

When you want to find a file on your computer, you need to open 'File Explorer' where all the files on your computer are listed, except for system files that could disable your computer if inadvertently tampered with.

Depending on how up-to-date your version of Windows is, File Explorer behaves in different ways. Section 1 covers the older update and Section 2 covers the latest update.

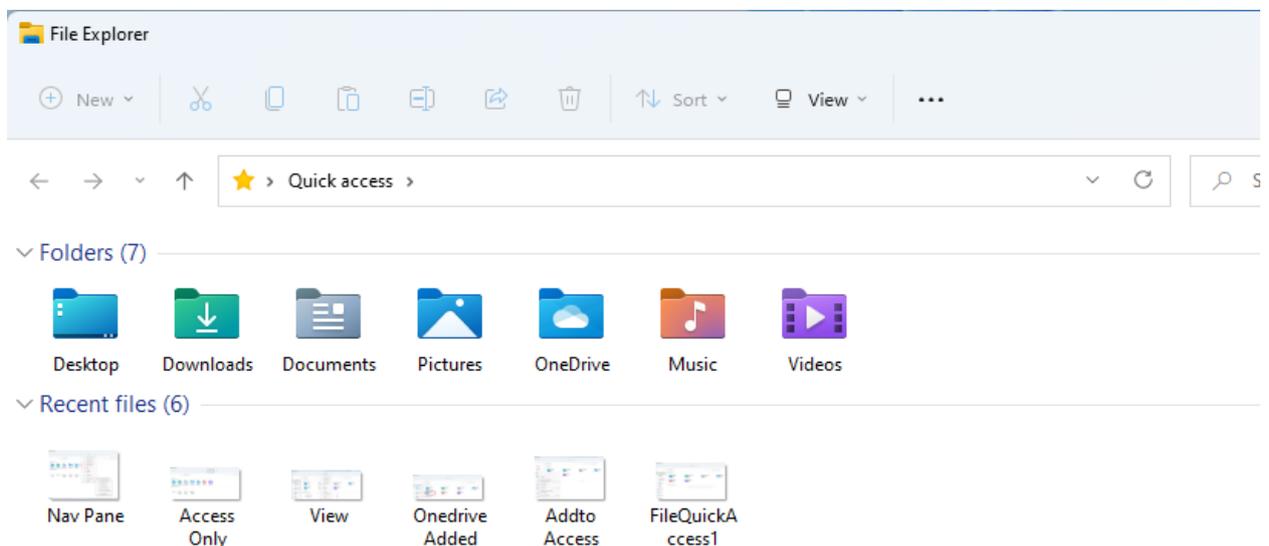
SECTION 1

This section deals with the case where File Explorer opens in "Quick Access".

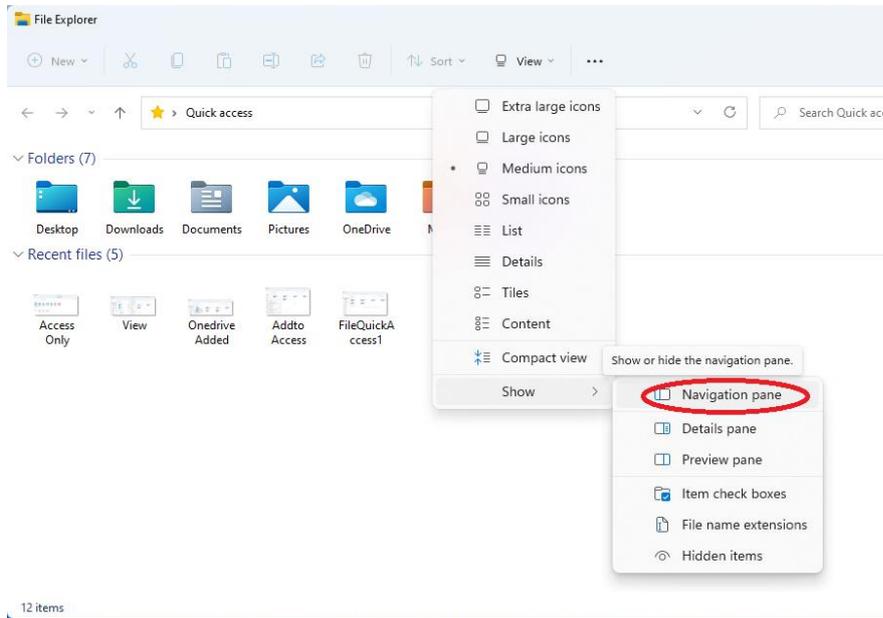
Windows has recently altered "File Explorer" so that it now always opens in 'Quick Access', instead of opening with, more or less, everything listed or findable on your PC.

