

Windows: Adding Quick Access Links

By

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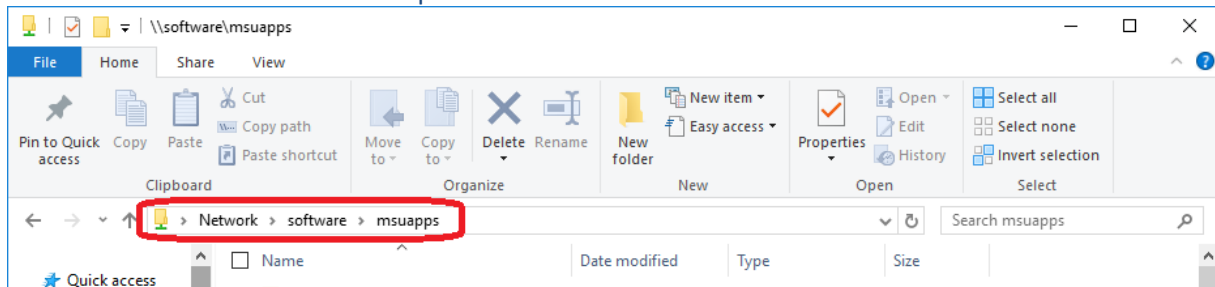
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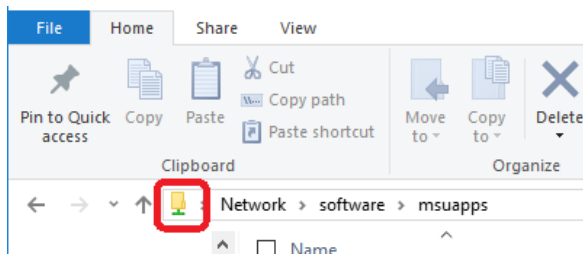
For many of us, the data we use to do our work is located in a variety of locations such as network drives, numerous folders and external drives. Windows has the ability to add links pointing to folders that makes it simpler to access them in almost all programs. This is similar to using bookmarks in your web browser and makes it much easier to access the variety of places your data is located. This also means you do not need to map network locations to a drive letter just so you can access them. Simply put, if you can access something in Windows Explorer you can add it to this list.

In current versions of Windows this feature is known as *Quick Access* and in older versions it was called *Favorite Links*. You can add folders on your computer, external drives, shares on servers and in some cases can even include resources available through the Internet. To add a location to the *Quick Access / Favorite Links* pane, do the following:

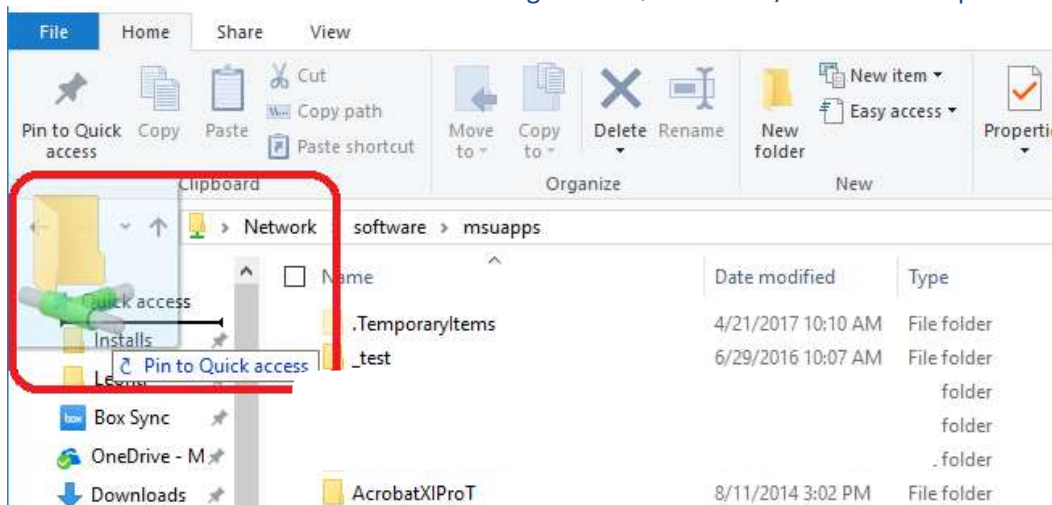
1. Open the location in Windows Explorer (*This PC, My PC or My Computer* usually works as well).
2. Locate the address bar near the top of the window.



3. Click and hold on the folder icon to the left of the address line.

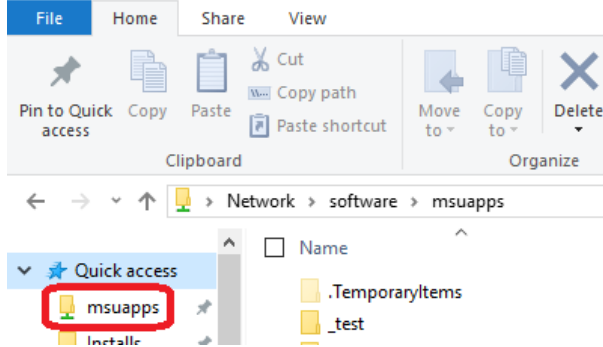


4. Continue to hold the mouse button and drag to the *Quick Access/Favorite Links* pane in left of the window:



Make sure you see the line between two of the existing links and that you are not highlighting an existing link.

5. Let go of the mouse button and a new link is created. The name is based on the last folder in the path linked.



The *Quick Access / Favorite Links* pane is visible in almost all programs so you will have access to these links from pretty much anywhere that file management occurs. For example, you will see the links in the OPEN and SAVE windows for all of your Microsoft Office products such as Word, PowerPoint and Excel.

To remove a link, right-click it and select *Unpin from Quick Access* or *Remove Link* from the new menu. You can remove any links you create in addition to those that came with your original Windows setup.

