推荐一款非常好用的文件批量查找导出软件，打开office-tool.com网站，然后点Batch Find and Export Files选项卡，

这个软件可以批量的在一大堆文件中按照文件名中的关键字查找出你需要的那些文件，并将这些文件导出到指定的文件夹下。当您有很多零散的文件，想要去查找整理一些文件的时候，可以提升你的工作效率，

点击下载，下载一个压缩包，然后解压之后无需安装，运行这个Batch Find and Export Files.exe 即可，

好，第一步选择我们要查找的那些文件所在文件夹

第二步，配置查找的文件名中的关键字，比如我想要查出文件名中含有月度计划、总结报告、财务报表的文档来，我在这里就输入月度计划、总结报告、财务报表并用换行符分割

第三步，配置要限制文件类型。比如我只想查找.docx和.xlsx的文件，我就输入.docx和.xlsx并用竖线隔开，如果这里不做任何配置则表示无文件类型限制。

第四步，配置将查询到的文件复制到哪里，默认是复制到桌面。

好，就这样我们点击开始。

好，完成了，共找到14个文件，并且已经要桌面这个文件夹下了，

我们可以看到 所有含有月度计划、总结报告、财务报表关键字的文件都查找到并复制到此文件夹里了，

注意这里仅仅是复制文件，这个软件绝对不会去删除或者是移动原文件，

这个这个软件非常好用。推荐大家去office-tool.com下载

Hello everyone, today I will introduce an excellent software that can batch search and export files. please open office-tool.com website and click on the "Batch Find and Export Files" tab.

This software can batch search for specific files based on keywords in the filenames and export that files ,if you have a large number of cluttered files ,It can improve your efficiency when you Search and organize these files

1. Download the compressed package by clicking on the download button. After extraction, you will find the file named "Batch Find and Export Files.exe." Run this file to start the software.
2. Step1, select the folder that contains the files you want to search.
3. Step 2,Configure the keywords in the filenames you want to search for. For example, if you want to find documents with "plan," "summary," or "financial" in their filenames, you can enter these keywords separated by line breaks.
4. Step3 Configure the file types you want to limit the search to. If you only want to search for .docx and .xlsx files, enter ".docx" and ".xlsx" separated by vertical bars (|). Leaving this field blank will allow searching for all file types.
5. Configure the destination folder where you want to export the found files. By default, it is set to the desktop.
6. Click on "Start" to begin the search and export process.

completed, you will see a message indicating the total number of files found and their location in the specified folder. In this case, 14 files containing the keywords "monthly plan," "summary report," or "financial statement" were found and copied to the desktop folder.

this software only copies the files and does not delete or move the original files.

I highly recommend this software for its efficiency and convenience. Visit office-tool.com to download and try it out.