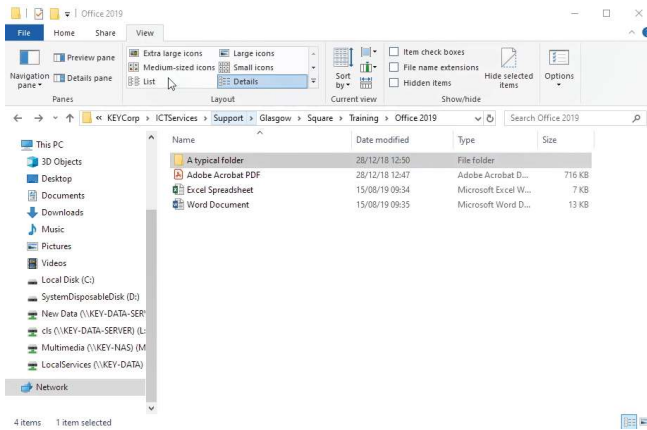




File Explorer

What is File Explorer?

File Explorer, also referred to as Explorer or Windows Explorer is used to navigate and order your files, folders and subfolder.



What do folders look like?

A typical folder will be displayed as a yellow icon.



1. Double click a folder icon to show the contents inside.

What do files look like?

File icons vary depending on the file type.

Examples of 3 common types (Word, Excel and Adobe PDF) are shown opposite.



1. Double click the file icon to open the file.

How do I open the file explorer?

Method 1:

1. Click the icon in the taskbar if one exists.



Method 2:

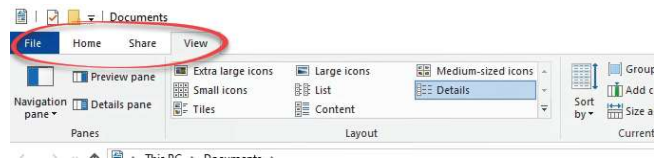
1. Click 'Start'.
 2. Click 'Documents'.
- This starts explorer and takes you directly to the documents folder. This folder should of course be empty as everything should be stored on the server!



How do you view the ribbon?

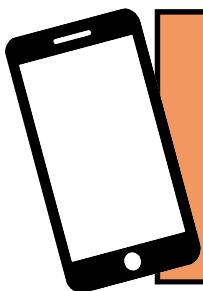
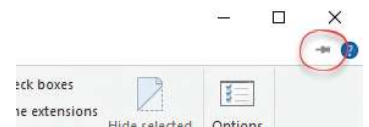
The ribbon in File Explorer is hidden by default.

1. Click one of the menu items along the top of the screen.



How do I keep the ribbon on view?

1. Click one of the menu items.
2. Click the pin at the right-hand side.



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