When you click on the button  , or hold down Winkey  and press E, File Explorer opens.

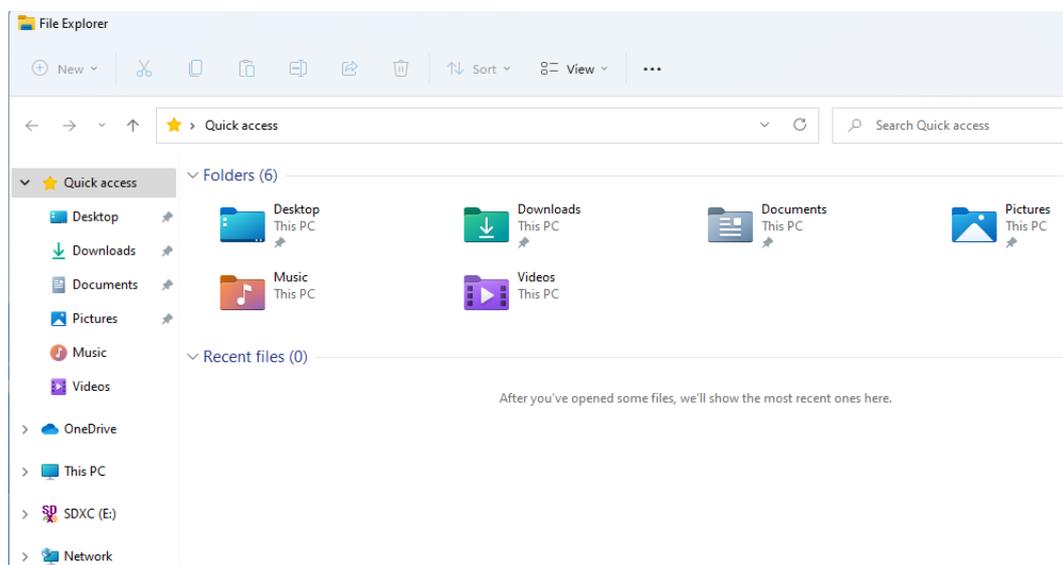
If it opens like this



Click on "View" and then "Show" and click on "Navigation Pane".

