FEATURES OF WINDOWS EXPLORER

Features in File Explorer (Windows key + E) help you organize better and find things faster, with quick access to your files from any PC or tablet.

Quick access to the files that matter most

The Quick access page is the shortest route to files you've been working on and folders you often use.

To make sure a folder shows up in Quick access, right-click the target folder, and then select **Pin to Quick access**. A pin icon shows you which folders you've pinned, so it's easy to tell them apart from the rest.

Note: Pinned folders replace favorites in the Win8 File Explorer. If you chose to keep your files when upgrading, you'll find your old favorites have been pinned to Quick access.

Quick access settings

If you want to change what you see in Quick access, you've got some options. Go to **View** > **Options** to: Set File Explorer to open to either Quick access or This PC.

Don't want a specific file or folder to show up in Quick access? Right-click it, and then select **Remove from Quick access**.

Getting to OneDrive files

Sign in with your Microsoft account and you'll be able to get to your OneDrive files from File Explorer. Changes you make with OneDrive files will sync with the cloud, keeping your files up-to-date everywhere.

In most cases, Windows will automatically sync all of your OneDrive files to File Explorer. Otherwise, you will be asked what you want to sync.

Add files to OneDrive

Drag your files into the OneDrive folder in File Explorer.

Save files to OneDrive

Choose OneDrive as the save location when you save a file in Word, Excel, or another app.

Choose what to sync

If you need to save some space, sync just a few OneDrive folders to your PC. You'll still be able to get to the other folders at OneDrive.com, but they won't show up in File Explorer.

Add mouse-friendly checkboxes to icons

For every person who swears by keyboard shortcuts, there are a dozen casual users who rely on their mice. Activating icon checkboxes lets you select multiple files to manage simultaneously, *without* having to hold down the Ctrl button as you click each one, unless you add checkboxes to Windows icons, that is.

In Windows 10, just open Windows Explorer (Windows + E), open the "View" tab, and check the "Item check boxes" box in the Show/Hide section. You will need to do this operation only one time for it to "stick."