

**From:** dopmannouncement  
**Sent:** Thursday, July 19, 2018 11:18 AM  
**To:** DOPM All Users <DOPMAILUsers@uabmc.edu>  
**Subject:** Computer Tip of the Week -- Easily save to a deeply nested folder

## Easily save to a deeply nested folder

Brought to you by Lisa Schwaiger  
- HelpDesk Triage and Computer Tech  
(in MT-403)



### **SITUATION:**

I often need to save stuff to a folder that's buried deep within other folders.  
For example to: `S:\TheMainfolder\another-folder\A-3rdFolder-inside-that\AnotherFolderDeep`

And I have to navigate to it each time.  
Is there an easier way to approach this repetitive task?

### **SOLUTION:**

Yes, simply create a "shortcut" to that buried/nested folder on your desktop and then you can save to that.

How to create that shortcut

1. RIGHT-Click on any blank spot of your desktop,
2. [New]
3. [Shortcut]
4. Put the full path name in there (or navigate to it)  
In this example: `S:\TheMainfolder\another-folder\A-3rdFolder-inside-that\AnotherFolderDeep`
5. [Next]
6. Name it whatever makes sense to you
7. [Finish]

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