

WINDOWS EXPLORER

Timesaving Tricks with Favorites & Shortcuts

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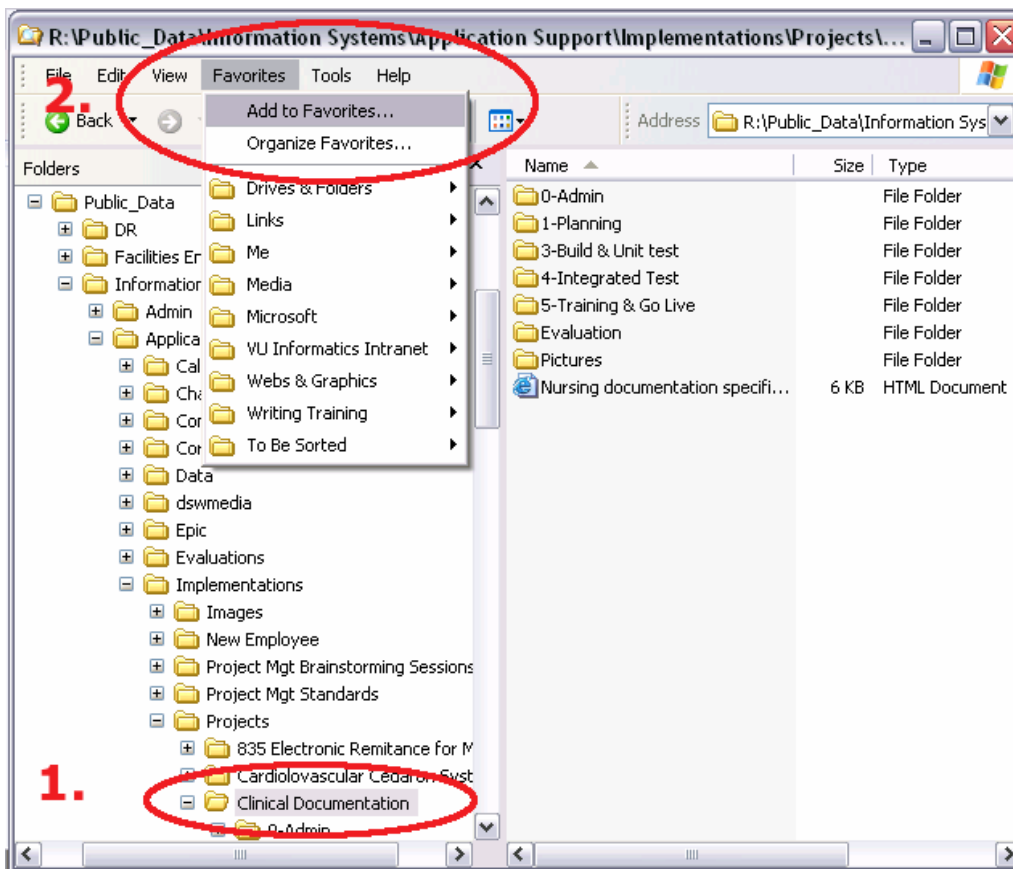
Make the Shortcut

Use the Shortcut

Favorites

Make a Folder a Favorite

1. Open Windows Explorer. (For tips on this action, see 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.



Open Windows Explorer

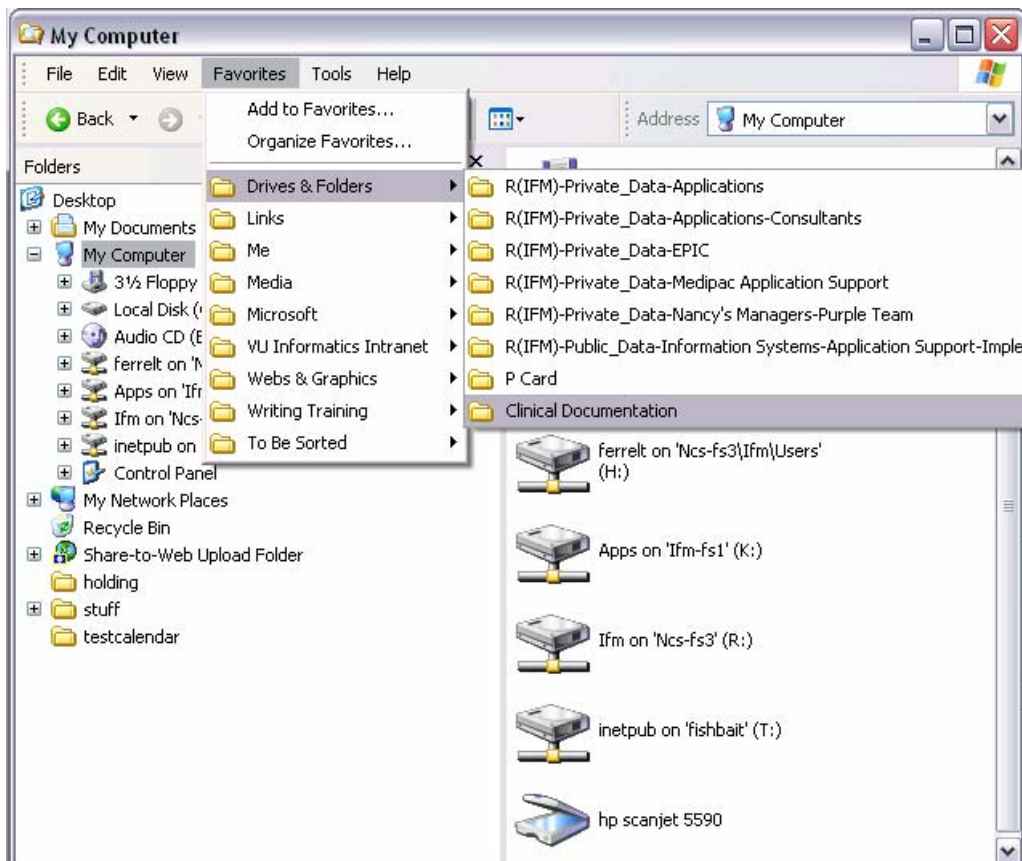
Here are just a few ways to perform this common operation:

