What is the Explorer Address Bar?

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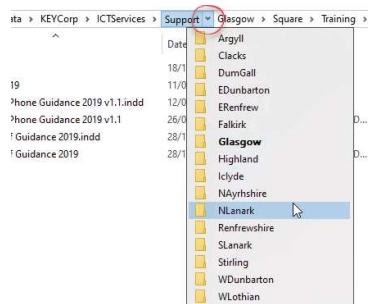

How do I use the Explorer Address Bar?

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.

How do I go back to a previously viewed folder?

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

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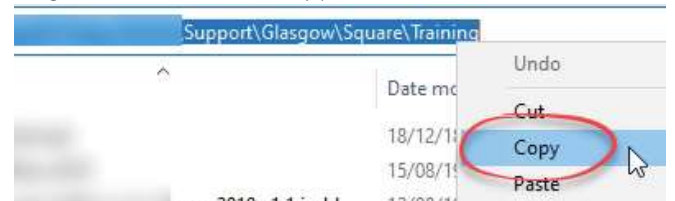

How do I copy the file path?

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.

   The filepath will be highlighted in blue.

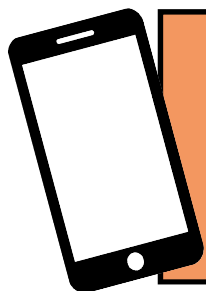2. Press <CTRL>+<C> OR
   Right click and choose 'Copy'.

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

For help and assistance call the ICT

Helpdesk: 0141-342 1570

Available during office hours. For critical support at other times refer to the out-of-hours phone list.

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