder from which you deleted it. You can restore a deleted file because Windows stores each deleted file in a special folder called the Recycle Bin, where the file stays for a few days or a few weeks, depending on how often you empty the bin or how full the folder becomes.

Restore a Deleted File

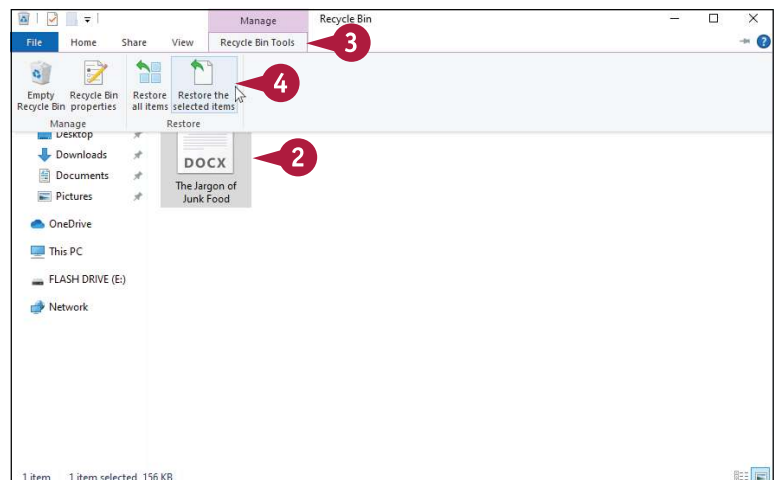**1** Double-click the desktop **Recycle Bin** icon.

Note: If you have a Touch PC, open File Explorer, click the first ❯ in the address bar, and then click **Recycle Bin**.
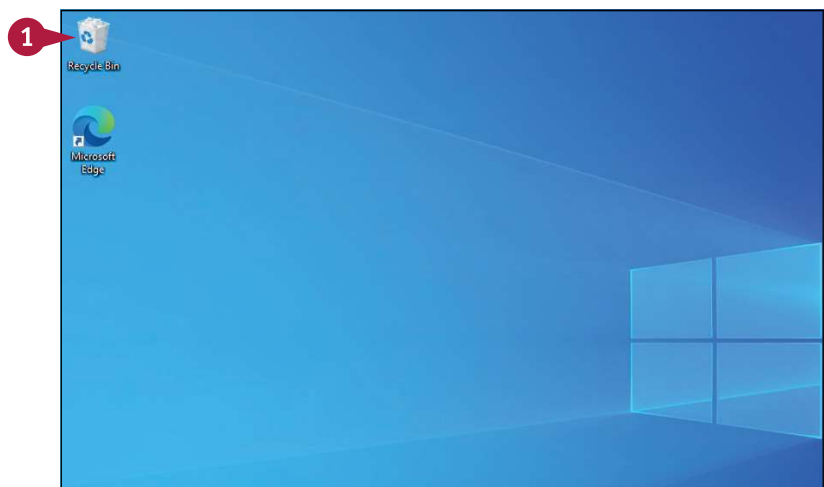
The Recycle Bin folder appears.

2 Click the file you want to restore.

3 Click the **Recycle Bin Tools** tab.

4 Click **Restore the selected items.**

The file disappears from the Recycle Bin and reappears in its original folder.
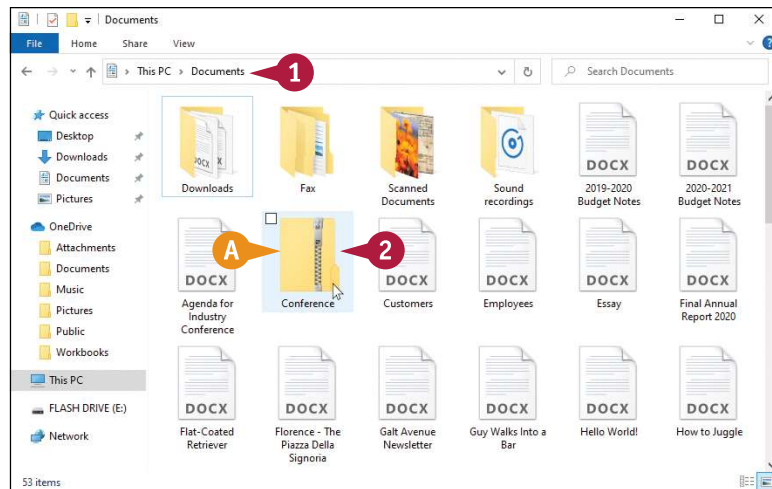
Extract Files from a Compressed Folder

If someone sends you a file via email, or if you download a file from the Internet, the file often arrives in a *compressed* form, which means the file actually contains one or more files that have been compressed to save space. To use the files on your computer, you need to extract them from the compressed file.

