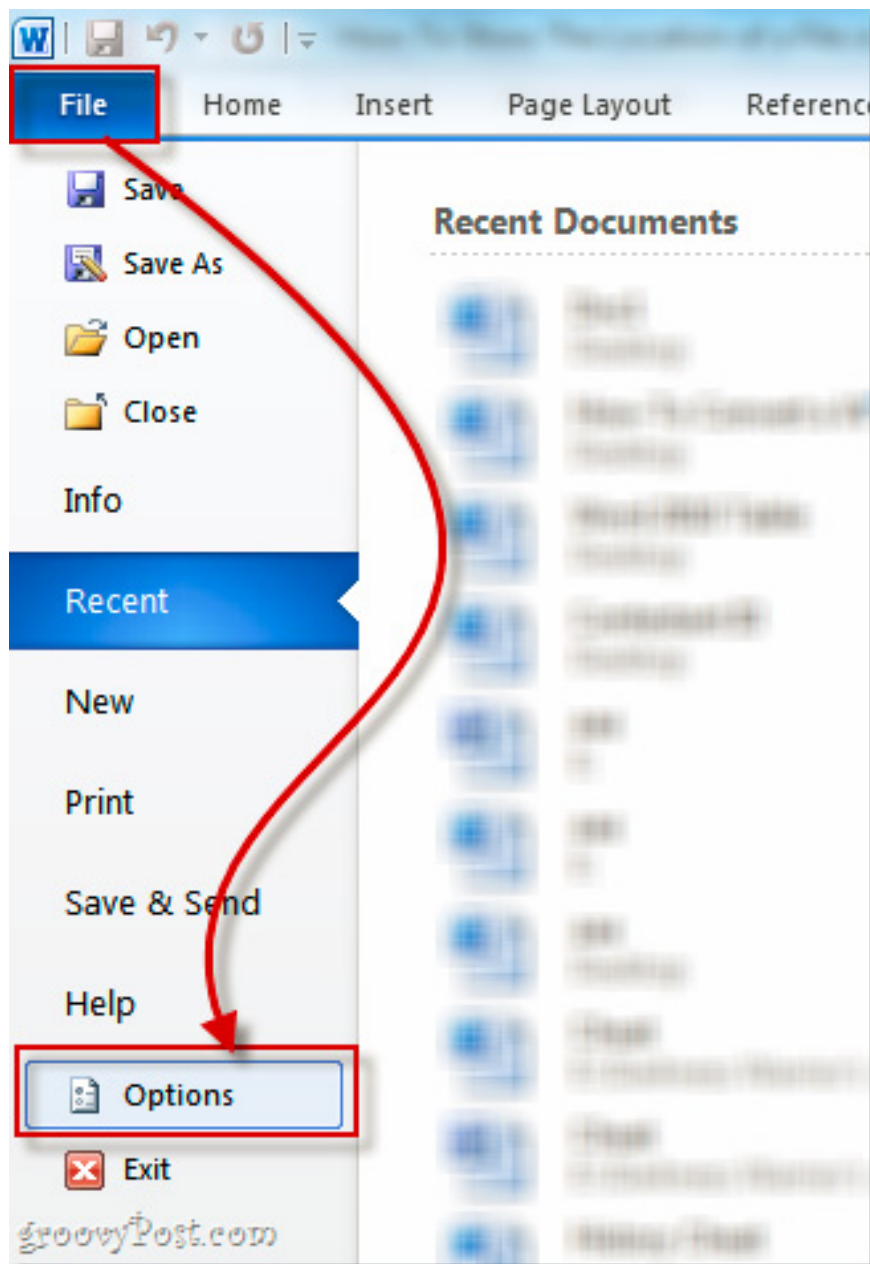


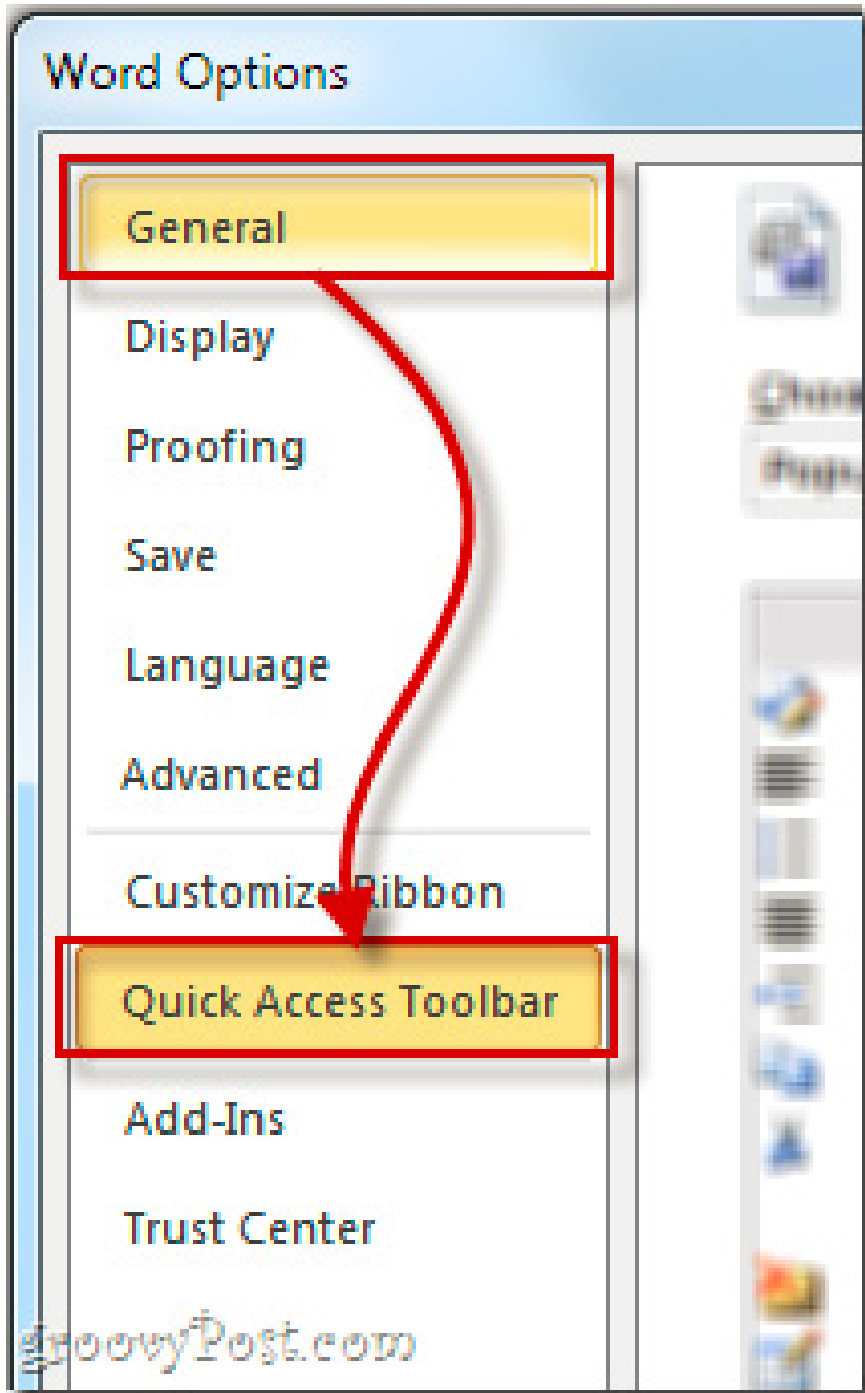
Display the full file path in the Quick Access toolbar

In the following article, we will introduce some basic operations to display the full path of the document file in the Quick Access toolbar in the Office 2010 product suite. As an example here, we will proceed Apply with Word 2010 software ...

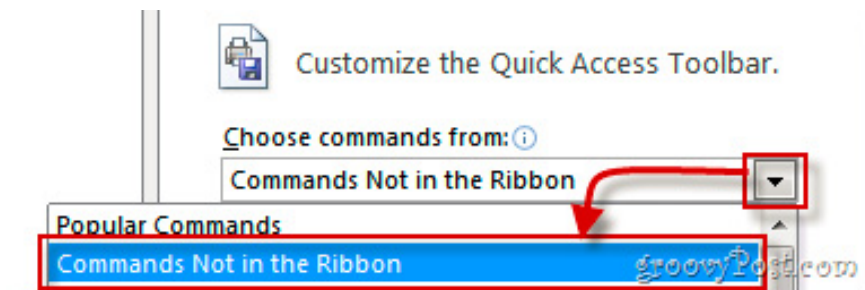
TipsMake.com - In the following article, we will introduce some basic operations to display the full path of the document file in the Quick Access toolbar in the Office 2010 product suite. We will proceed with Word 2010 software. After opening the program, select **File> Options** as shown below:



