Locating a Missing file inside a folder

1. Click to open the folder, there may be many subfolders as well.

2. At the top of the folder page is a search bar. Begin typing the name of the file, or words in the file.

3. Click Search and Windows will find the file for you.

Note: Files may be sorted in ascending or descending order by clicking the title of the column: NAME, DATE MODIFIED, TYPE OR SIZE

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