

Exercise 1 - Configuring File Explorer Settings.

The usage of Quick access view in Windows 11 improved the management of files and folders in File Explorer. Quick access gives you a quick glimpse of frequently used folders including Desktop, Downloads, Documents, Pictures, and Music as well as videos.

Quick access expands the list to include commonly used folders as the user continues to browse files in File Explorer. Similarly, a user can pin folders for rapid access to make the most frequently used folders accessible.

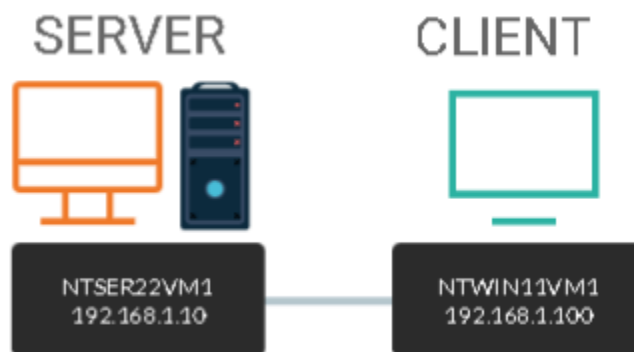
Within File Explorer, searching through a collection of folders is as simple as putting a string (text, alphanumeric characters) into the search box. You can use a wildcard character or an extension name like "*.txt" to search for a specific file name.

By using the prefix "content:" followed by a keyword, Windows search can also locate files based on their content. For example, type content: language to find files that contain the keyword language.

In this exercise,

1. File Explorer, you will setup Quick access to folders
2. Learn to save search criteria
3. Add a file type for indexing and search within files based on content.

Topology



DOMAIN = networktute.com

NTSER22VM1 = Windows Server 2022 – Domain Controller

NTWIN11VM1 = Windows 11 – Domain Member

Prerequisite

- *VMware Workstation 16 Pro*
 - When making this tutorial, we used the “Windows Server 2019” VM Template and “Windows 10 & later” VM Template. Since VMware didn’t have the updated templates.
- *Microsoft Windows Server 2022*
- *Microsoft Windows 11*

Task 1: Setup Quick Access to Folders using File Explorer

File Explorer's quick access pane lists frequently used programs, files, and folders for quick access. In the Quick Access section, you can add more items.

You can alter the options to prevent Quick Access from creating a list of folders based on recently commonly used folders and erase the File Explorer history to protect your privacy settings.

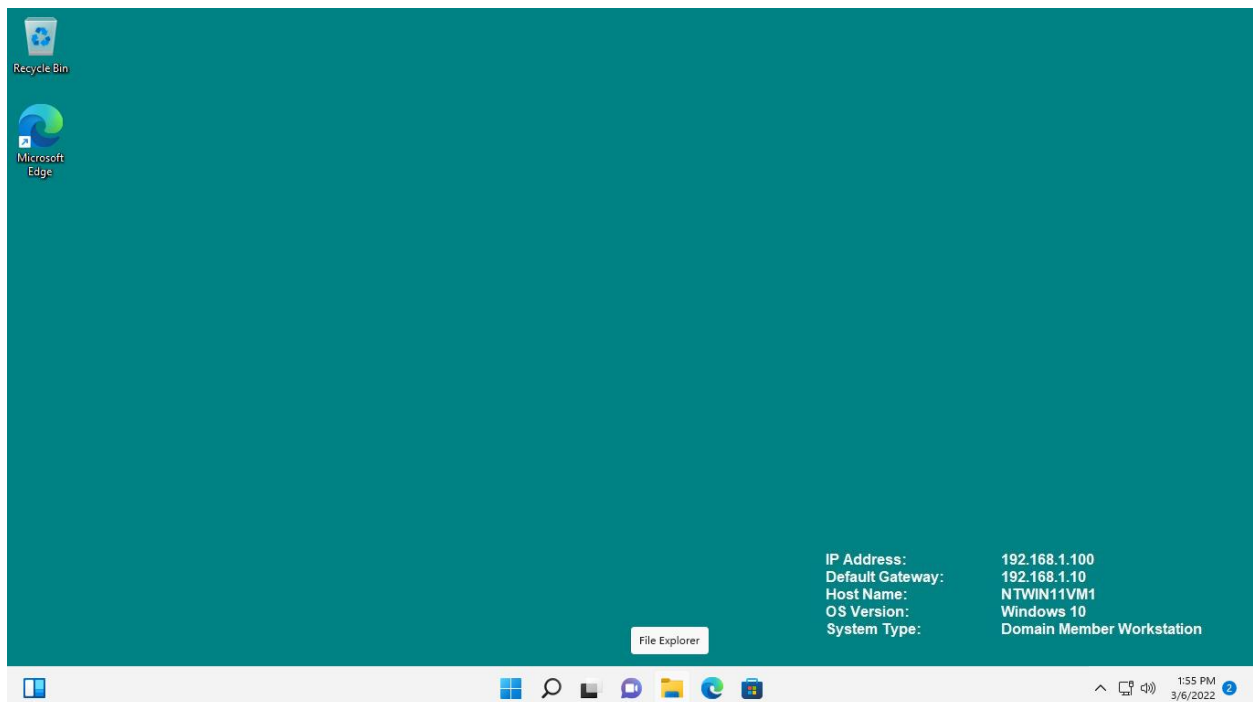
Now let’s, pin a folder to the Quick access view, then set for This PC to appear first when opening File Explorer.

Note: In this lab environment the **local disk C:** is named as **Windows C:**

Step 1:

Ensure you are connected to **NTWIN11VM1**.

Click **File Explorer** on the **Taskbar**.

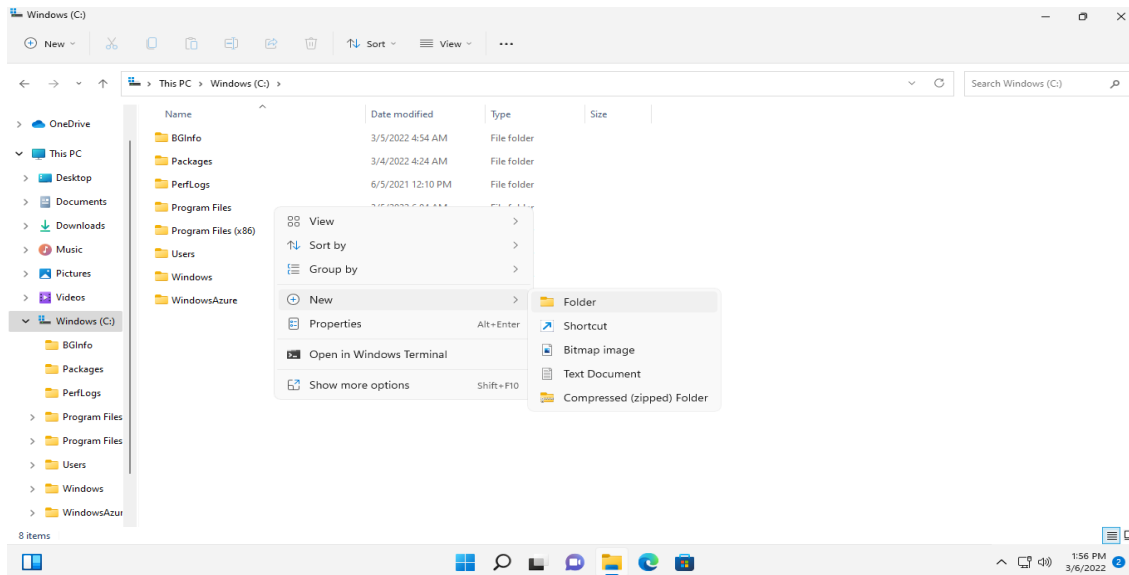


Step 2:

Notice that currently, the **Quick access** folders are set to appear first when opening **File Explorer**.

On the **File Explorer** window, expand **This PC** then **Local Disk (C:)**.

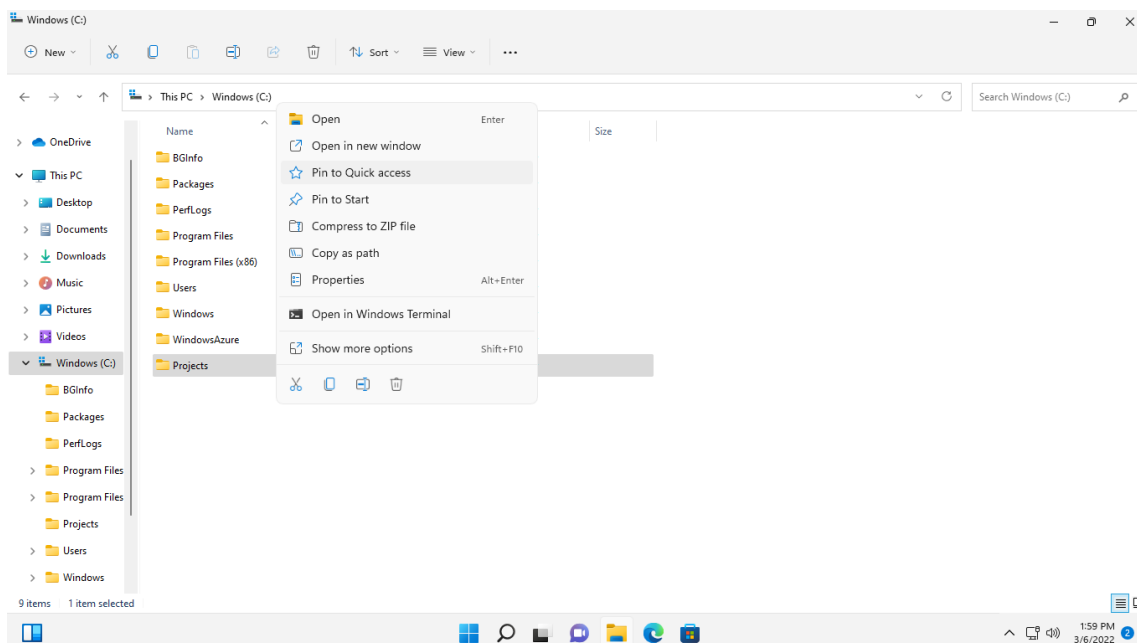
Click on **Local Disk (C:)**, then select **New** and click **Folder**.



Step 3:

Rename the folder: **Projects**

Press **Enter**. To ensure easy access to the **Projects** folder, right-click **Projects**, then select **Pin to Quick access**.

