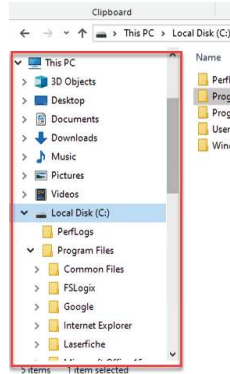




File Explorer - Navigating

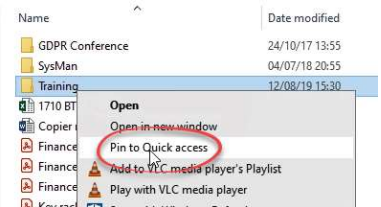
What is the 'Navigation Pane'?

The navigation pane is found at the left-hand side of the screen and lets you see your quick access folders and your computer file and folder structure.



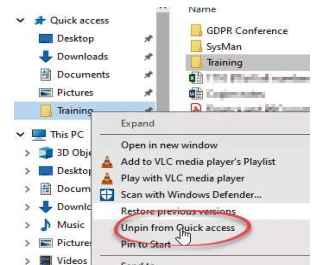
How do I add a folder to the 'Quick Access'?

1. Locate the folder in Explorer.
2. Right click.
3. Click 'Pin to Quick Access'.



How do I remove a folder from the 'Quick Access'?

1. Right click on the folder in the 'Quick Access' list.
2. Click 'Unpin from Quick Access'.



What do the icons mean in the Navigation Pane?



The folder contains subfolders and they are on view. Click this icon to hide the subfolders.

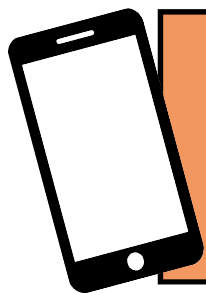


The folder contains subfolders and they are currently hidden. Click the icon to show them.

The arrows may not be displayed until you position your cursor over the navigation pane.

What is 'Quick Access' in Explorer?

This is located at the top of the navigation pane and can contain links to your frequently used folders.



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