- 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 **Win + e**

Use the Folder Favorites Menu

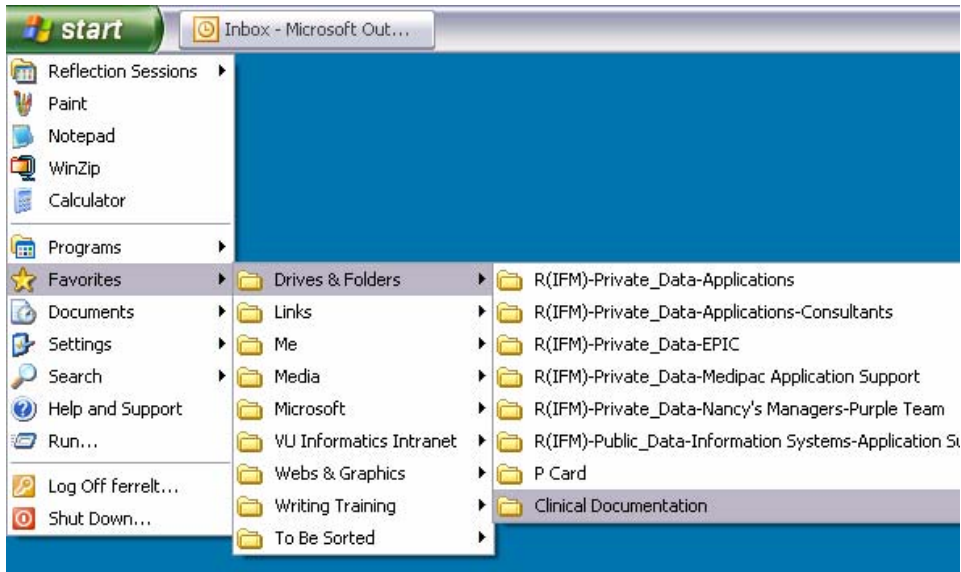
With Windows Explorer Open

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



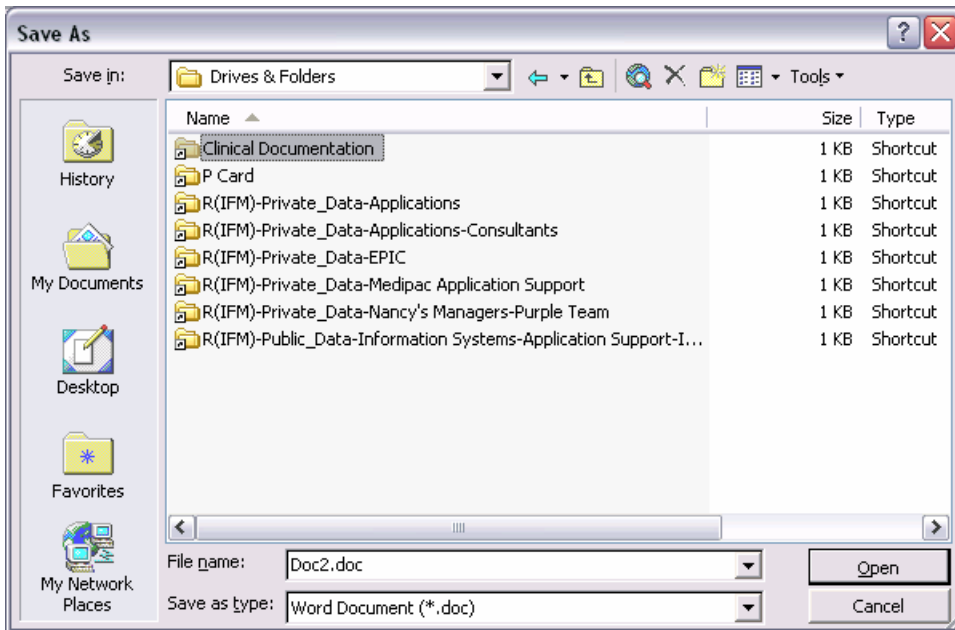
Using the Start Menu

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.