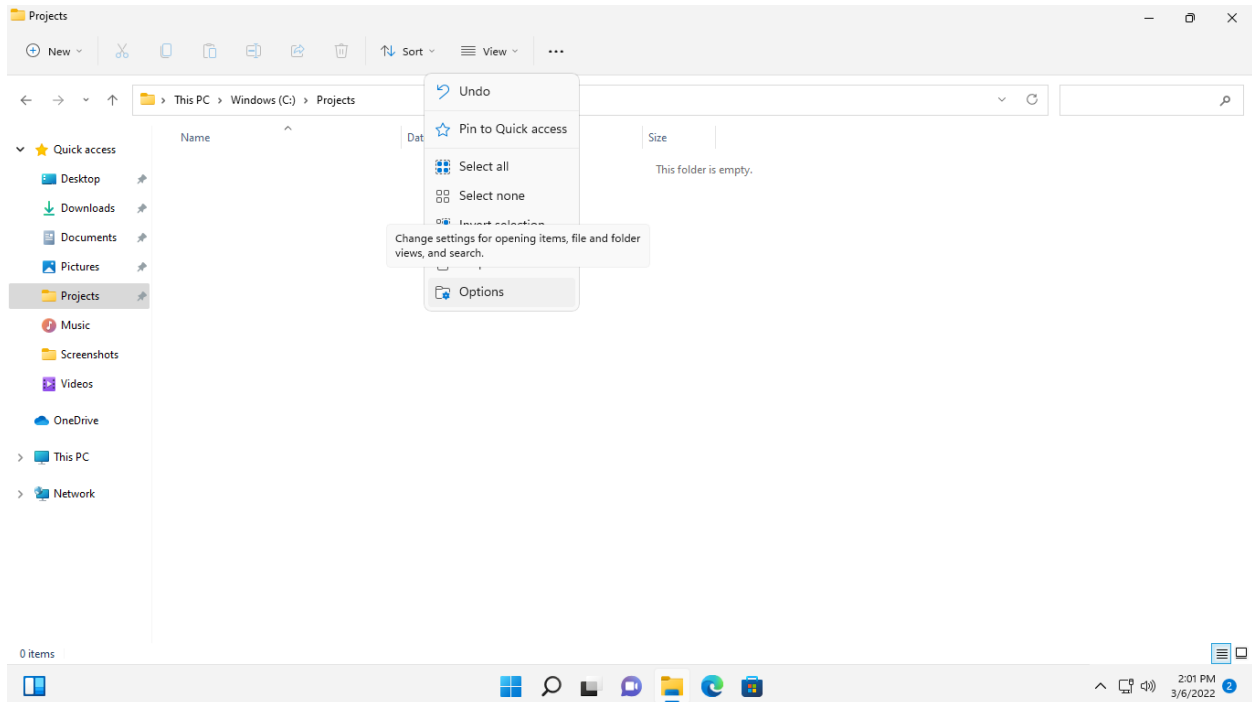


Step 4:

The **Projects** folder now appears under the **Quick access** node. You may need to scroll to the top of the list to view the new folder.

Click on the **Projects** folder.

From the ribbon menu, click the **three dots** near **View**, then select **Options**.

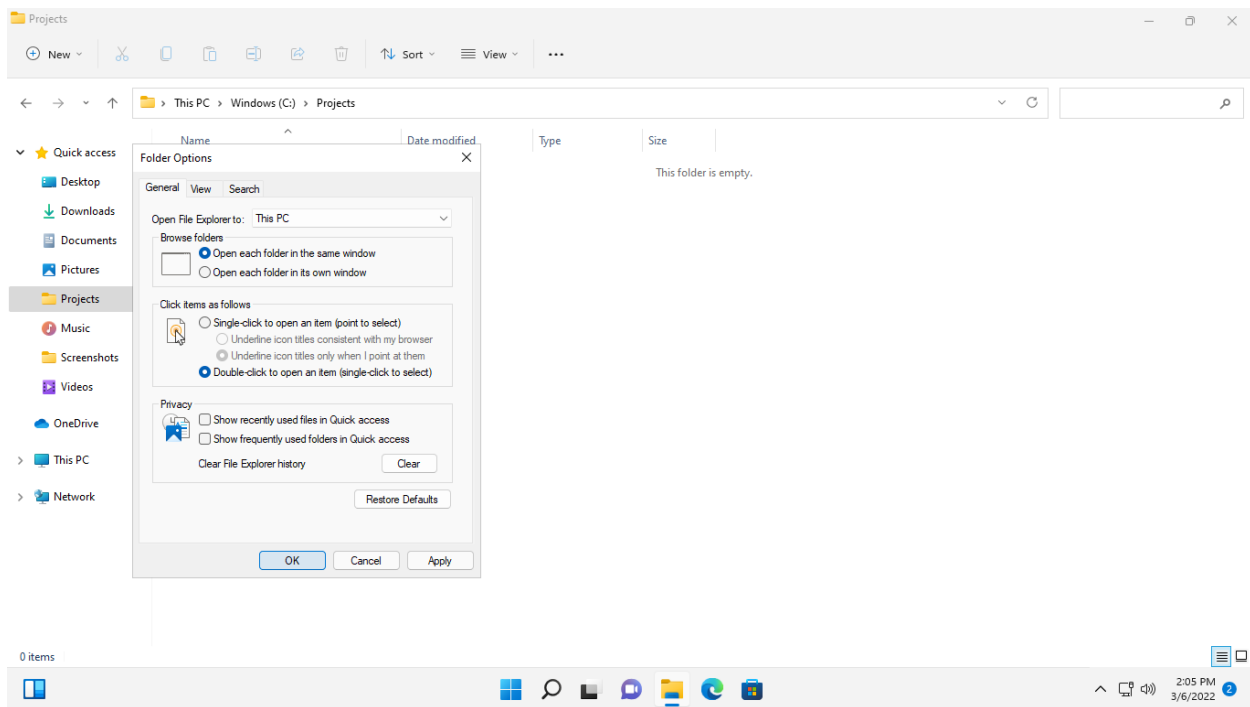


Step 5:

On the **Folder Options** dialog box, under the **General** tab, access the **Open File Explorer to** drop-down list and select **This PC**.

Then go to the **Privacy** section and untick both the **Show recently used files in Quick access** and **Show frequently used folders in Quick access** checkboxes.

Click **OK**.

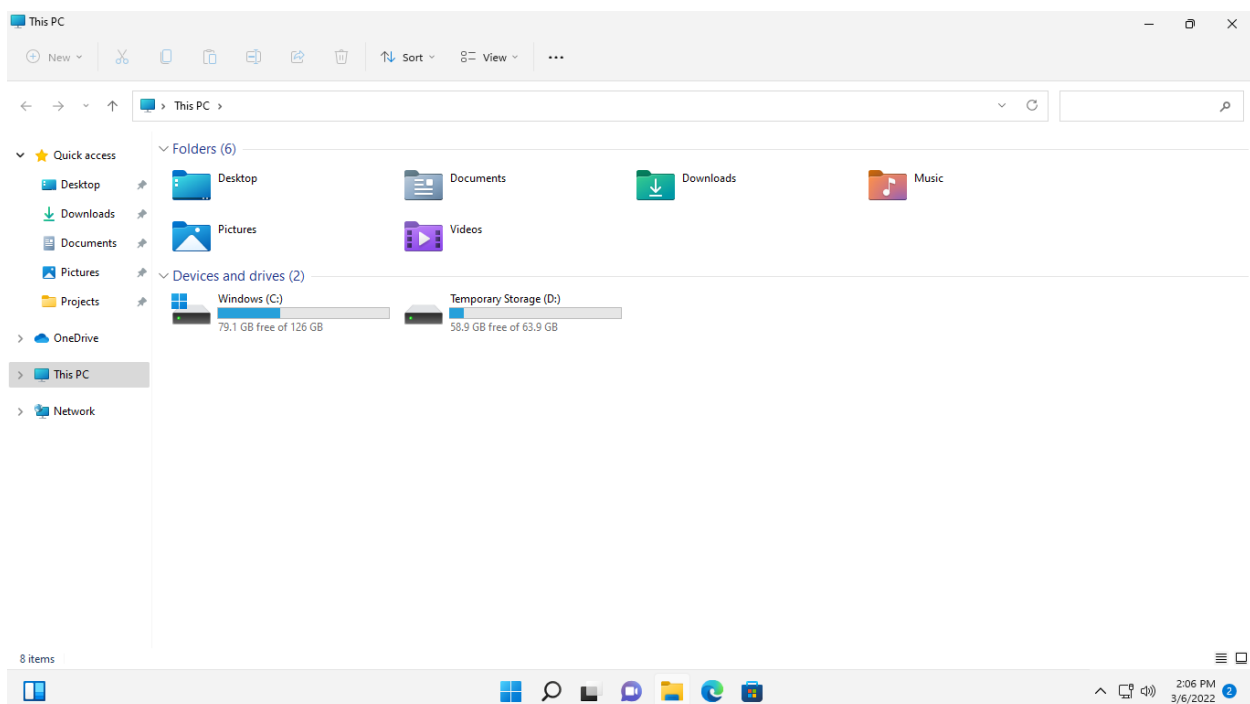


Step 6:

Close File Explorer. Then launch File Explorer again.

This is to ensure that the settings have been successfully applied.

Notice that the selection now points to **This PC**. Notice that now, **This PC** is set to appear first when opening **File Explorer**.

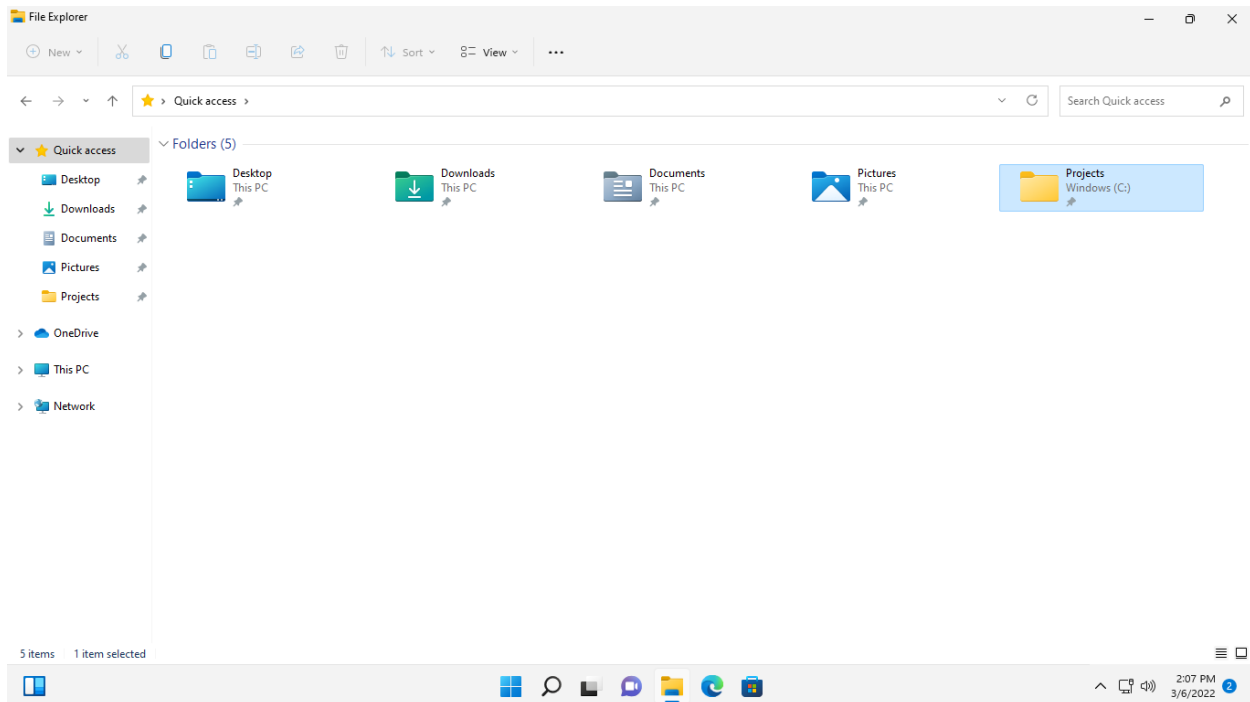


Step 7:

Click the **Quick access** node.

