



WINDOWS 10: Jump to a distant folder with one click

Scenario: in the Windows Explorer RECENT list, you see a file that you worked on recently – but it's *another* file in that same folder that you really want. How do you open the folder that that recent files belongs to?

1. Open up Windows Explore (remember: **W** **E** is the keyboard shortcut).
2. In the RECENT FILES area – RIGHT-CLICK the file whose folder you wish to access.
3. Choose OPEN FILE LOCATION (down near the bottom of the list that appears).
4. Voilà! There's the folder.

