

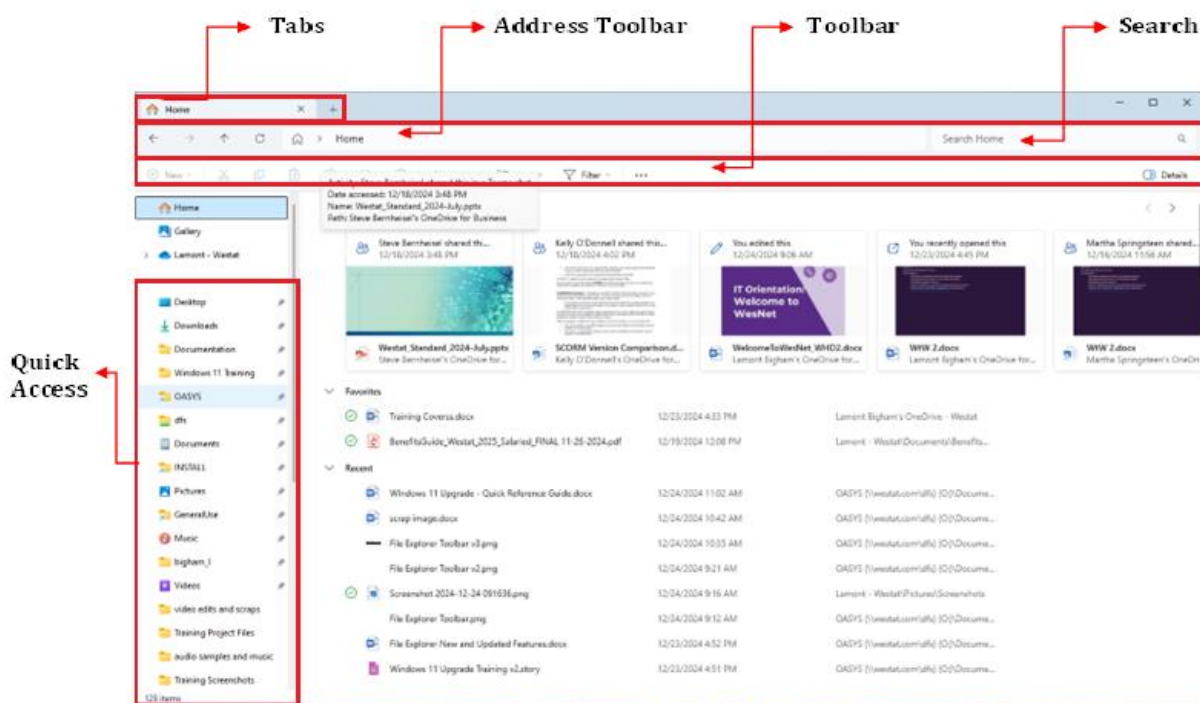
# The File Explorer in Windows 11

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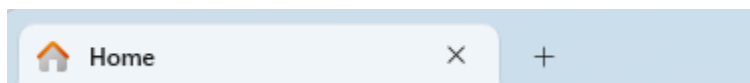
Welcome to the **Windows 11 Upgrade Quick Reference Guide on *The File Explorer!*** Please feel free to access the complete guide on the Windows 11 Upgrade for more tools and features.

## The File Explorer



Windows 11 introduces a modern and more intuitive File Explorer, designed to make managing your files simpler and more efficient. Here are the key updates:

### 1. Tabs for Improved Navigation



Windows 11 introduces a tabbed interface in File Explorer, making it easier to manage multiple folders and locations in a single window. This feature reduces clutter and makes multitasking seamless. Here are the steps to use this new feature:

#### How to Create a New Tab

1. **Open File Explorer**
  - Click the **File Explorer** icon on the taskbar or press **Windows + E** on your keyboard.
2. **Add a New Tab**
  - Click the **"+"** button at the top of the File Explorer window, next to the open tabs.
  - Alternatively, press **Ctrl + T** to open a new tab quickly.

#### How to Switch Between Tabs

1. **Click on a Tab**
  - Select the tab you want to view by clicking its title at the top of the File Explorer window.
2. **Use Keyboard Shortcuts**
  - Press **Ctrl + Tab** to cycle forward through open tabs.
  - Press **Ctrl + Shift + Tab** to cycle backward.

## How to Close a Tab

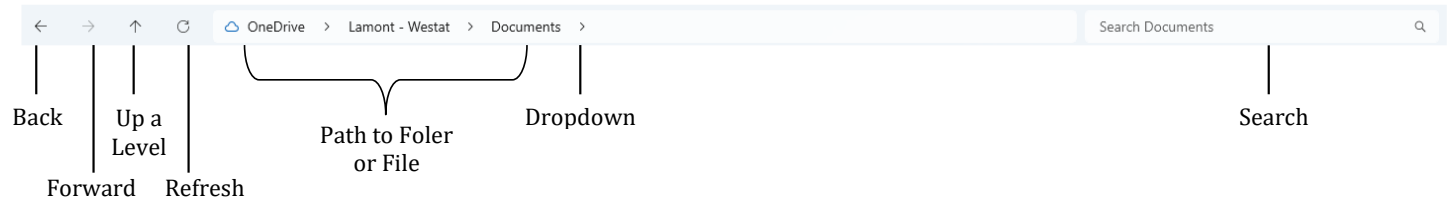
1. **Click the Close Button**
  - Click the **"X" button** on the tab you want to close.
2. **Use Keyboard Shortcuts**
  - Press **Ctrl + W** to close the current tab.

