

GET QUICK ACCESS TO THE FOLDERS AND FILES THAT YOU ARE WORKING ON

The File Explorer (Windows + E) is the “go to” area within Windows 10 that you will want to use when you are doing any organizing of your folders and files.

The Quick access section of the Explorer’s navigation column provides the shortest organized route to folders and files that you’ve been working on and often use.

To make sure a folder or file shows up in Quick access, right-click the target folder/file and then select **Pin to Quick access**. A pin icon shows you which folders/files you’ve pinned, so it’s easy to tell them apart from the rest. In addition, the Quick Access units will appear at the top of the navigation column.

Also of note: The folders/files that you have pinned to Quick access are actual copies of the originals. Make a change in the Quick access item and that change will be made in the original.

To unpin a folder from the Quick Access section:

1. Click the Quick Access section.
2. Right-click the folder that you want to unpin.
3. Click *Unpin from Quick Access*. The selected folder is no longer listed in Quick Access. However, it has been safely returned to its original location.