The **Quick access** node displays the default folders that are present by default, such as **Desktop**, **Downloads**, **Documents**, **Pictures** and the one that was manually pinned in an earlier task, the **Projects** folder.

Keep the **File Explorer** window open.



Task 2: Perform a Search and Save Search Criteria

You can use File Explorer's search options to discover certain files depending on specified criteria; for example, if you wanted to find PDFs that were less than 130 MB in size, you could type pdf in the search textbox and use the Minimum (1 - 128 MB) Size choices filter.

The search criteria you applied can be saved for you to carry out the same search at a later time.

Now let's, learn how to perform a search and save search settings.

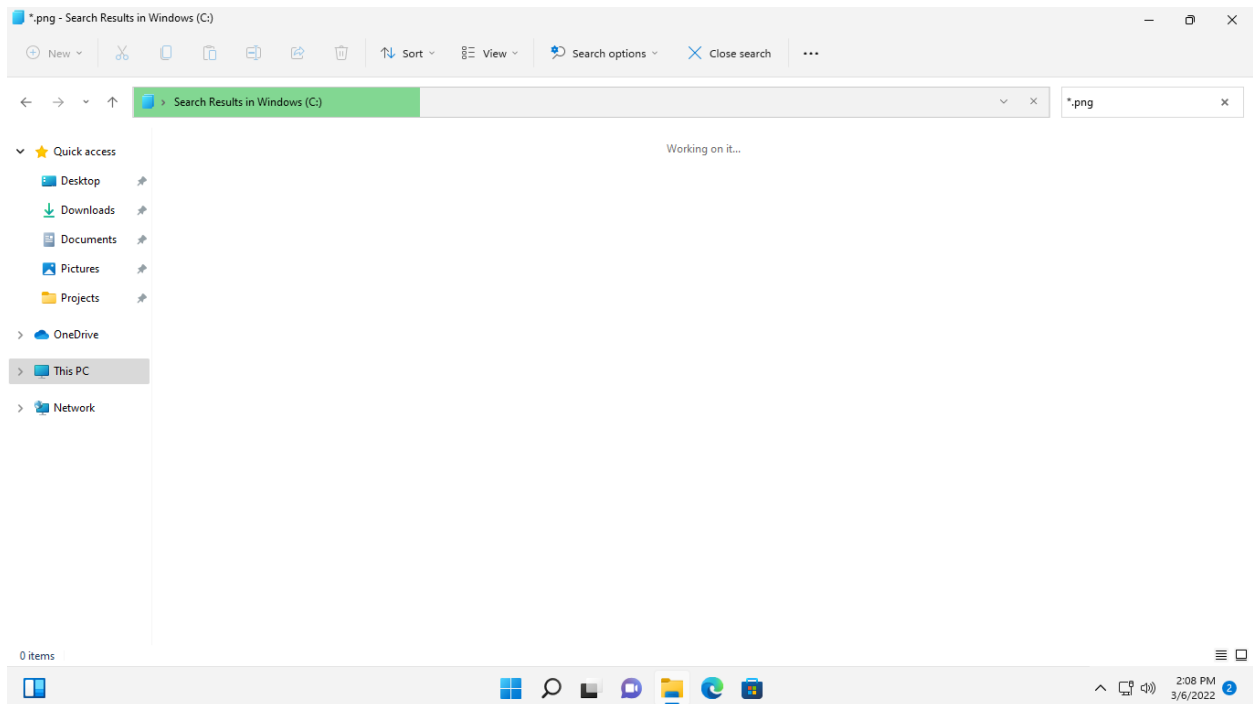
Step 1:

Ensure you are connected to **NTWIN11VM1** and **File Explorer** is open.

Select the **Local Disk (C:)** drive.

To perform a search for PNG images, click in the Search textbox at the top far-right side of the window and type: ***.png**

Note: This will only return search results for files with the PNG extension name from the local drive.
Press **Enter**.

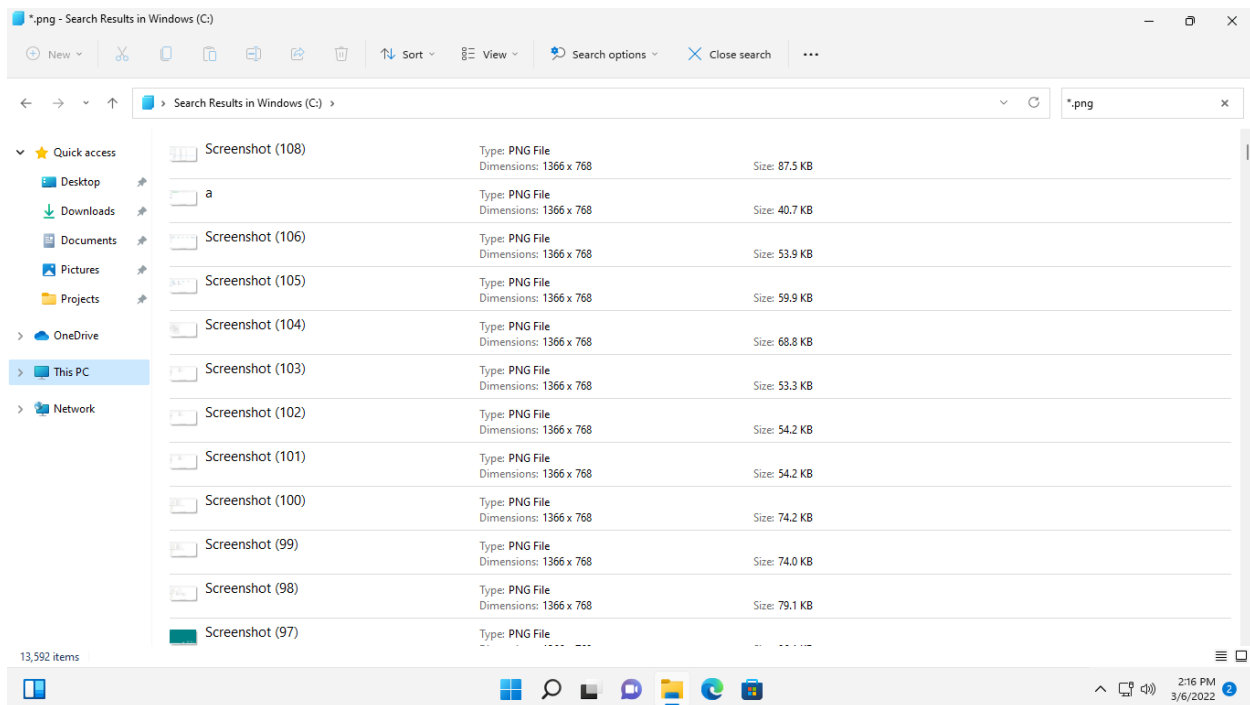


Step 2:

Please wait while the search operation runs.

After a few moments a list of PNG files appear in the window.

When the search has been successfully completed, click the Search Tools tab.

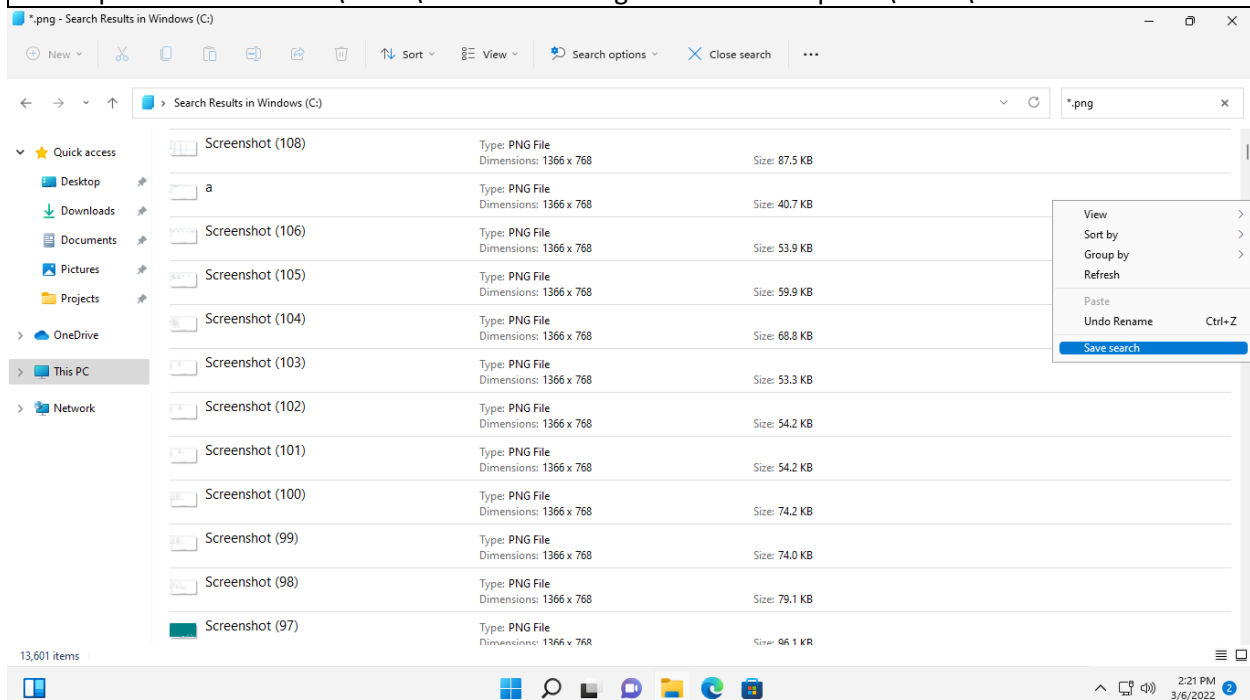


Step 3:

Right click in **blank space** and select **Show more option**.

Click **Save search**.

