Lost Pro Projects or Files

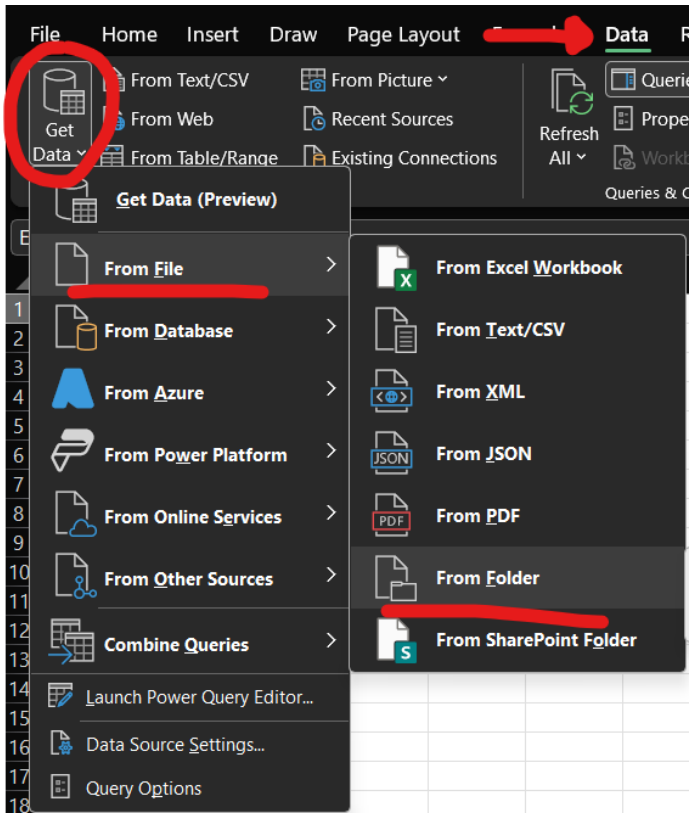
Although it should not happen often, sometimes when you get a new computer or update your computer, your file system can be rearranged and files can get lost. When you open File Explorer you should be able to Search for files. If you do not remember the name of a file or the Search is just not bringing up any results, follow these steps.

If you lost the file path to an ArcGIS Pro Project:

The default location for Pro Projects is usually created in the file path C:\Users\username\Documents\ArcGIS\Projects. Check this location first.

If you still cannot find/search the file, you can create a list of all your files in Excel and filter by certain criteria:

1) Open Excel
2) Go to Data -> Get Data -> From File -> from Folder



3) Browse to a Folder. This folder can be a whole drive or many subfolders into a drive. The bigger the folder the more likely you will find your project but the longer it will take for excel to make this list.
4) Select Load
5) Depending on how big your folder is this can take a couple minutes (if you have ~100,000 – 400,000 files) or more if you have more files. There should be a file loading progress tab on the right.
6) Your results should look like the following:

	A	B	C	D	E	
1	Name	Extension	Date accessed	Date modified	Date created	Folder Path
2	Data_Dictonary.docx	.docx	5/5/2022 15:22	5/5/2022 15:22	5/5/2022 15:18	K:\Team Resources\D
3	GISpages.docx	.docx	5/8/2023 14:43	5/8/2023 14:43	5/31/2022 14:24	K:\Team Resources\D
4	ISTC County Parcel Viewers Documentation.docx	.docx	7/8/2026 11:08	7/8/2026 11:08	5/20/2025 15:51	K:\Team Resources\D
5	LinksFromColdfusioToNewSystem.xlsx	.xlsx	11/3/2025 14:02	11/3/2025 14:02	11/3/2025 14:02	K:\Team Resources\D
6	~$TC County Parcel Viewers Documentation.docx	.docx	6/23/2026 8:06	6/23/2026 8:06	6/23/2026 8:06	K:\Team Resources\D
7	ISTC County Parcel Viewers Documentation.pdf	.pdf	9/4/2024 10:33	9/4/2024 10:33	9/4/2024 10:33	K:\Team Resources\D
8	Workflow_Current Annexations and Status.canvas	.canvas	6/24/2024 12:14	6/24/2024 12:12	6/24/2024 12:14	K:\Team Resources\D
9	Workflow_Historical Taxing District Boundary Changes Map.canvas	.canvas	6/24/2024 12:19	6/7/2024 10:44	6/24/2024 12:19	K:\Team Resources\D

7) You can then Filter the list for various criteria. For example, if you are searching for an ArcGIS Pro Project, you can Filter the Extension column by ".aprx".
8) The Folder Path column tells you where that file is currently located on your drive so you can find it again.

If you need additional help, please contact the GIS team (gis@tax.idaho.gov)!