Because a compressed file can contain one or more files, it acts like a kind of folder. Therefore, Windows calls such files *compressed folders*, *zipped folders*, or *Zip archives*. You can view these files or extract them from the folder.
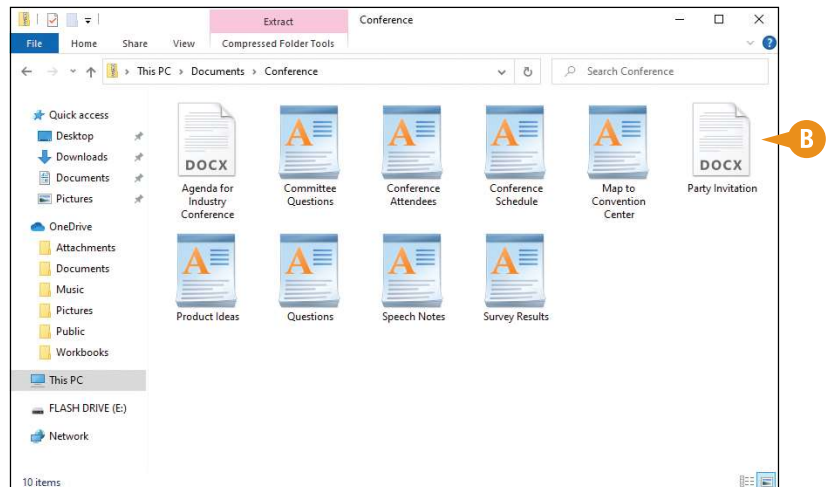
Extract Files from a Compressed Folder

View Compressed Folder Files

1 In File Explorer, open the folder containing the compressed folder.

A The compressed folder appears as a folder icon with a zipper.

2 Double-click the compressed folder.

B File Explorer displays the contents of the compressed folder.

Note: File Explorer is only displaying the contents of a compressed folder; it has not extracted the files. To extract the files, follow the steps in the next subsection.

248

Extract Compressed Folder Files

1 In File Explorer, open the folder containing the compressed folder.

2 Click the compressed folder.

3 Click the **Compressed Folder Tools** tab.

4 Click **Extract all**.

The Select a Destination and Extract Files dialog box of the Extract Wizard appears.

5 Type the location of the folder into which you want to extract the files.

C You can also click **Browse** and choose the folder.

6 If you want to open the folder into which you extracted the files, click **Show extracted files when complete** (☐ changes to ☑).

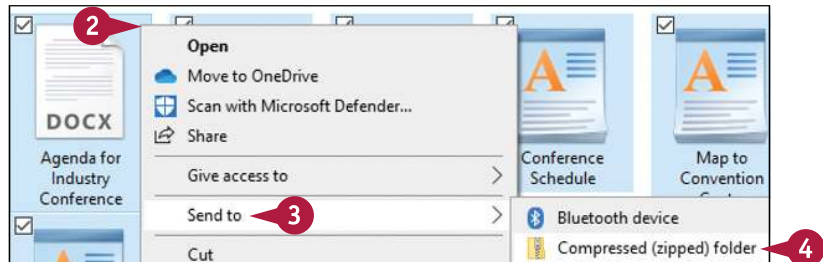**7** Click **Extract**.

