

Where Did My File Go?

5 Places to Look First on Your Windows 11 Computer

You know you saved the file - but now you cannot find it. Before you start clicking everywhere, check these five places. Most missing files are not really gone. They are usually sitting in a location you did not expect.

1. Downloads

Best first stop for files from websites or email attachments.

Try this: Open **File Explorer** and click **Downloads** on the left.

2. Documents

A common home for files you create in programs such as Microsoft Word.

Try this: Open **File Explorer** and click **Documents**.

3. Desktop

Sometimes a file is saved here because the Desktop is easy to reach.

Try this: Look at your Windows Desktop, or click **Desktop** in File Explorer.

4. OneDrive

If OneDrive is turned on, some Desktop or Documents files may be stored or synced there.

Try this: In **File Explorer**, click **OneDrive** and check the folders inside.

5. Search in File Explorer

If you remember even part of the file name, let Windows help you look.

Try this: Open **File Explorer** and type part of the file name in the search box.

ONE HABIT THAT HELPS

Before you click **Save**, pause and look at the folder or location shown in the Save window. Knowing where you are saving the file makes it much easier to find later.

Want to understand the system behind it?

Computer Files & Folders Made Simple for Beginners teaches how files and folders work in Windows 11 so you can save, organize, move, and find your files with more confidence - one simple step at a time.