KNOWLEDGE BASE ARTICLE

Searching Documents and Using Quick Filters in Folder Tree

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Search a folder branch

1 Navigate to the folder you want to search.
2 Enter a phrase in **Search this folder and subfolders**.
3 Wait for results from the current folder and its descendants.
4 Select **Load more** if another page of results is available.
5 Clear the search box to return to normal folder contents.

Search returns documents rather than a folder hierarchy. The typed text is treated as a phrase, not as a custom query language. Moving to another folder clears the search text.

Apply quick filters

- **File type** narrows the results to an extension. **All types** clears this quick filter but does not override the editor's allowed-extension list.
- **Modified** offers **Any time**, **Last 7 days** and **Last 30 days**.
- **Created by me** filters by the document's creator, not by its last editor.

Filters work together. In ordinary folder browsing, folder entries remain available so you can navigate even when documents are filtered. Navigating to another folder keeps the quick-filter selections, so review them when expected files are absent.

Note

Search uses the SharePoint index. New uploads and recent changes may appear later. Refreshing Folder Tree does not force SharePoint to update its search index.

Understand result differences

Search respects the current folder scope, hidden branches and the allowed extensions. Results can be sorted by name or modification date. If a document appears in normal browsing but not in search, check the phrase, quick filters, access and indexing delay before changing the library configuration.