## Overview

The Windows 10 File Explorer allows users to open and manage multiple files and folders. The purpose of this Quick Reference Guide (QRG) is to demonstrate how users can navigate the File Explorer features for faster multitasking access.

Getting Started

1. Click the **Windows icon (Start button)** in the lower left corner of your desktop screen or on your keyboard to display the **Windows 10 Start Menu**.
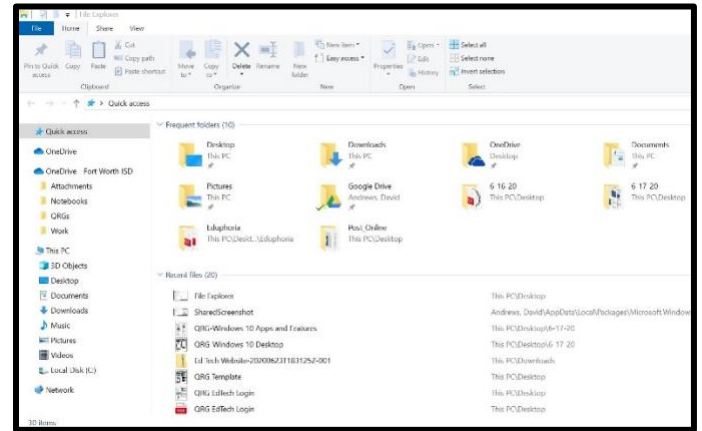

2. Type **File Explorer** in the Search box on the Taskbar.
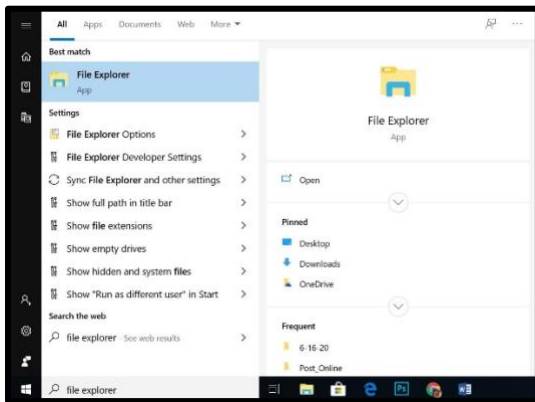
3. Click the **File Explorer icon** or press **Enter** on your keyboard to open the application.
4. If the **File Explorer icon** is in your Taskbar, you can skip steps 1-3 and open **File Explorer** by clicking the icon.


When File Explorer opens, users enter the Windows 10 Quick Access landing page.

Pin Favorites to Quick Access

The Quick Access landing page displays the most frequently used folders and files. Users can pin favorites for easy retrieval.

1. Select the **location** of the file or folder you want to show up in Quick access such as your Desktop or OneDrive.
2. Select the **file or folder**.
3. Click the **Pin icon** in the upper left corner of your navigation panel to add it to Quick access.
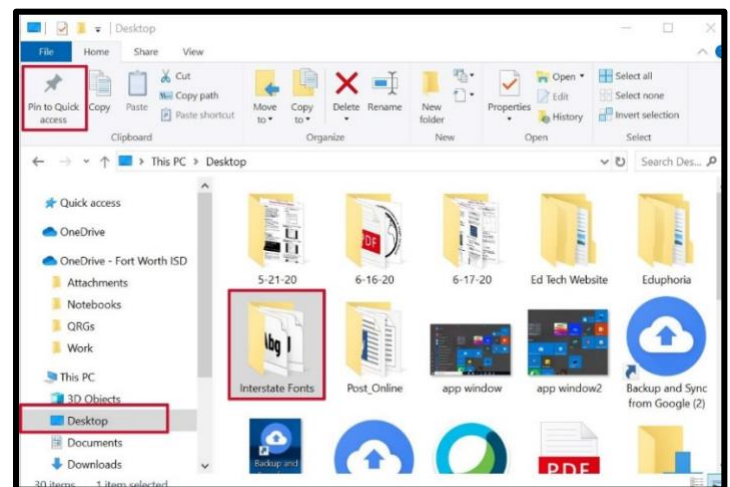
4. Right click the **file or folder** to **Un-Pin** it from Quick Access. You can right click to **Pin** a file or folder to Quick Access as well.

Open Multiple Files or Folders

Windows 10 allows users to **multi-task** and work with **multiple folder windows** at the same time.

1. Click the **files you want to open** from the Quick Access landing page while holding the Shift key on your keyboard. This will allow you to select multiple files in sequence (top). To select multiple files not in sequence (bottom), hold the Control key and select the files you want to open.
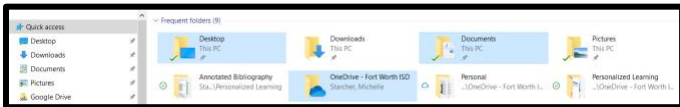
2. Click **Enter**.
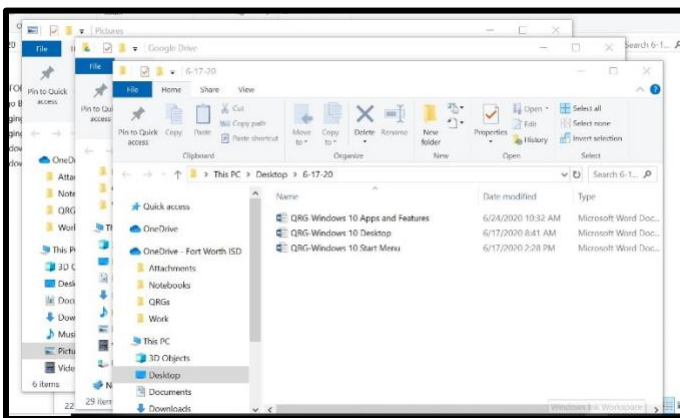
You will see multiple folders open simultaneously in an overlapping format for faster access.