Windows extracts the files.
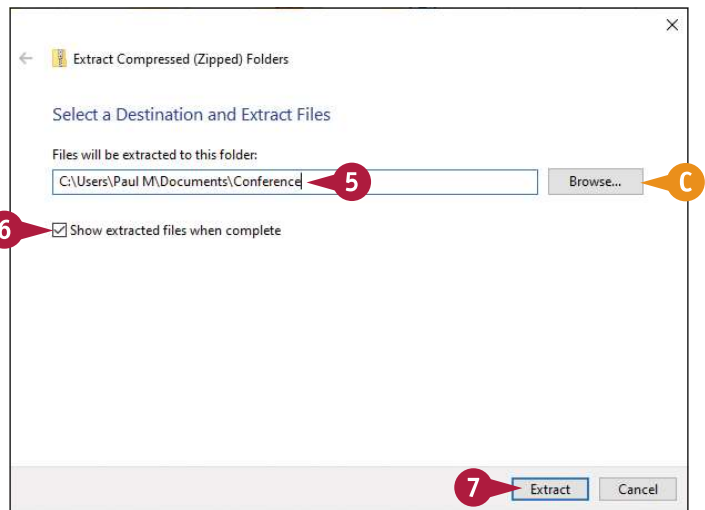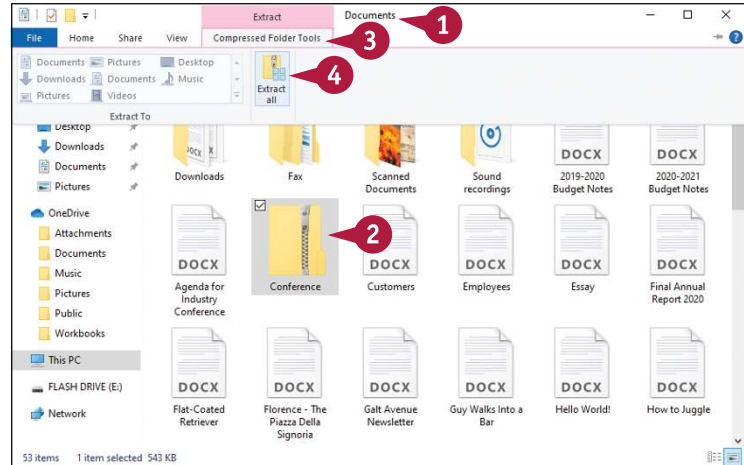
TIP

How can I create a compressed folder?

Follow these steps:

1 Select the files and folders you want to store in the compressed folder.

2 Right-click any selected item.

3 Click **Send to**.

4 Click **Compressed (zipped) folder**.

The compressed folder appears.

Specify a Different Program When Opening a File

You can open a file in a different program from the one normally associated with the file. This enables you to use the other program's features to work on the file.

You may have situations where you prefer to open a particular file with a different program. For example, double-clicking a picture file opens it in the Photos app. However, you may prefer to open the picture file in Paint or some other image-editing program so that you can make changes to the picture. This section shows you how to open any document in another program.
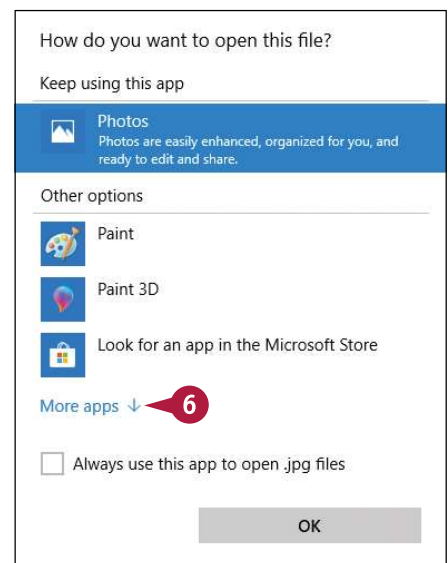
Specify a Different Program When Opening a File

1 In File Explorer, open the folder that contains the file you want to open.

2 Click the file.

3 Click the **Home** tab.

4 Click the **Open** ▾.

A If the program you want to use appears here, you can click the program and skip the remaining steps.