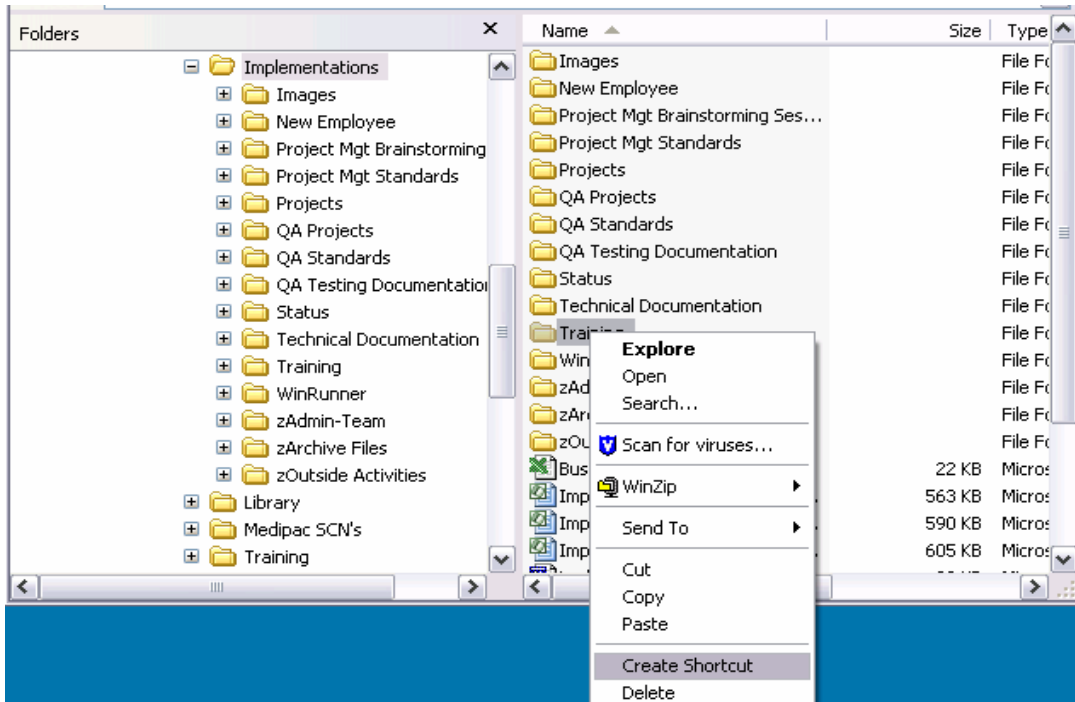


Shortcuts

Make the Shortcut

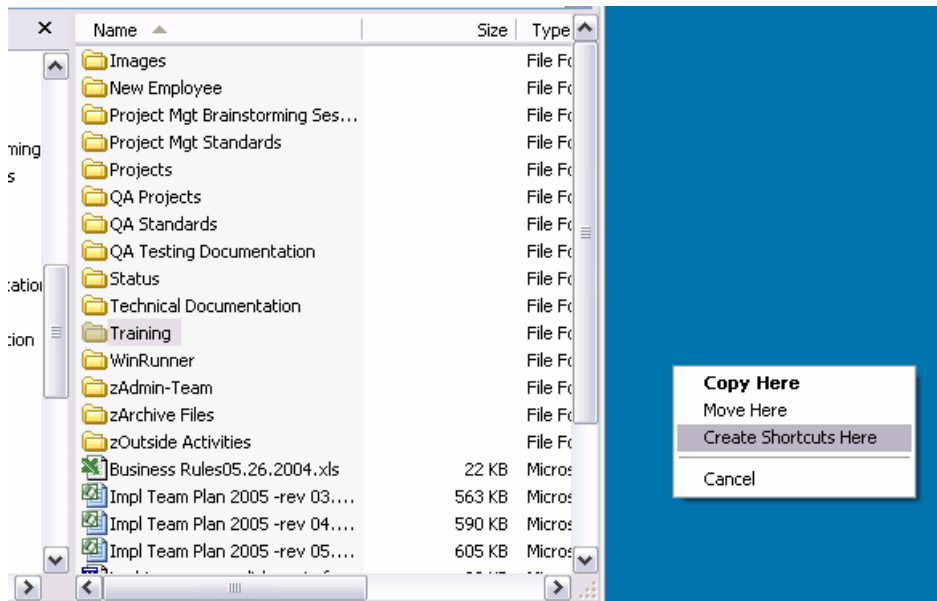
Use the Shortcut Menu

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.

