

# How to bookmark folders on Windows 10

If you organize your folders, you won't have to struggle to find important files. You can bookmark your favorite folders in Windows 10 for easy access. Here are a few ways you can do that.

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## Guide bookmark favorite folder on Windows 10

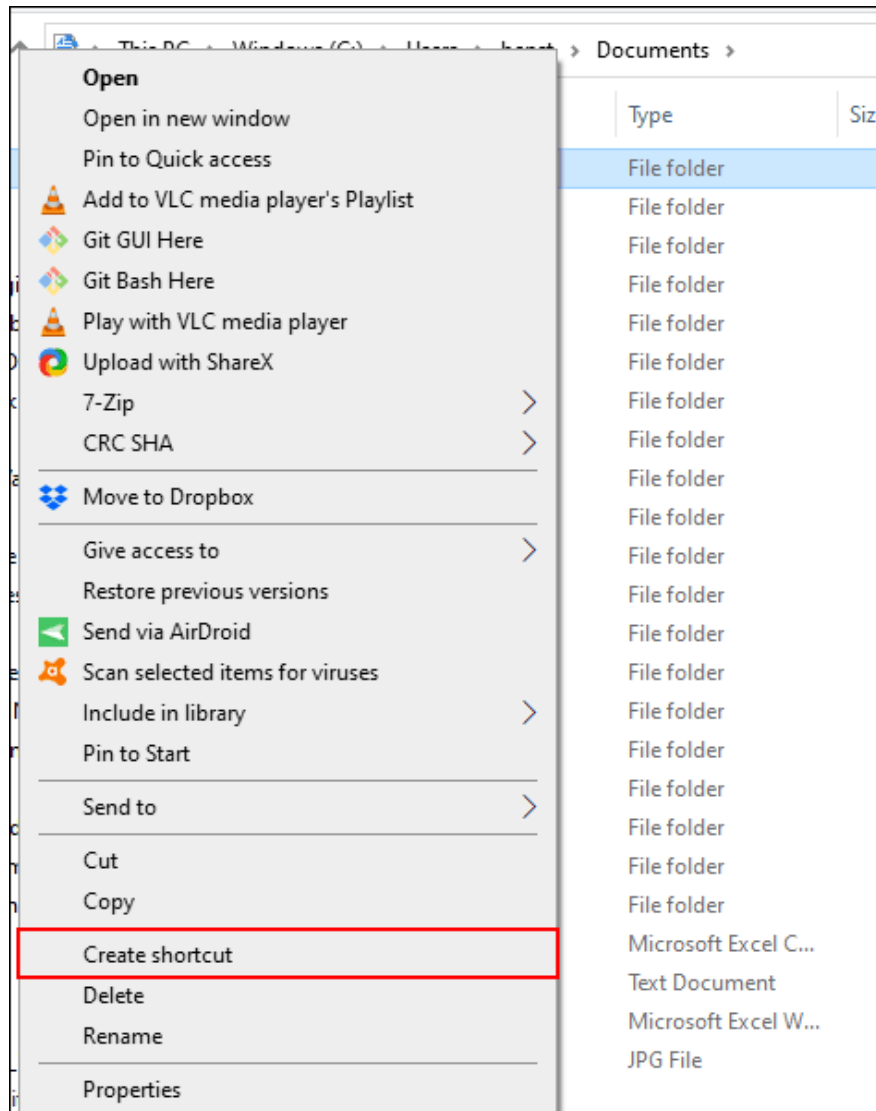
1. Create folder shortcut
2. Jump list on the Taskbar
3. Quick Access List of File Explorer
4. Pin the folder to the Start menu
5. Customize Taskbar toolbar
6. File Explorer Library

### 1. Create folder shortcut

The best way to link to your favorite folder is to create a shortcut. Windows allows you to create shortcuts to any folder in File Explorer. When you double click on the shortcut, you will be taken immediately to the location of the folder.