## How to Rearrange Tabs

1. **Drag and Drop Tabs**
  - Click and hold the tab you want to move, then drag it to your preferred position

## 2. Address Toolbar

The redesigned File Explorer in Windows 11 includes an updated address toolbar that streamlines navigation and offers enhanced functionality for accessing files and folders efficiently. Here's how to use it effectively:

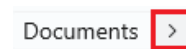


## How to Navigate Using the Address Toolbar

1. **Locate the Address Toolbar**
  - The address toolbar is at the top of the File Explorer window, displaying the current path of the folder you're in.
2. **Click on a Folder in the Path**
  - Each segment of the path is clickable. Click on a folder name to jump directly to that location.
3. **Manually Enter a Path**
  - Click the toolbar to make it editable, then type the full path of a folder or file and press **Enter**.

## How to Use the Dropdown Menu

1. **Access the Dropdown**
  - Click the **dropdown arrow** next to any folder in the address toolbar.
2. **Select a Subfolder**
  - The dropdown will show all available subfolders. Click on one to navigate directly to it.



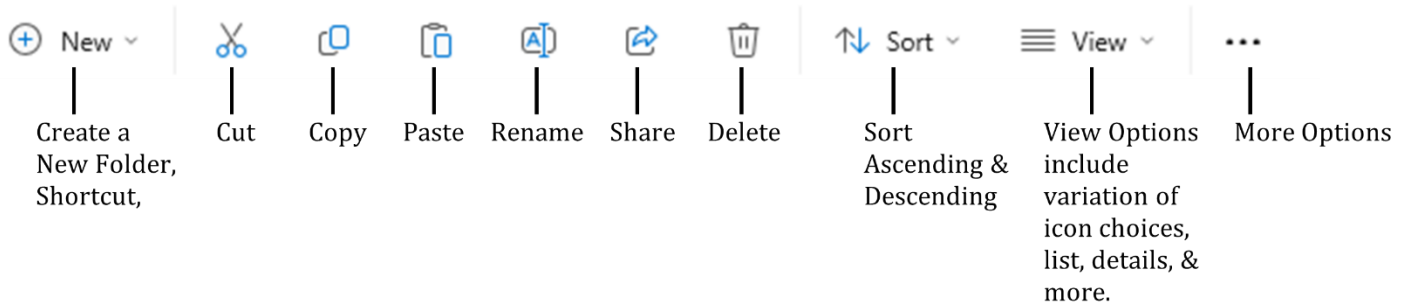
## How to Search Using the Address Toolbar



1. **Enter Search Terms**
  - Type keywords or a file name in the address toolbar and press **Enter**.
2. **View Search Results**
  - File Explorer will display matching files and folders from the current directory.

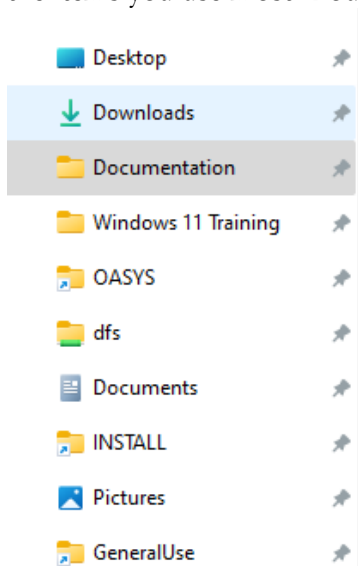
### 3. New Toolbar with Contextual Buttons

The redesigned toolbar offers streamlined navigation with context-aware buttons that adapt based on your selected files or folders. Common actions like copy, paste, rename, and delete are now easier to access.



### 4. Quick Access Enhancements

Quick Access has been refined to display frequently used files and folders prominently, ensuring faster navigation to the items you use most. You can also pin specific files or folders for even quicker retrieval.



#### How to Pin a Folder to Quick Access

1. **Locate the Folder**
  - Navigate to the folder you want to pin using File Explorer.
2. **Pin the Folder**
  - Right-click on the folder and select **"Pin to Quick Access"** from the context menu.
3. **Verify the Pinning**
  - The folder will now appear under the **Pinned** section in Quick Access.

#### How to Unpin a Folder from Quick Access

1. **Find the Pinned Folder**
  - Look for the folder under the **Pinned** section in Quick Access.
2. **Unpin the Folder**
  - Right-click the folder and select **"Unpin from Quick Access."**

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As you begin working with Windows 11, remember that change often brings new opportunities for growth and efficiency. If you have any questions or need additional support, please feel free to contact the [Westat Help Desk](#) for additional assistance.