Note: %Userprofile%\Searches\ is the folder path where a Search result is saved. The variable %Userprofile% refers to c:\Users\Name-of-user-signed-in for example C:\Users\Administrator

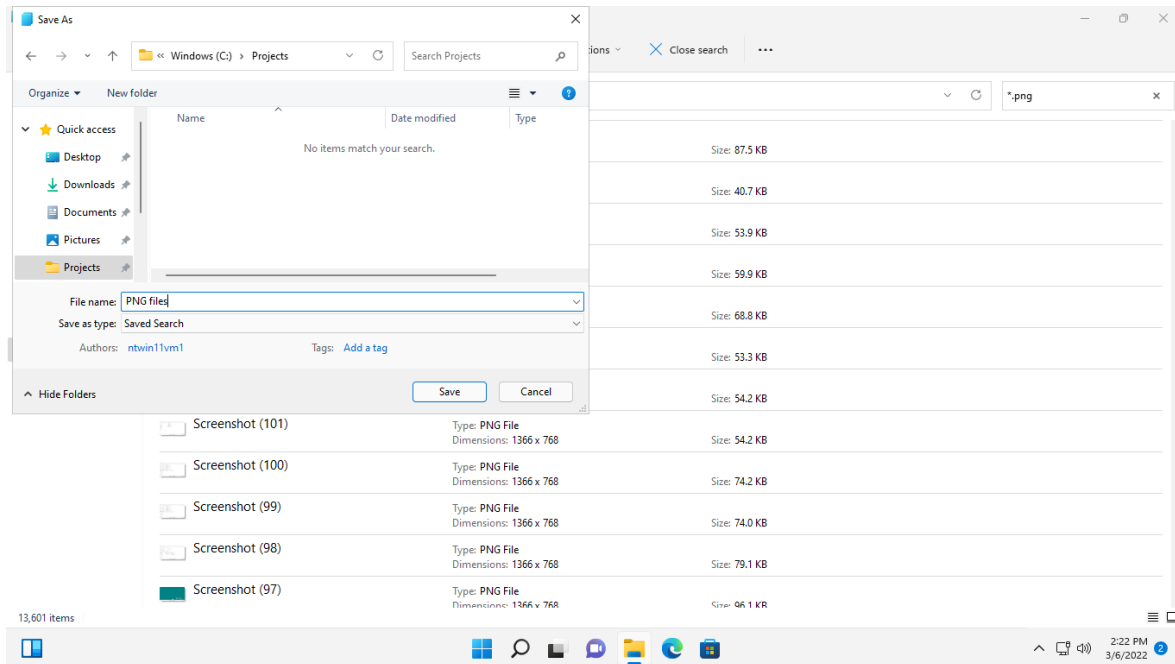


Step 4:

On the **Save As** dialog box, expand the **Local Disk (C:)** drive, then double-click the **Projects** folder.

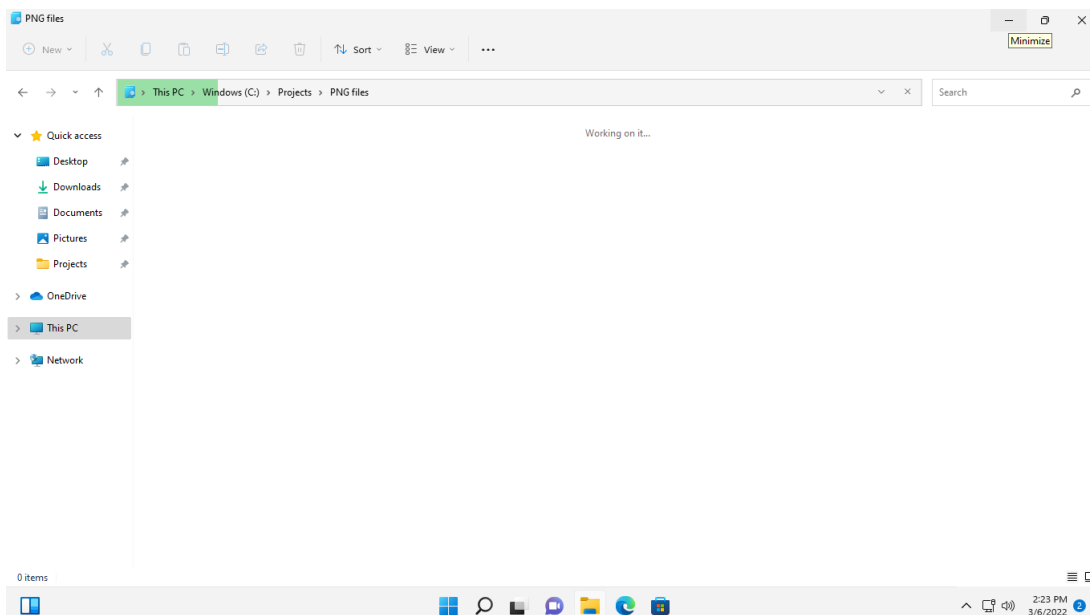
Click in the File name textbox and type-over the entry with the following: **PNG files**

Click **Save**.



Step 5:

Notice the Save search icon is now greyed out as a search has already been saved with this search criteria. Minimize the **File Explorer** window.



Task 3: Add a New File Type for Indexing

Hundreds of file kinds can be searched within the file system using File Explorer. By adding a new file type to the Indexing options, a user can increase the accepted file types.

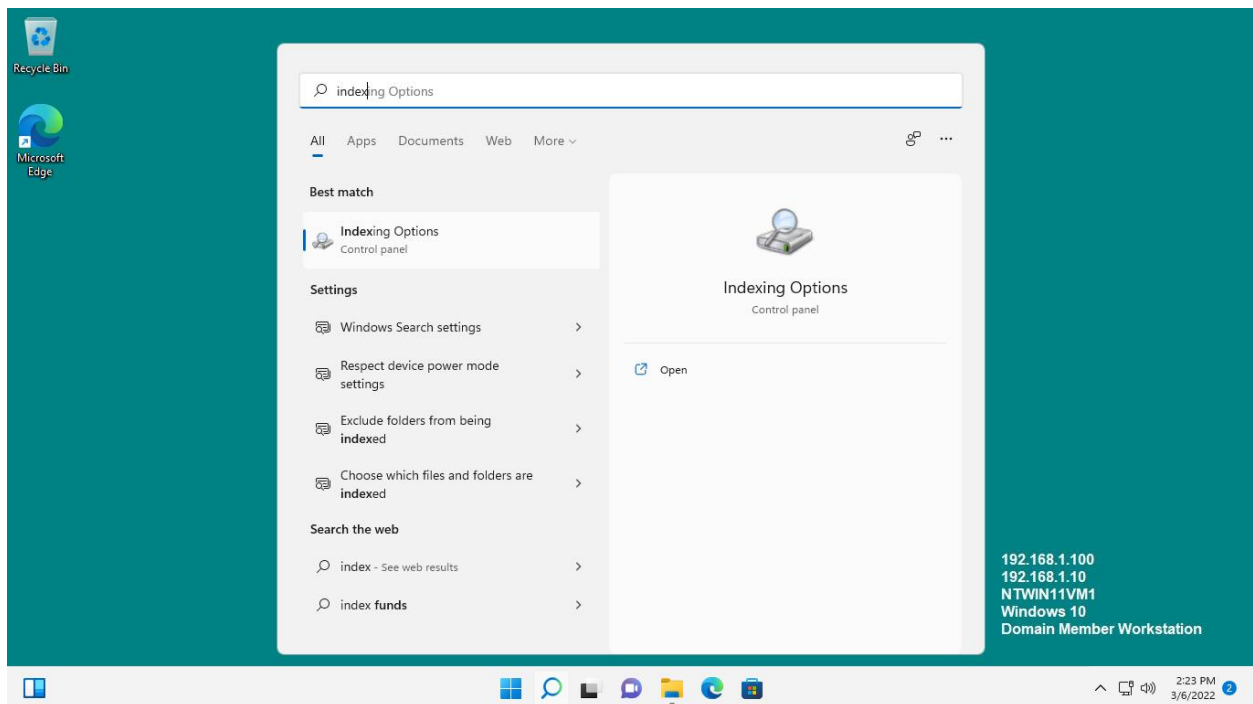
Now let's, learn how to add a new file type so it's searchable by the Windows indexing feature.

Step 1:

Ensure you are connected to **NTWIN11VM1**.

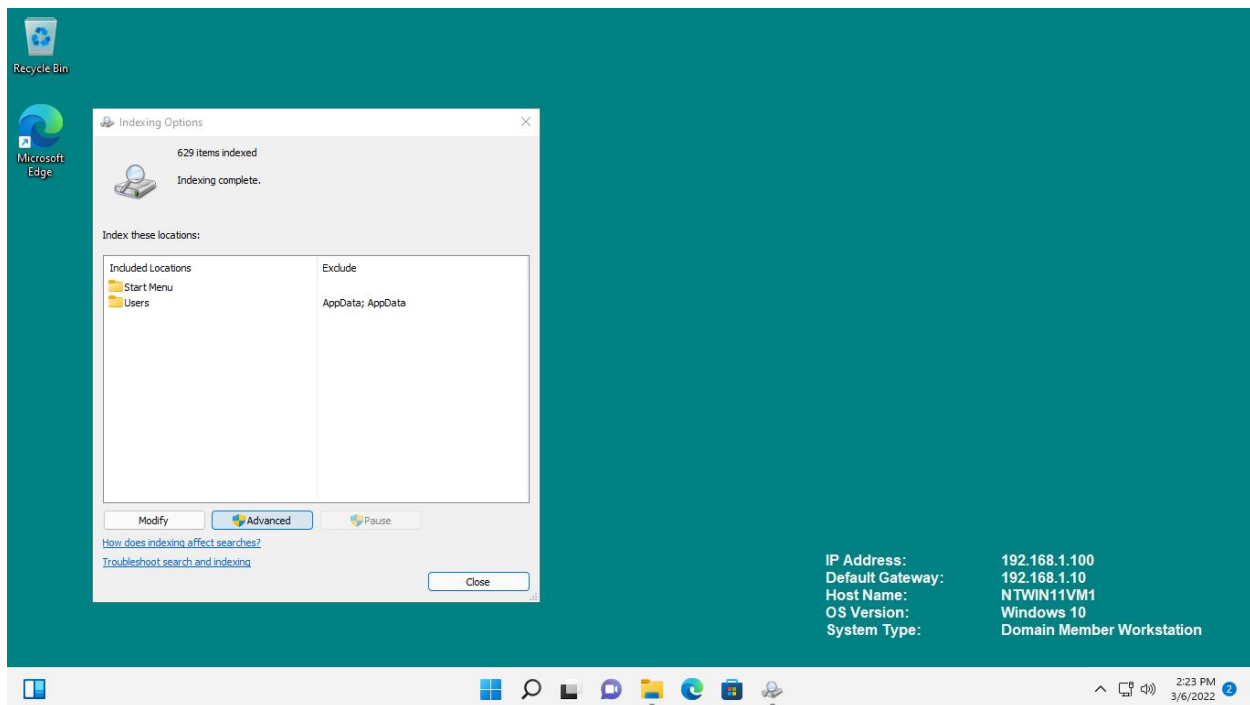
Click in the Type here to search box and type: **index**

From the **Best match** pop-up menu, select **Indexing Options**.