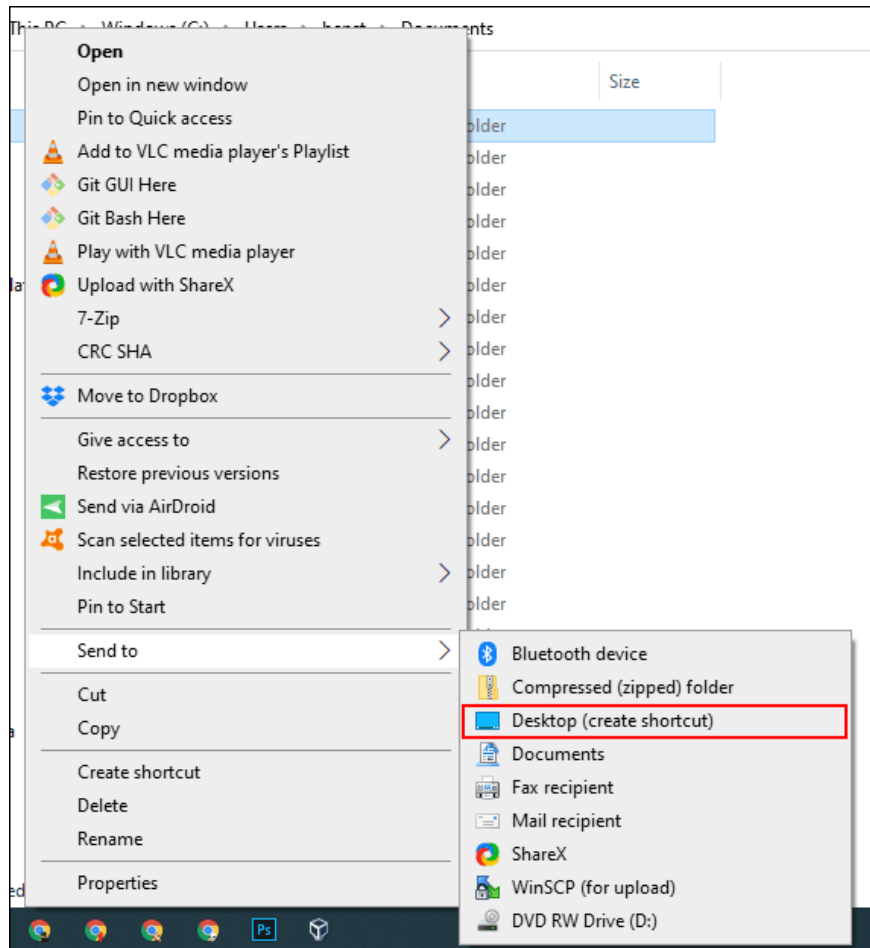
After creating a shortcut for a folder, you can place it in a convenient place to access it, such as a desktop or a folder containing other shortcuts.

To create a shortcut, right-click the appropriate folder on the desktop or in Windows File Explorer and then click **Create Shortcut** .



This creates a shortcut in the same location as your folder, but you can move it manually to another location.

Alternatively, right-click the folder, click **Send To** and then choose **Desktop (Create Shortcut)** .



This creates a shortcut that links to the directory of your choice and will immediately appear on the desktop.

1. Create and customize application shortcuts on win 10

## 2. Jump list on the Taskbar

Unless the Taskbar is hidden, it will always be displayed. This taskbar will provide immediate access to frequently used programs. If you leave Windows File Explorer as a shortcut on the Taskbar, you can quickly access your favorite folders with the jump list.







If you don't know the jump list, right-click File Explorer in the Taskbar, you'll see a list of frequently used folders appear. For convenience, you can pin your favorite folders at the top of the list.

By default, the File Explorer jump list displays about 12 items, but you can increase the number if desired.











1. Tricks to increase the number of items displayed in Jump List on Windows 10

To add a folder to this pinned list, drag and drop it into the File Explorer shortcut on the taskbar.

Pinned

-  Desktop
-  Downloads
-  Documents
-  Pictures
-  Google Drive
-  new desktop

Frequent

-  Win Shortcuts
-  Favorite Folders
-  New folder
-  Odin3\_v3.13.1
-  preedit
-  ZZ Top
-  iTunes Media
-  File Explorer
-  Unpin from taskbar
-  Close all windows

