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To: DOPM All Users <DOPMAllUsers@uabmc.edu>

Subject: FW: Computer Tip of the Week -- Use a Shortcut to easily get to a heavily nested folder or file

Use a Shortcut to easily get to a heavily nested folder or file

Brought to you by

Lisa Schwaiger

- DOPM HelpDesk Triage and Computer Tech, currently working from home



SITUATION/QUESTION:

There is a folder I go to a lot. It is heavily nested, meaning it's located within a folder, within a folder, within a folder, etc.

In this hypothetical example, let's say it's

S:\Swap\One-Folder-Down\Another-Folder-Below-That\Still-Another-Folder\The-Folder-I-Want

That is a lot of navigating (finding and clicking) to get to that every time when I use File Explorer.

Is there an easier/faster way to get to it?

SOLUTION/ANSWER:

Yes, a **Shortcut** will let you directly navigate to that heavily nested folder.

There are 2 ways to set this up:

Easiest	<ol style="list-style-type: none">1. Open File Explorer2. Navigate to (go to) the folder above where you want to go (aka to the parent folder): S:\Swap\One-Folder-Down\Another-Folder-Below-That\Still-Another-Folder\ 3. Right Click on The-Folder-I-Want4. Choose "Create shortcut"5. Drag that shortcut to the desktop.6. Optional: Right Click on that shortcut to rename it to something that makes sense to you.
Alternative to use if you don't have access to everything in all the parent folders	<ol style="list-style-type: none">1. Right Click anywhere on an empty spot on your desktop2. "New"3. "Shortcut"4. Paste the following into the "location" box: S:\Swap\One-Folder-Down\Another-Folder-Below-That\Still-Another-Folder\The-Folder-I-Want5. [Next]

6. Name it something like My nested folder, or whatever makes sense to you
7. [Finish]

That shortcut will then live on your desktop and you can get to that folder by simply double-clicking on the shortcut.

Note: You can do this with just a single file also; the concept is the same.

Was this helpful? Do you have suggestions for a future Tip of the Week? Do you have any other comments?

Let us know at dopmHelp@uabmc.edu

To see an archive of past Tips of the Week: <http://www.uab.edu/medicine/dopm/help/totw>