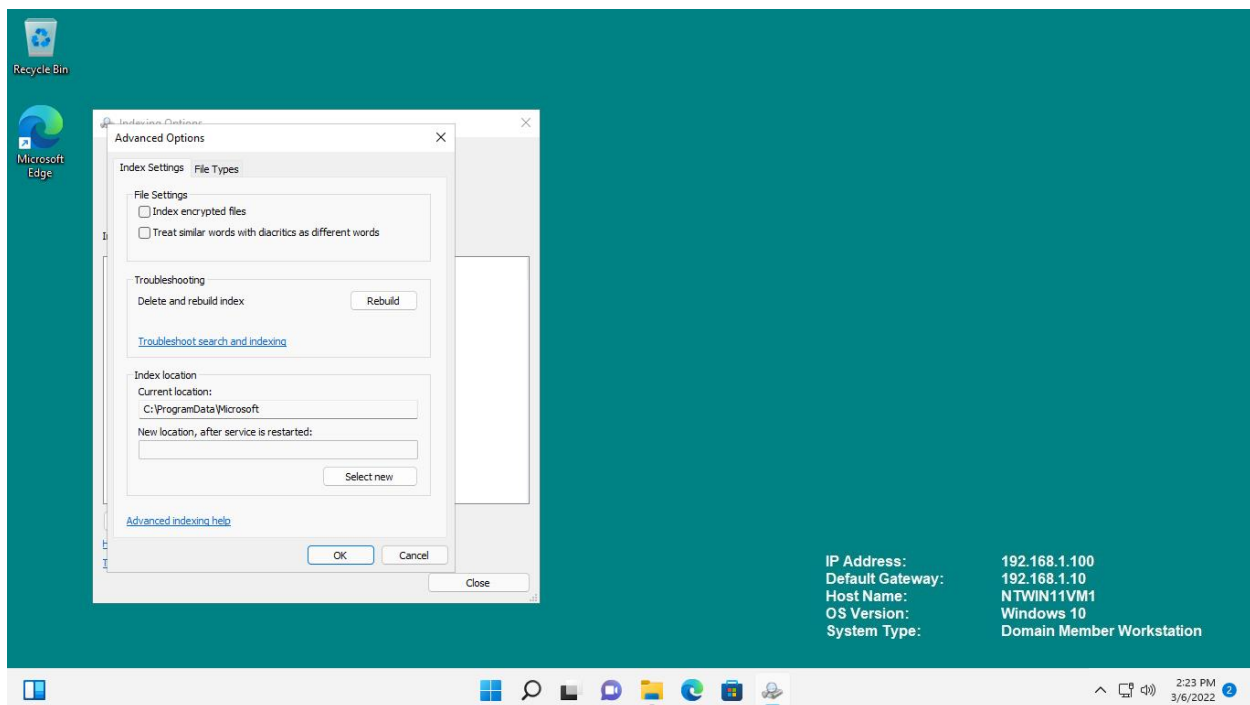
Step 2:

On the **Indexing Options** dialog box, click the **Advanced** button.



Step 3:

On the **Advanced Options** dialog box, click the **File Types** tab.

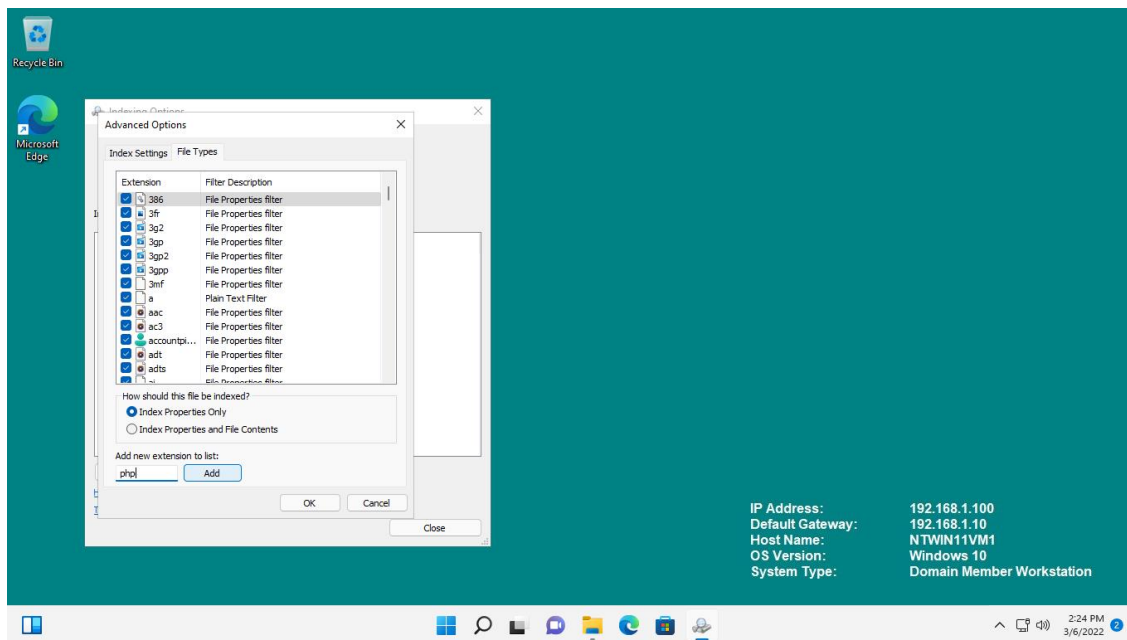


Step 4:

Under the **File Types** tab, scroll down the list of extensions and find **.rtf Rich Text Filter**.

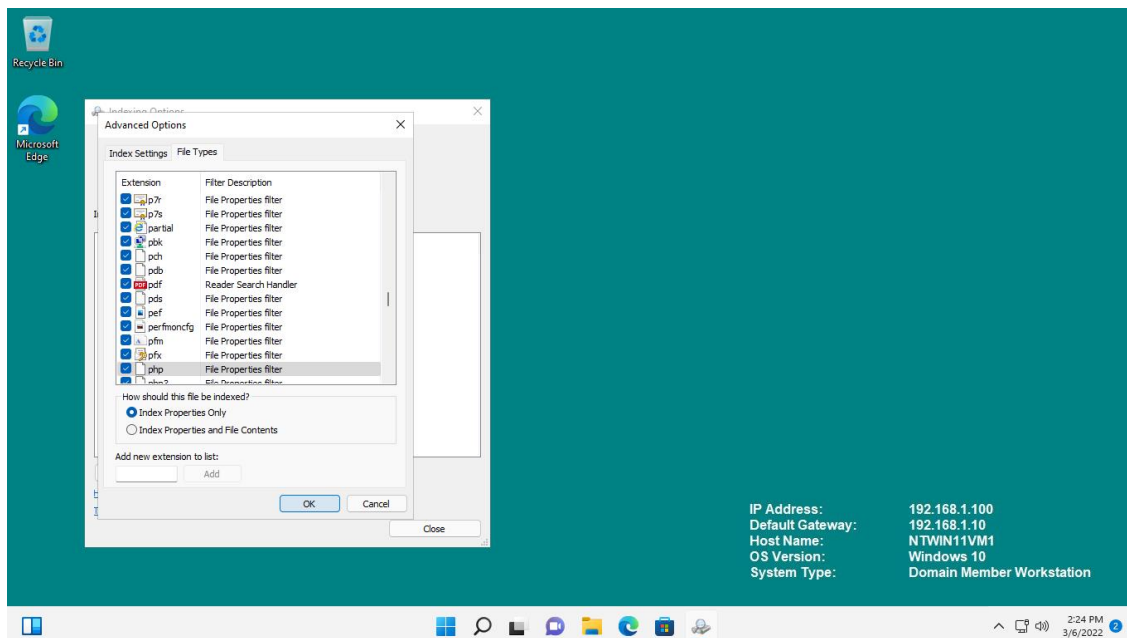
Click on **.rtf Rich Text Filter**. Under the **How should this file be indexed?**, ensure that **Index Properties and File Contents** is selected.

Click in the **Add new extension to list** textbox and type: **php** Click **Add**.



Step 5:

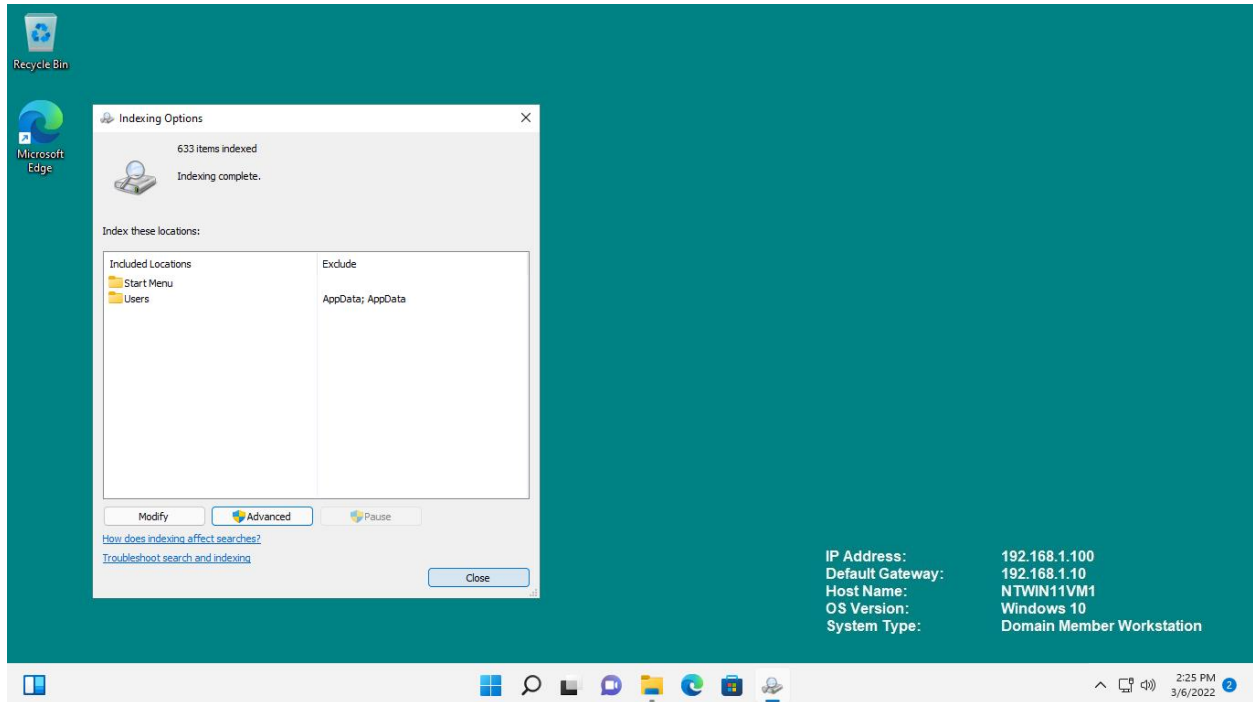
Click **OK**



Step 6:

Click **Close** to close the **Indexing Options** dialog box.