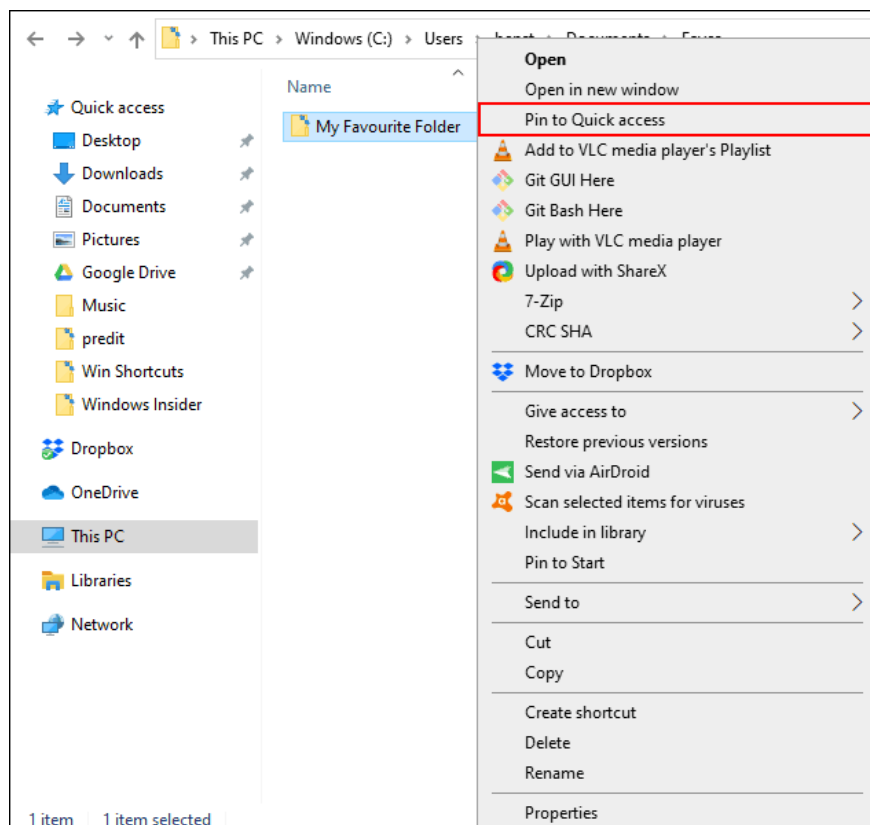
This directory will appear as a pinned item in the jump list. If you want to delete it, right-click on the File Explorer shortcut, hover over the pinned folder and then click the unpinned icon that appears on the right.

### 3. Quick Access List of File Explorer

Similar to the jump list of the taskbar, Windows File Explorer has a navigation bar on the left with a Quick Access list. You can pin favorite folders here for quick access.

The Quick Access list also provides items to jump to the File Explorer jump list on the taskbar. When pinning an item to Quick Access, that folder also appears when you right-click File Explorer on the taskbar.

You can add items to your Quick Access list in several ways. Right-click on your favorite folder and then click on **Pin to Quick Access** .

