

# WIDOWS EXPLORER

## Timesaving Tricks with Favorites & Shortcuts

### Contents

#### Favorites

**Make a Folder a Favorite**

**Use the Folder Favorites Menu**

#### Shortcuts

**Make the Shortcut**

**Use the Shortcut**

### Favorites

#### Make a Folder a Favorite

1. Open Windows Explorer. (For tips on this action, next page.) Navigate to the desired folder.
2. With the desired folder selected, go to the **Favorites** menu and choose **Add to Favorites**. Select a subfolder in the Favorites dialog box, if desired.

#### Use the Folder Favorites Menu

##### **With Windows Explorer Open**

Open Windows Explorer and navigate to the desired folder using the **Favorites** menu.

##### **Using the Start Menu**

Click on the **Start** button, point to **Favorites**, and click on the desired folder.

*(NOTE: You may have to customize your Start menu to display the Favorites folder.)*

##### **Use with Save As or Open within an Application**

1. When in the **Save As** (or **Open**) dialog box, click on the **Favorites** button.
2. Double-click on the desired Favorite to navigate to that folder.

### Shortcuts

#### Make the Shortcut

##### **Use the Shortcut Menu**

1. Right-click on the folder and choose **Create Shortcut**. The shortcut will be created in that folder.
2. Drag the shortcut to the desired location, such as the **Desktop** or **My Documents**.

##### **Drag with the Right Mouse Button**

1. Point to the desired folder and click-and-hold with the **right** mouse button.
2. Drag the icon to the desired location.
3. Release the right mouse button. A shortcut menu will appear. Click on **Create Shortcuts Here**.

## Use the Shortcut

### Open Windows Explorer

1. Double-click on the shortcut to open Windows Explorer with folder hierarchy hidden.
2. Right-click on the shortcut and choose **Explore** to open Windows Explorer with the folder hierarchy visible.


### Use with Save As or Open within an Application

1. When in the Save As (or Open) dialog box, navigate to the location of the shortcut.
2. Double-click on the shortcut to navigate to that folder.

---

### Open Windows Explorer

Here are just a few ways to perform this common operation:

- Click on the Start button, point to Programs, then Accessories, then click on Windows Explorer.
- Double-click on any drive or folder on the Desktop (for example, My Computer, My Network Places, or My Documents). This will open WE in a view that **hides** the folder hierarchy; click on the Folders button to show it.
- Right-click on any drive or folder on the Desktop and choose *Explore*. This will open WE in a view that **shows** the folder hierarchy; click on the Folders button to hide it.
- Right-click on the Start button on the Task Bar and choose *Explore*.
- Use the keyboard shortcut  + e