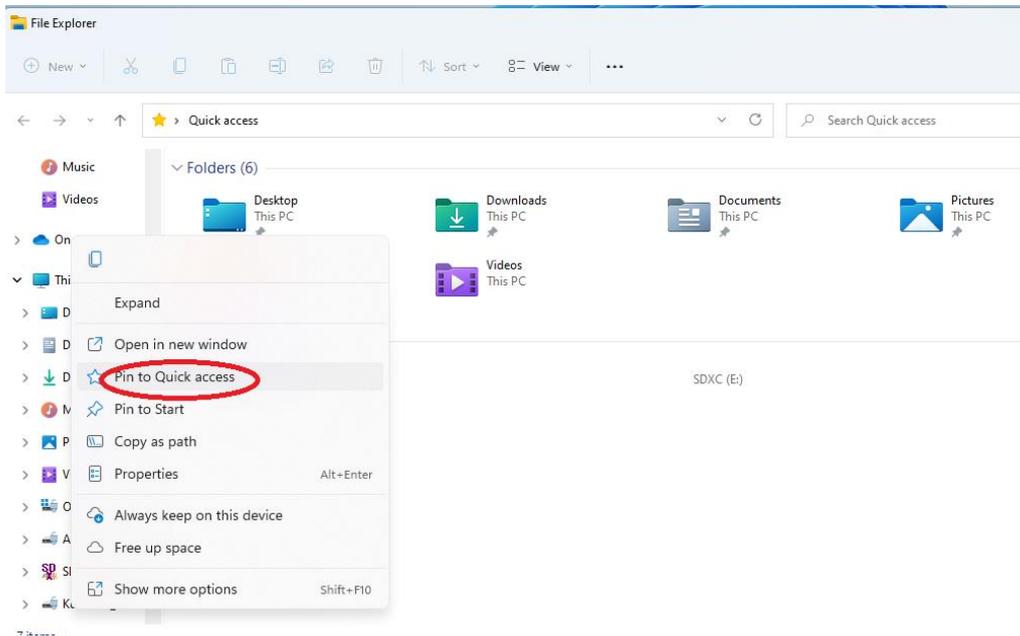


File Explorer will then look like this.

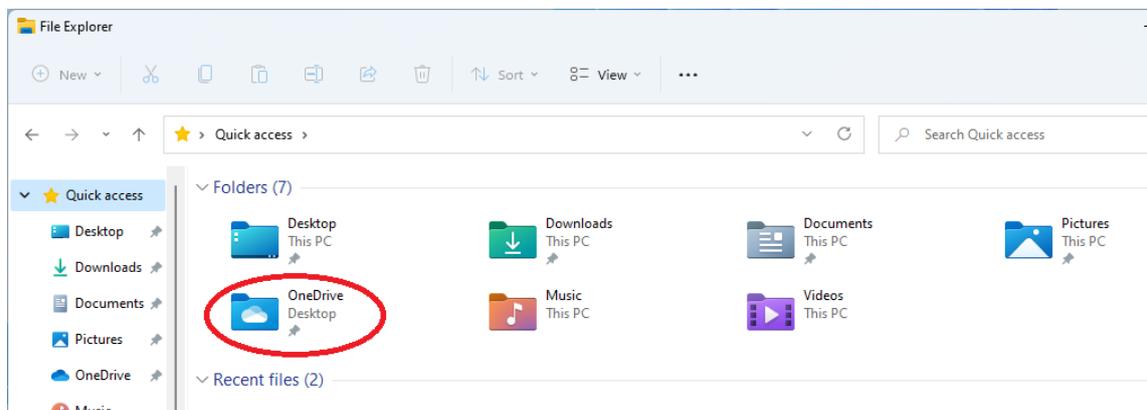


You can rummage through the listings on the left to find what you want or you can add folders that you regularly use to the Access list. ***This means you can get to your folders that much quicker.***

Find a folder that you use frequently in the left-hand column. Then right-click on it, then click "Pin to Quick Access". Here I right-clicked on "Onedrive", then "Pin to Quick Access".



Onedrive folder now shows whenever you open File Explorer.



You can add as many folders as you want to the Quick Access screen so that it is quick and easy to get to folders that you often use.

In addition, below the list of Quick Access Folders, the individual files that you have recently used are listed. This is very useful for getting quickly to these files.

If you take another look at the “View” menu, you can choose from various options to change how the screen displays the items in the Access list.

Another way to quickly go to recent files, is to open the “Start” menu and recent files are listed under the title “Recommended” at the bottom of the screen. If you click on “More >”, a long list of historically accessed files is opened.

If you have updated to the latest Windows 10 or 11 Version 22H2, there is an added feature where right clicking on a folder and then “Open in new tab” opens it in a new tab, which makes it easier to quickly move between different folders.