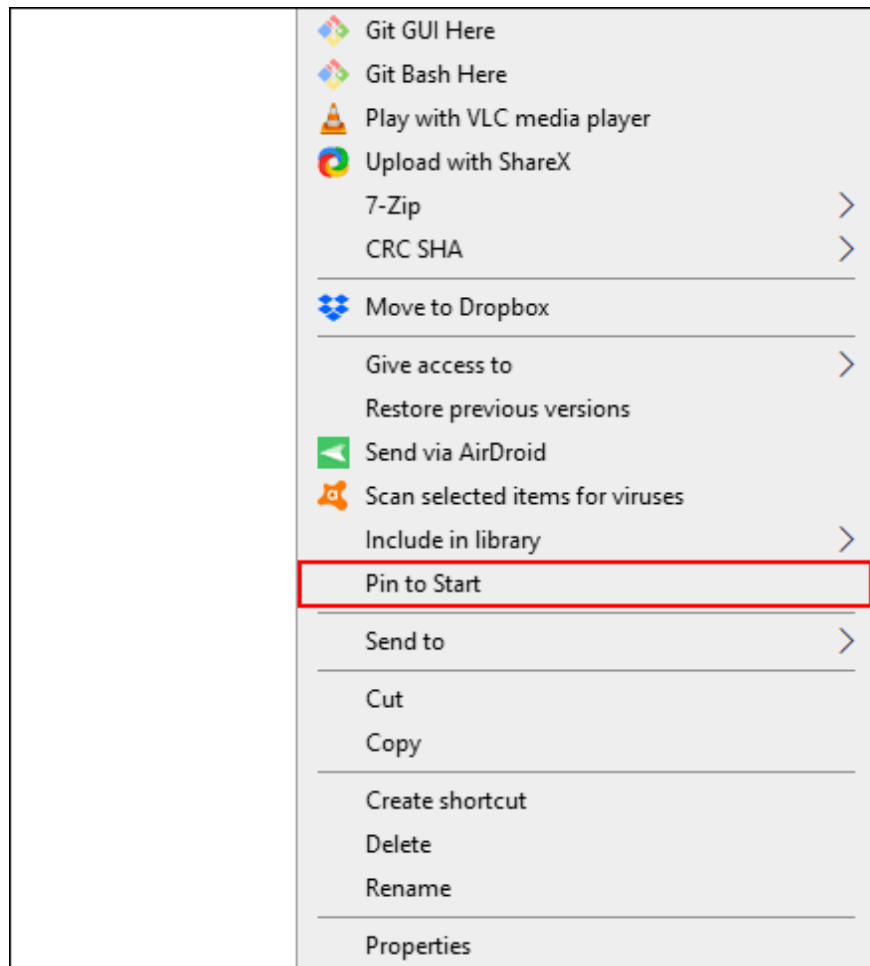


If you're in File Explorer, you can also add folders manually to the Quick Access list. To do this, simply drag and drop the folder into Quick Access text. This will pin the folder so it can be accessed at any time.

### 4. Pin the folder to the Start menu

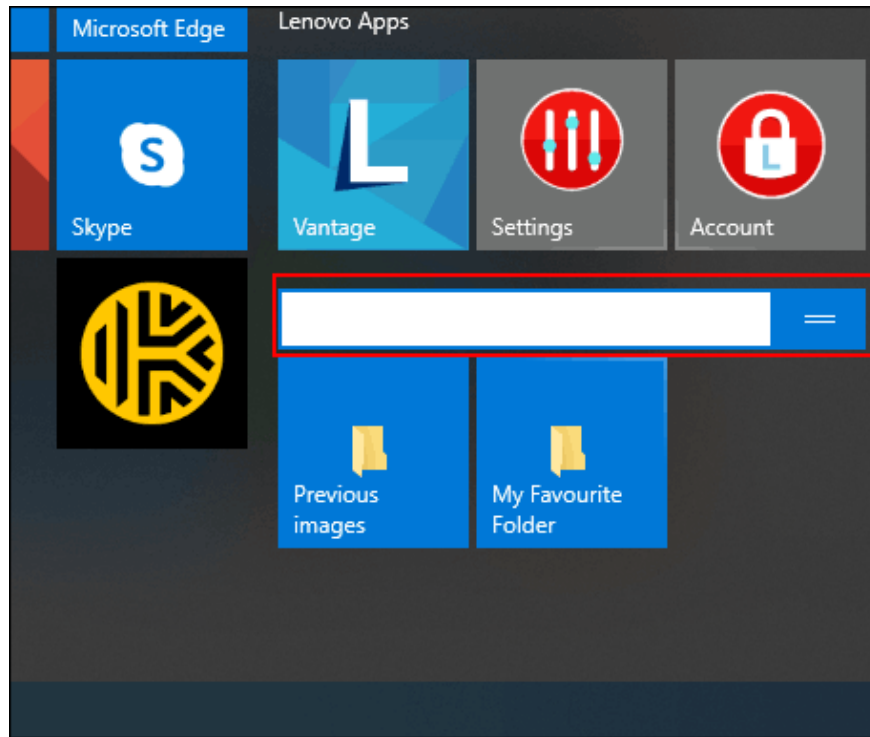
The Windows 10 Start Menu not only provides a list of installed programs. You can customize the tile list to the right of installed programs with shortcuts to applications, settings, and folders.

The Start menu is a good place to bookmark favorite folders. Open File Explorer and put the folder you want to bookmark. Right-click on it and then click on **Pin to Start** .

