

NAPLES COMPUTERS HOW-TO • PC & MAC BASICS

How to Find a Downloaded File

You clicked download, and now you can't find the file. This guide shows exactly where downloads go on Windows 11 (File Explorer, Downloads) and on a Mac (Finder, the Downloads stack in the Dock), plus what to do when you still can't find it.

Where do downloads go?

- ☐ One folder, every time
Almost everything you download lands in the same Downloads folder
- ☐ Newest files sort to the top
So the file you just downloaded is easy to spot
- ☐ Your browser remembers too
Its own Downloads list can point you back to the file

Step by step

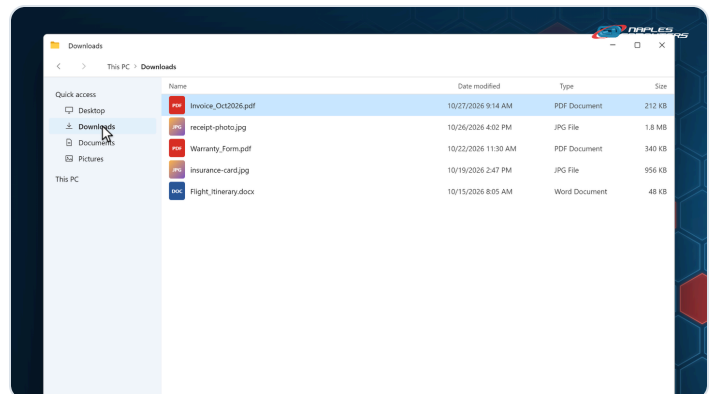
WINDOWS 11**1**

Windows: File Explorer → Downloads

Click the File Explorer icon on the taskbar to open it.

WHAT TO DO

In the sidebar, click Downloads. Your files appear, newest at the top.



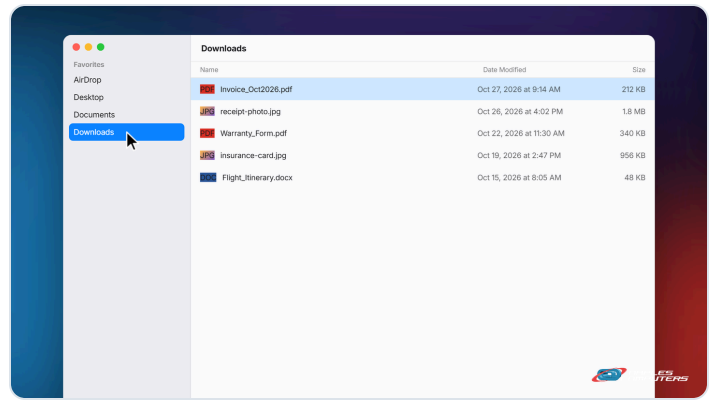
MAC

2 Mac: Finder → Downloads

Click the Finder icon in the Dock.

WHAT TO DO

In the sidebar, under Favorites, click Downloads. Your files appear, newest at the top.



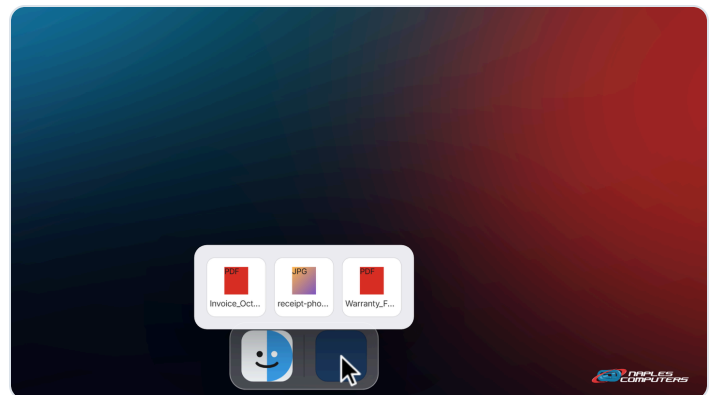
MAC SHORTCUT

3 Mac shortcut: the Downloads stack

In the Dock, click the Downloads stack for a quick peek.

WHAT TO DO

No window needed - you'll see your most recent files right away.



Still can't find it?

- ☐ Windows: search for it
Click Start and type the file name. It searches everywhere, including Downloads.
- ☐ Mac: use Spotlight
Press Command+Space and type the file name.
- ☐ Check your browser's Downloads list
Click the down-arrow icon near the address bar.
- ☐ Make sure it's sorted by date
So the newest file, the one you just downloaded, sorts to the top.

Recap: find a downloaded file

- ☐ Windows: File Explorer → Downloads
- ☐ Mac: Finder → Downloads, or the Dock's Downloads stack
- ☐ Sort by date so the newest file is on top
- ☐ Still stuck? Search for the file name, or check your browser's Downloads list

Be careful downloading files from pop-ups, texts, or unfamiliar links. If a download seems off, or a 'virus alert' tells you to call a number, don't open it. Call Naples Computers instead.



Still can't find a file?

Call 239-513-1960

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