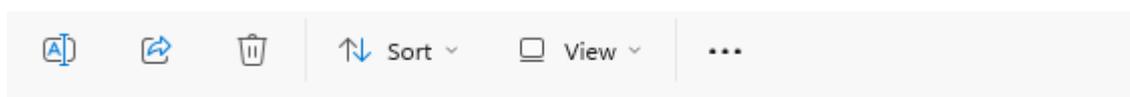
In older versions of Windows, Word and Excel files were saved in “Documents” or “My Documents” but in more recent versions, files are saved in your “Onedrive” folder and uploaded to Microsoft’s cloud storage. This is a complex subject and is very dependent on the individual computer set up, on the presence of Onedrive, of having a Microsoft account and the presence of individual MS Office applications or of Office 365.

Onedrive Apps on Android and Apple mobiles lets you look at your Windows documents wherever you are away from your computer.

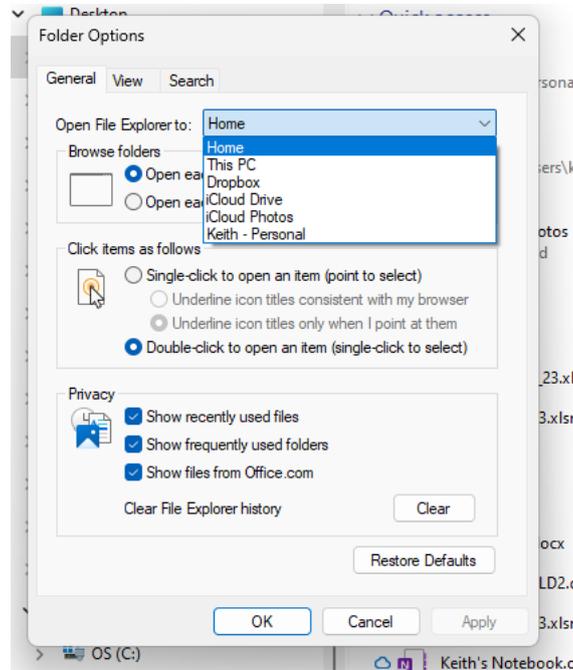
Updated 24/10/22

Section 2

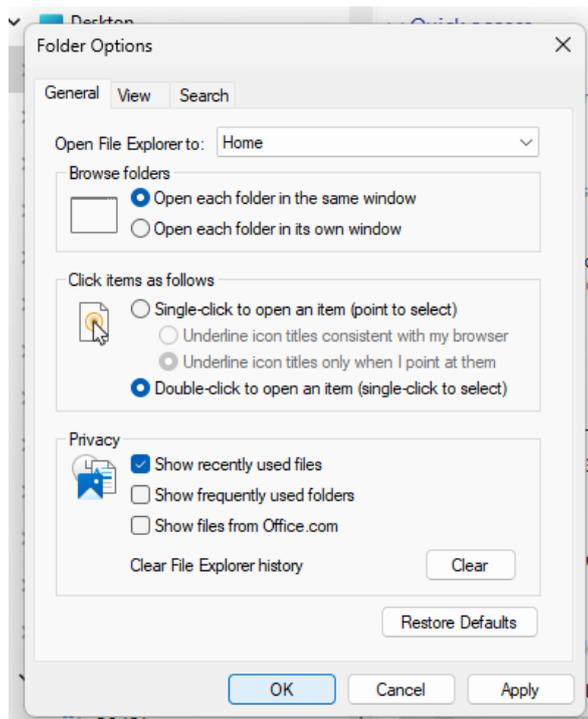
In the latest version, File Explorer is more customisable. When you open Explorer it opens on ‘This PC’. There are three dots at the righthand end of the control ribbon.