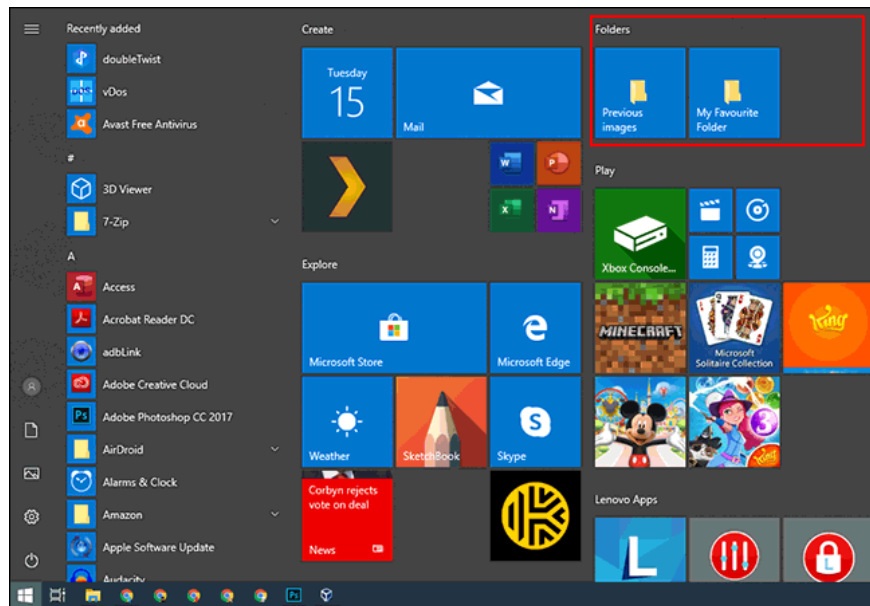


Pinned folders will appear as tiles at the bottom of the list. From here, you can move folders to more prominent locations or create a tile group to organize them.

To do this, hover down below the final list of tile items. You should see the **Name Group** option, click on it and then name the tile shortcut for the folder group.



When done, move the folder shortcut to the group. You can arrange the group containing tile folder shortcuts to a convenient location.

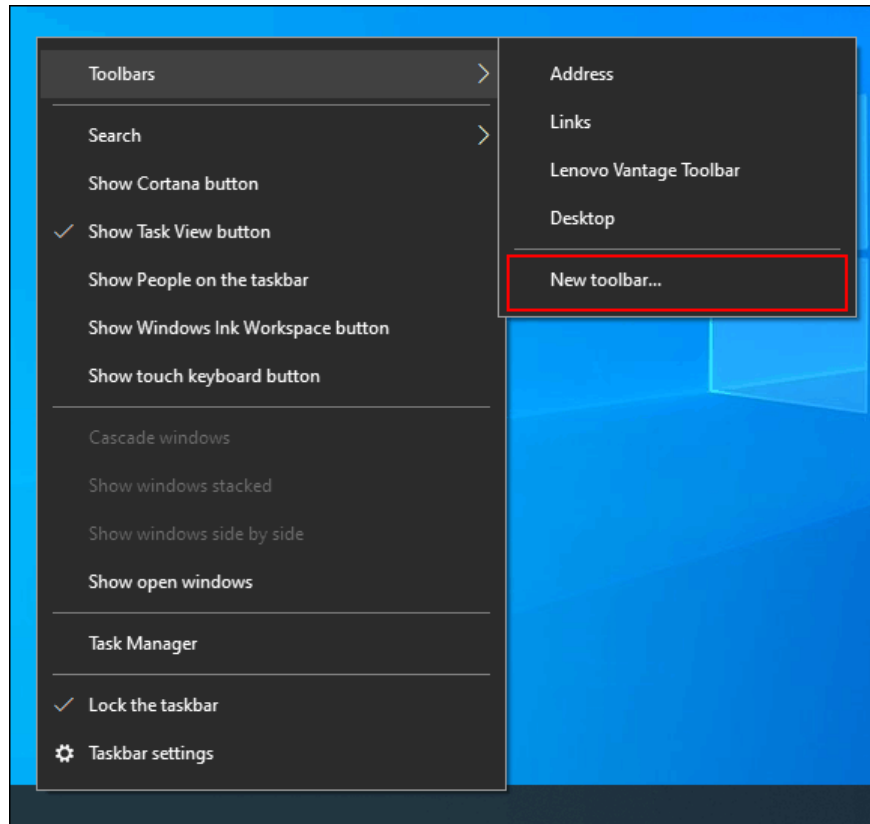


## 5. Customize Taskbar toolbar

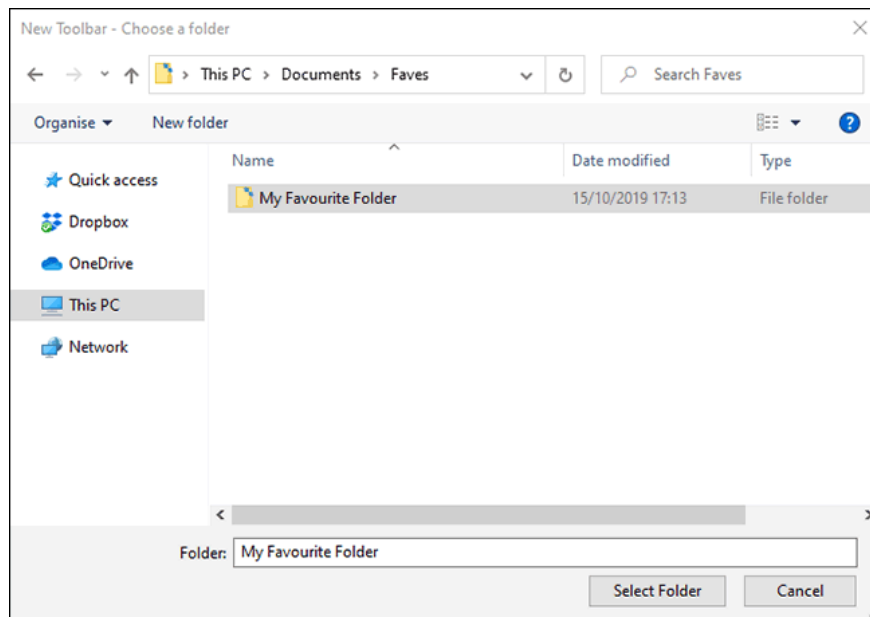
The Taskbar is an old feature on Windows 10 that allows you to customize the taskbar with the toolbar so you can access more features or shortcuts.