You have just added the php extension that can expand Windows Search to include other text-based files



Task 4: Search Files in File Explorer Based on Content

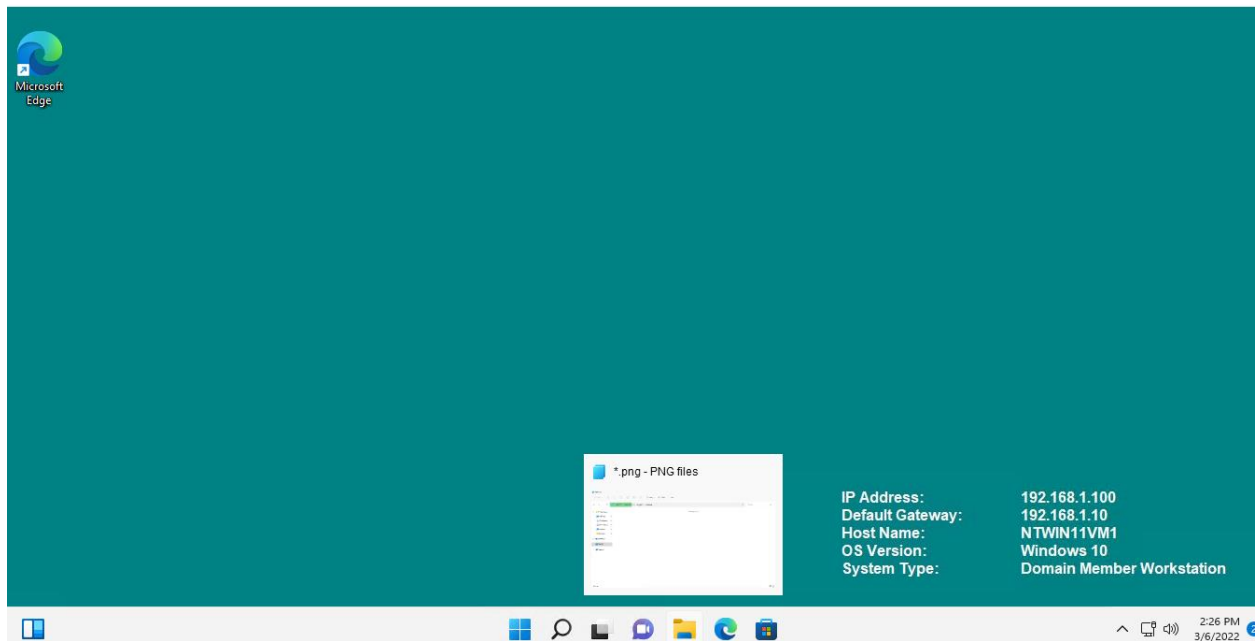
File Explorer's search feature allows you to locate a file based on its content by entering a keyword or keywords located within the file.

When you need to analyze search results that contain the searched words within the file rather than the file name or extension, this can be a handy search function.

Now let's, learn how to search for a file based on its content.

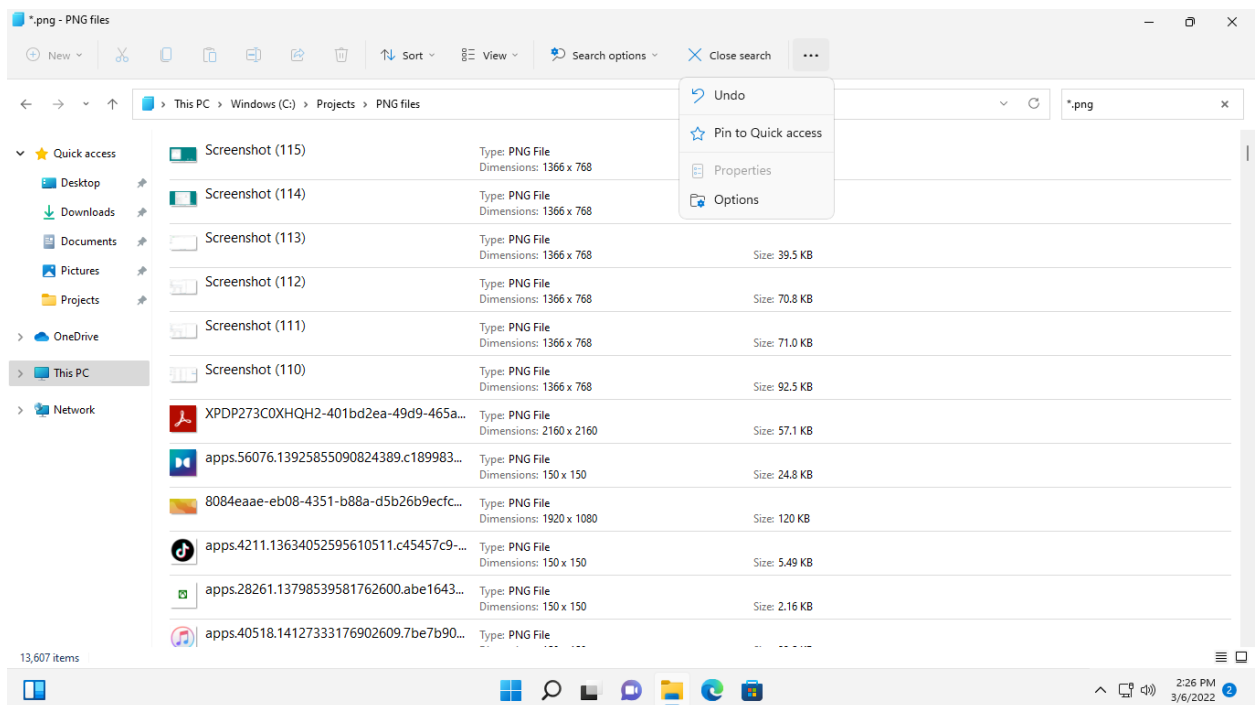
Step 1:

On **NTWIN11VM1**, reopen **File Explorer**.



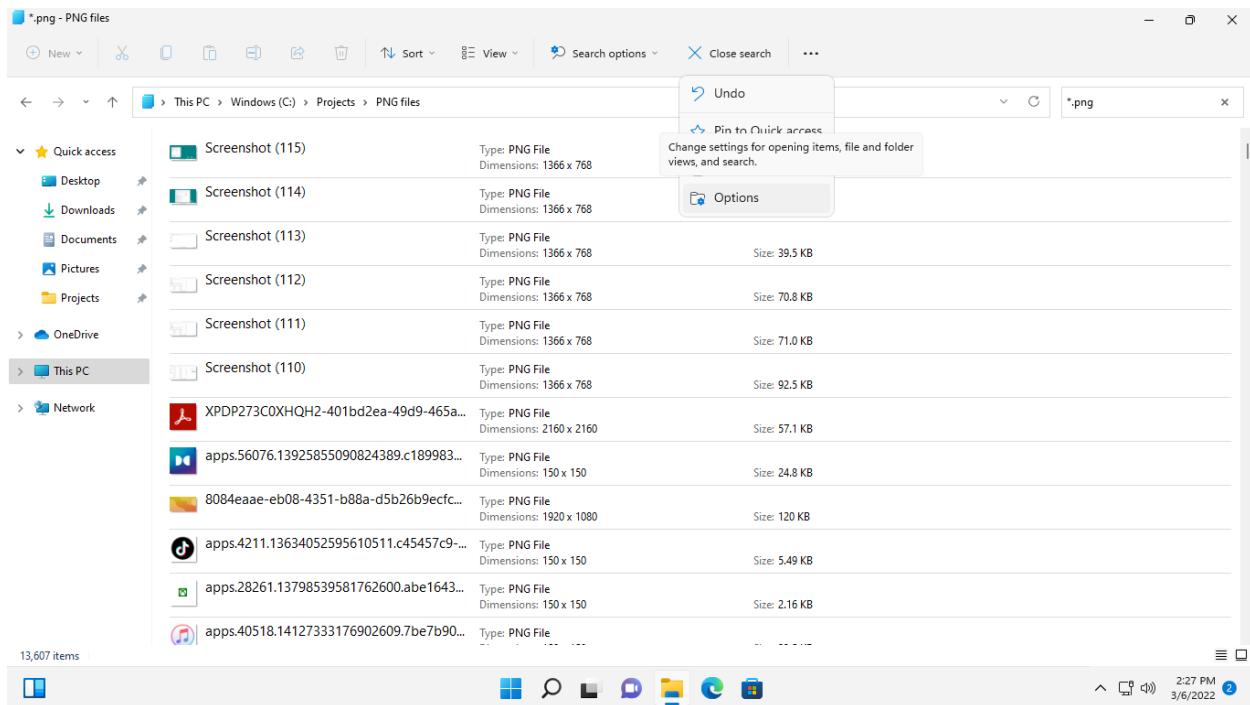
Step 2:

On the **File Explorer** window, click the **Three dots** tab.



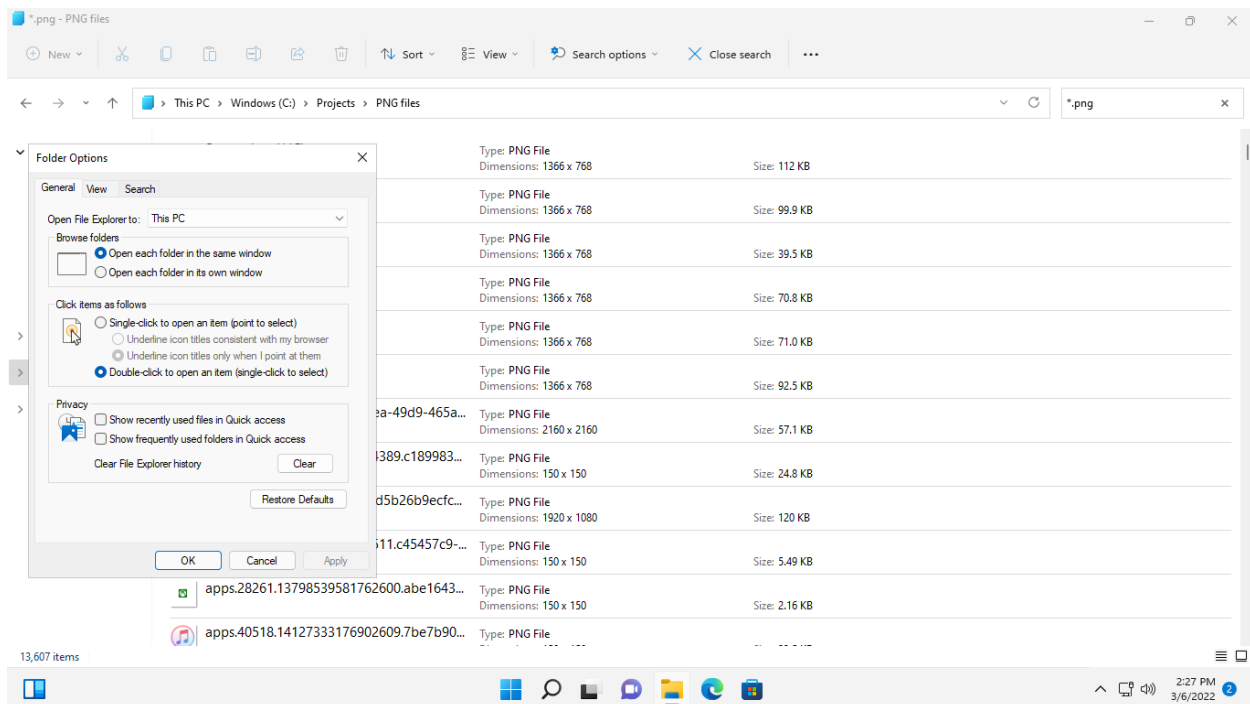
Step 3:

At the far-right side of the ribbon, Select **Options**.