Here, we select the **General**> **Quick Access Toolbar** :



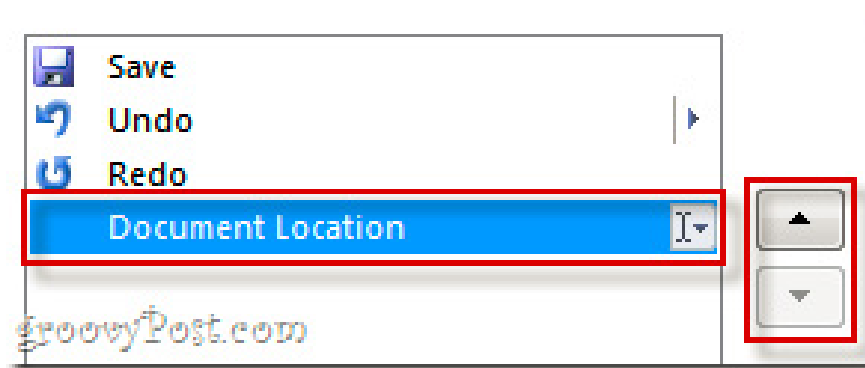
In the display menu, select the **Commands not in the ribbon** section :



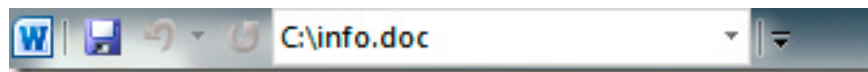
Scroll down to the function section starting with the letter D, until you see **Document Location** . Click the **Add** button on the right to add this feature to the **Quick Launch Bar**:



In the **Quick Launch Bar List** list, you can use the up and down arrows as shown below to change the display location of the **Document Location**:



Click OK, and we have done what we need to do:



Good luck!

You finished reading the article "**Display the full file path in the Quick Access toolbar**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.