

What is the Explorer Address Bar?

This is found at the top of the window and displays the folder path.

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How do I use the Explorer Address Bar?

1. Click any of the folder names in the path to go directly to that folder.

OR

Click the arrow at one of the folders and choose one of the subfolders listed.

ata > KEYCorp > ICTServices >	Support	 Glasgow > Square > Training
^	Date	Argyll
	18/1	DumGall
19	11/0	EDunbarton
Phone Guidance 2019 v1.1.indd	12/0	ERenfrew
hone Guidance 2019 v1.1	26/0	Falkirk
Guidance 2019.indd	28/1	Glasgow
Guidance 2019	28/1	Highland
		lclyde
		NAyrhshire
		NLanark 🔓
		Renfrewshire
		SLanark
		Stirling
		WDunbarton
		WLothian

How do I go back to a previously viewed folder?

If you open a folder then wish to view the previous folders contents:

 Click the 'Back' button in the address bar at the top of the screen.



How do I copy the file path?

If you are wanting to inform someone where a file is located it is much easier using the Address Bar to copy the folder path than it is to type it manually. It also prevents errors in spelling etc from occurring.

1. Click at the end of the address bar, at the right hand side of the text.

	Cilhooard	organise inc	C.NA
~ 1	· 🛄 🛛	Support\Glasgow\Square\Training	

The filepath will be highlighted in blue.

 Press <CTRL>+<C> OR Right click and choose 'Copy'.

Support/Glasgow/So	uare\ Iraining	
~	Data ma	Undo
	Date me	Cut
	18/12/1	Copy
	15/08/1	Pacte
	17/00/11	Tuste

The filepath is copied to your clipboard and can then be pasted into a document, email etc.



Part of the 'How do I...' series of helpsheets. For more, visit ictsupport.key.org.uk

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