Step 4:

On the **Folder Options** dialog box, click the **Search** tab.

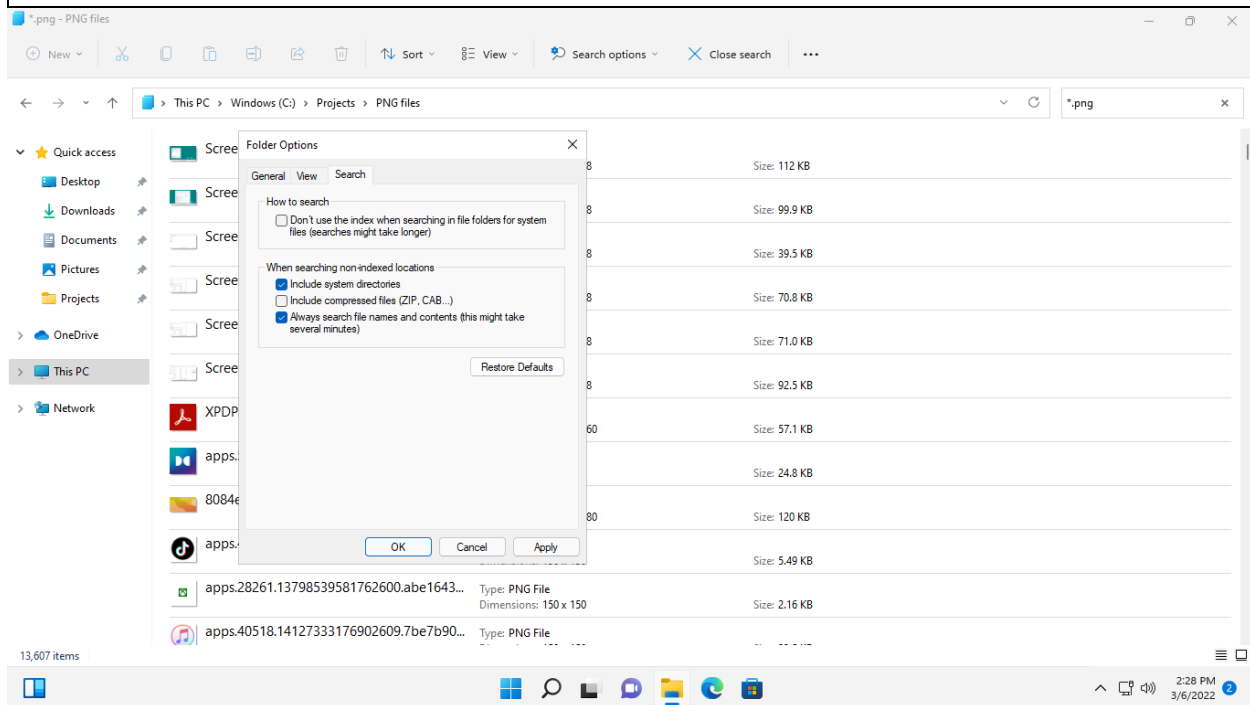


Step 5:

Under the **Search** tab, tick the **Always search file names and contents (this might take several minutes)** checkbox.

Click **OK**.

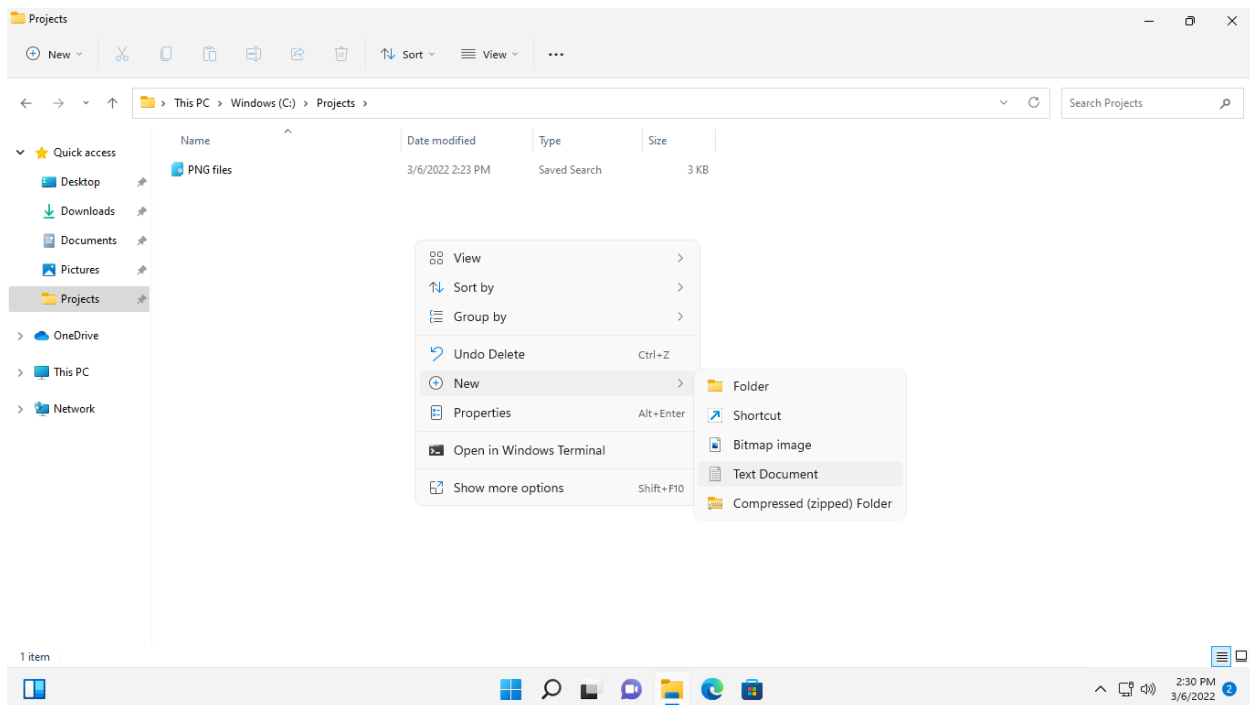
Note: You have enabled content searching for all files on the PLABWIN10 computer.



Step 6:

Back in the **File Explorer** window, under **Quick access**, select the **Projects** folder.

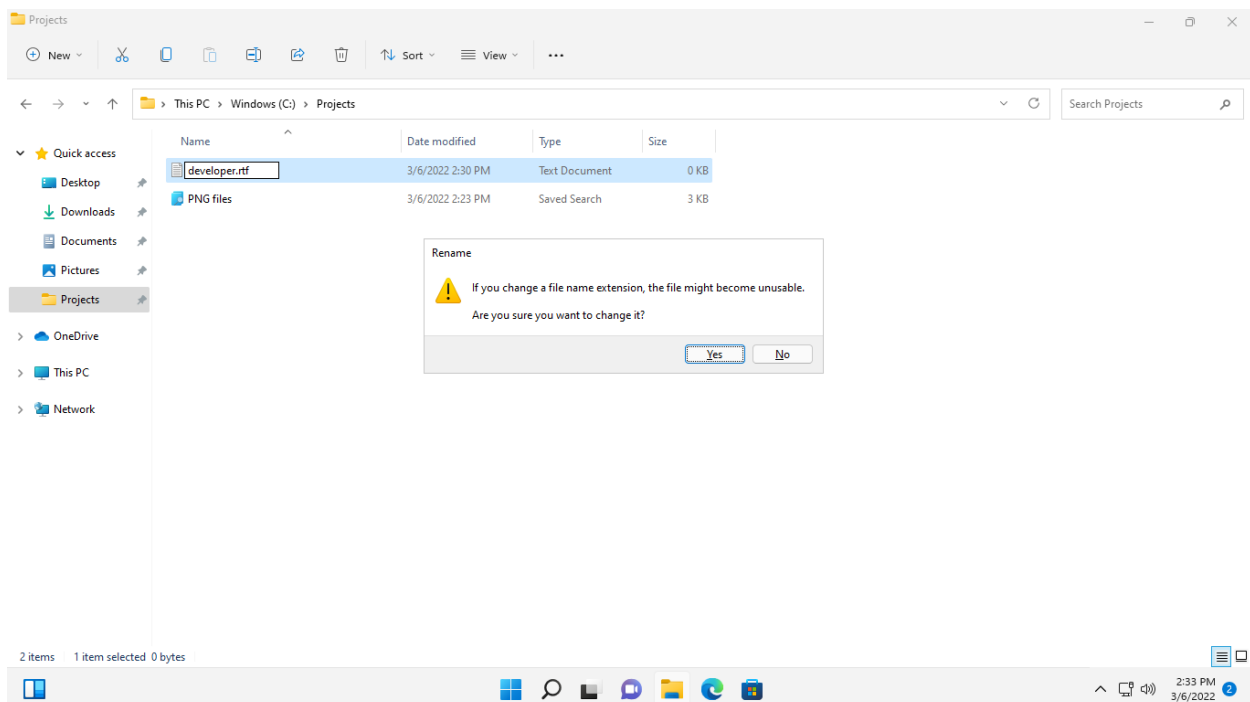
On the right-hand details pane, right-click on any of the white space, then select **New** and click **Text Document**.