If you click on the three buttons, then on 'Options' and then on 'Open File Explorer to:', you get this menu

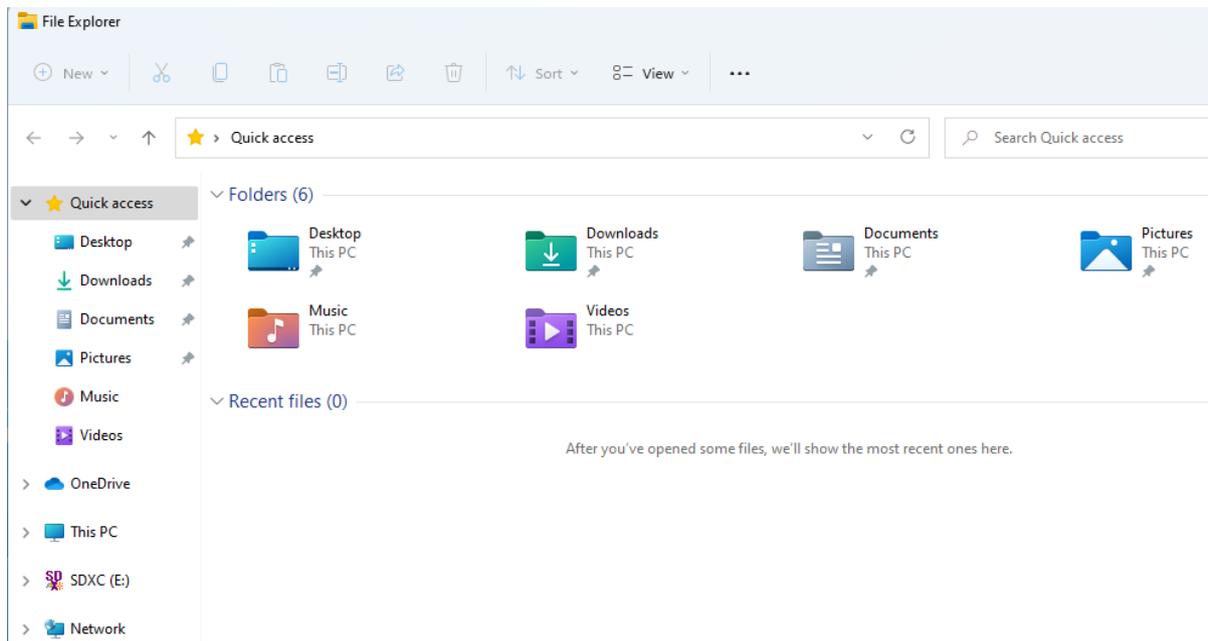


The choices will be at least 'Home' and 'This PC'. There may be others depending on what is on your computer. I change the menu to this which I feel is most convenient.



Close and then reopen Explorer to see the result.

If the Navigation Pane is not open, as in section 1, click on “View” and then “Show” and click on “Navigation Pane”. You should now see something like this.



As shown in Section 1, you can now rummage through the listings on the left to find what you want or you can add folders that you regularly use to the Access list.

Find a folder that you use frequently in the left-hand column. Then right-click on it, then click “Pin to Quick Access”.

This means you can get to the folders that you regularly use directly from opening File Explore.

Also listed below the folders is a list of your recently used files. So you can instantly open, for example, the last Word document that you worked on.

TABS

In Windows 11

Working in File explorer used to be a bit messy. Working with different folders meant juggling backward and forwards between folders or opening multiple Explorer windows. Now tabs have been added to Explorer. (Just like in your browser).



To open another tab, click the **plus sign (+)** to the right of the last tab and then, within that tab, navigate to a different location. Click **+** again to jump to a third location. You may also use the **Ctrl+T** keyboard shortcut to open a new tab. You can then move backwards and forward easily between different folders.

Click on the **X** icon to close a tab.

Unfortunately, Windows closes the extra tabs when you close File Explorer, unlike the tabs in a browser.

Updated 22/11/22