**5** Click **Choose another app**.
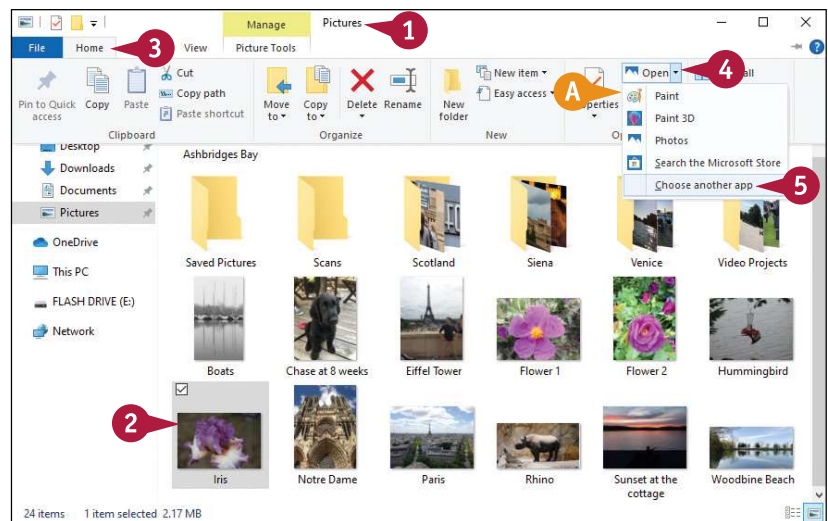
Windows asks how you want to open this file type.

6 Click **More apps**.

B Windows displays a full list of programs you can use to open the file.

7 Click the program you want to use to open the file.

C If the program you want to use does not appear in the list, you can click **Look for another app on this PC**, and use the Open With dialog box to specify the program.

8 Click **OK**.
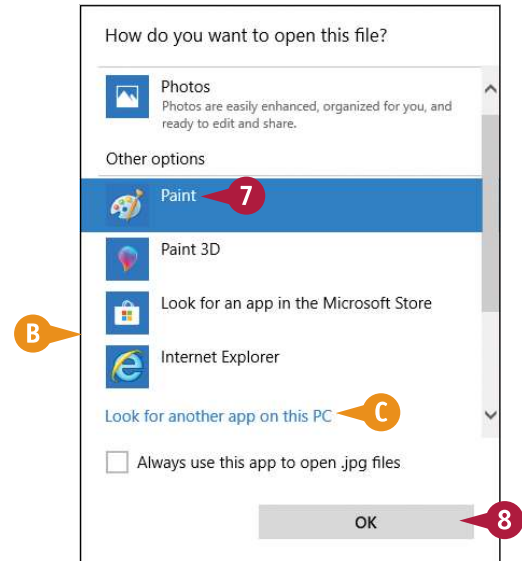
Windows opens the file in the program you chose.
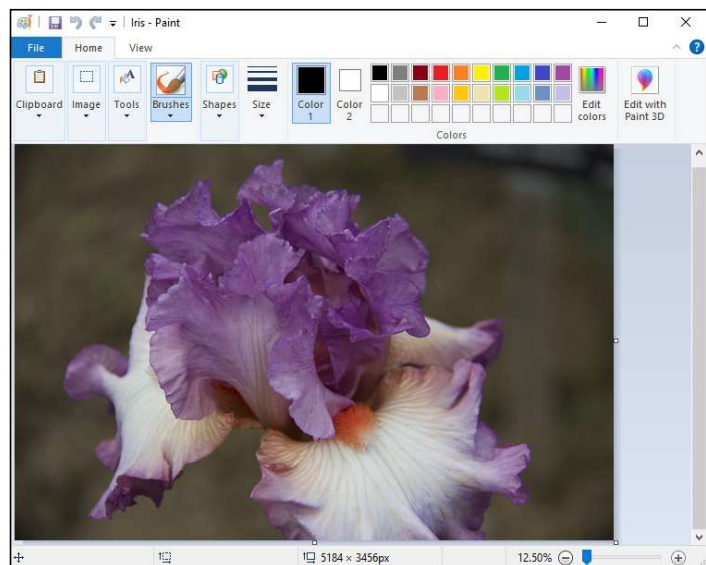
TIPS

How can I open every file of the same type in the new program?

If you want to open every file of the same type — such as Text Document files or Rich Text Format files — in the same program, follow steps **1** to **6** and then click **Always use this app to open .ext files** (☐ changes to ☑), where *.ext* is the file extension of the file type you are working with.

Can I set the default app for multiple file types?

Yes. In the taskbar's Search box, type **set default**, and then click **Default apps**. Click **Set defaults by app**, click the app you want to use, and then click **Manage**. For each file type you want to open, click either **Choose a default** or click the current default app, and then click the app you want to use as the default.

251