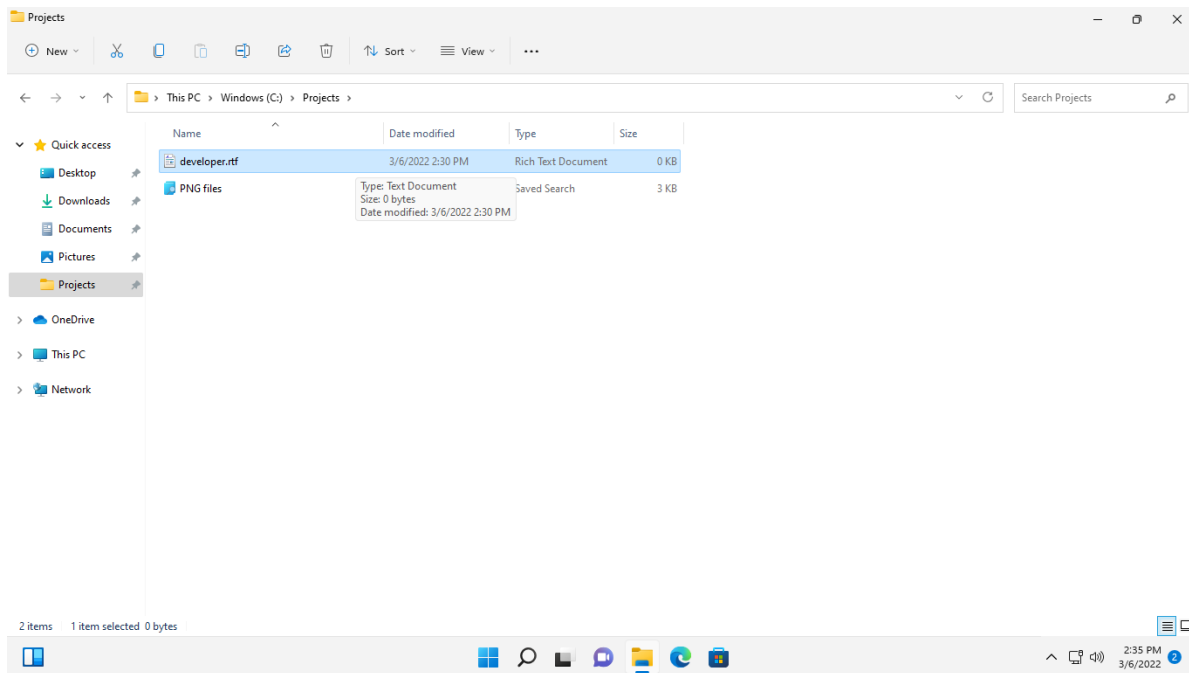
Step 7:

Rename the rich text document file to: ***developer.rtf***

Since we want Rich Text Document format. Click **YES** to continue



Press **Enter**. Double-click to open the **developer** RTF file.

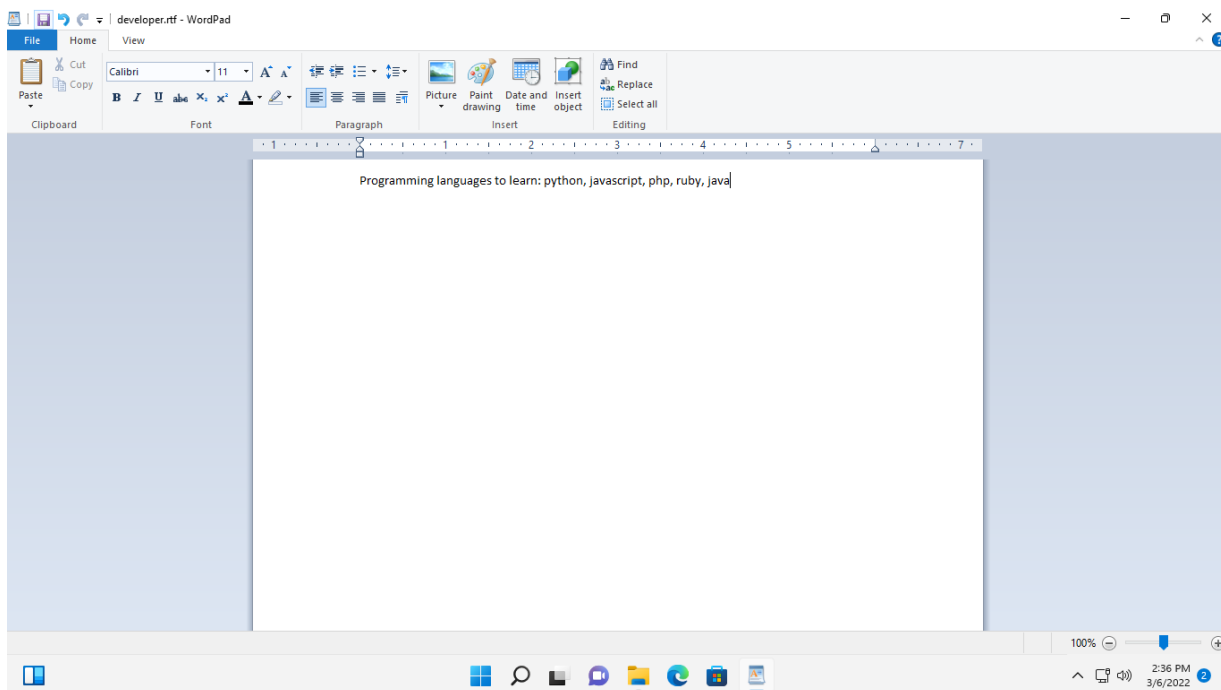


Step 8:

Type the following one-liner statement:

Programming languages to learn: python, javascript, php, ruby, java

Click the **Save** icon.

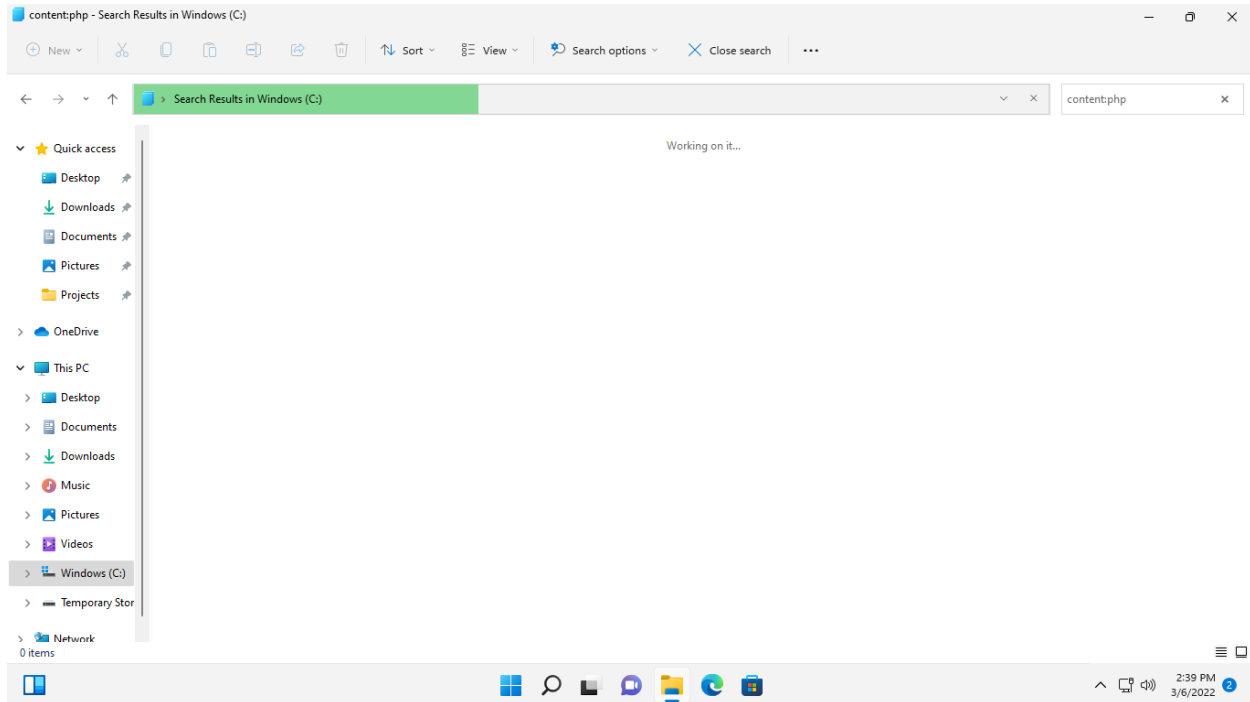


Step 9:

Then close the **WordPad** window.

Back on the **File Explorer** window, select **Local Disk (C:)** and double-click the **Projects** folder.

To search the content of the developer RTP file, click in the **Search** textbox and type: ***content:php***

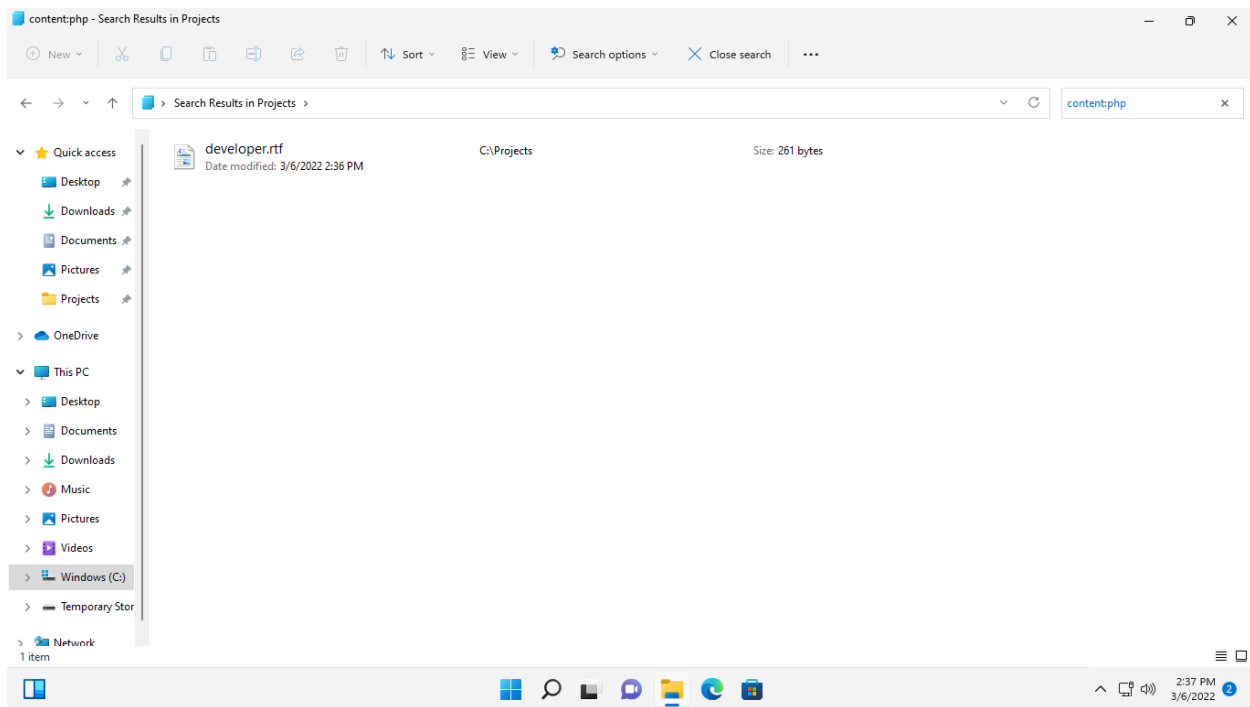


Step 10:

The search results will only present a list of files with “php” located within the file’s contents.

Once the newly created developer.rtf file has been indexed, this file will also show in the search results.

Note: You may also do this search from Local (C:) if you want to see more results. If the developer.rtf document file does not appear in your search results, it is because it has not yet been indexed. After 10 minutes, repeat the search using the same criteria.



Step 11:

Close File Explorer.