For example, you can create a custom Taskbar toolbar to easily access all the files in a favorite folder.

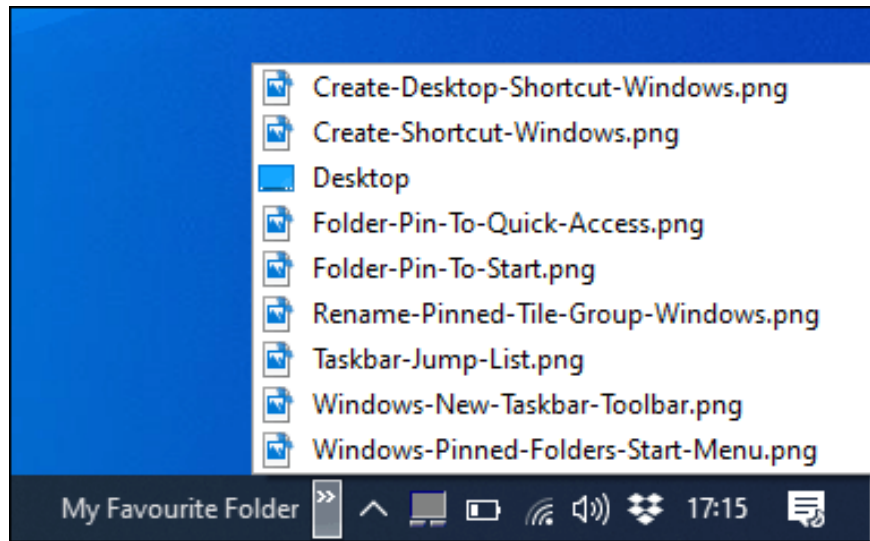
To create a custom Taskbar, right-click the taskbar, access the **Toolbars** submenu, and then click **New Toolbar** .



In the selection menu, choose one of your favorite folders then click on **Select Folder** .



A new toolbar appears, click >> next to the toolbar name (the same name as the selected folder).



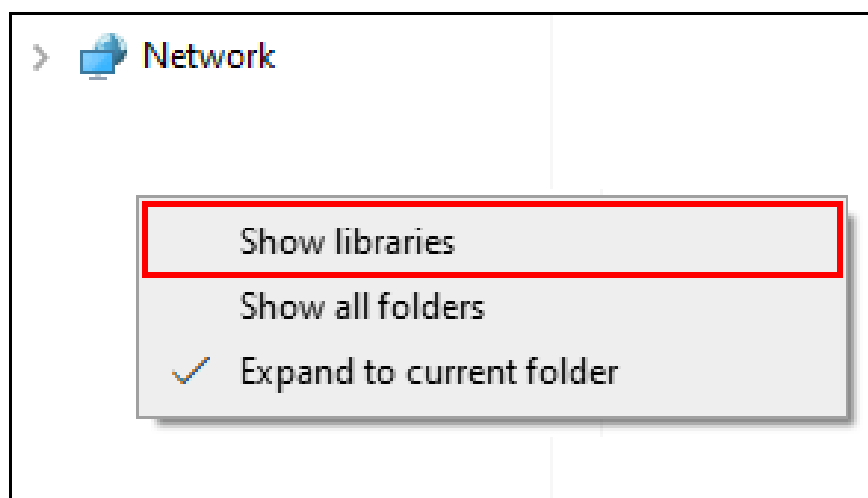
A list of all the files and folders in that directory appears for you to access easily.

You can create a folder with a shortcut to another favorite folder location and then create a toolbar for that folder. The shortcut will be on the taskbar. Unlike the limited jump list, which has only 12 items, the custom toolbar may contain more.

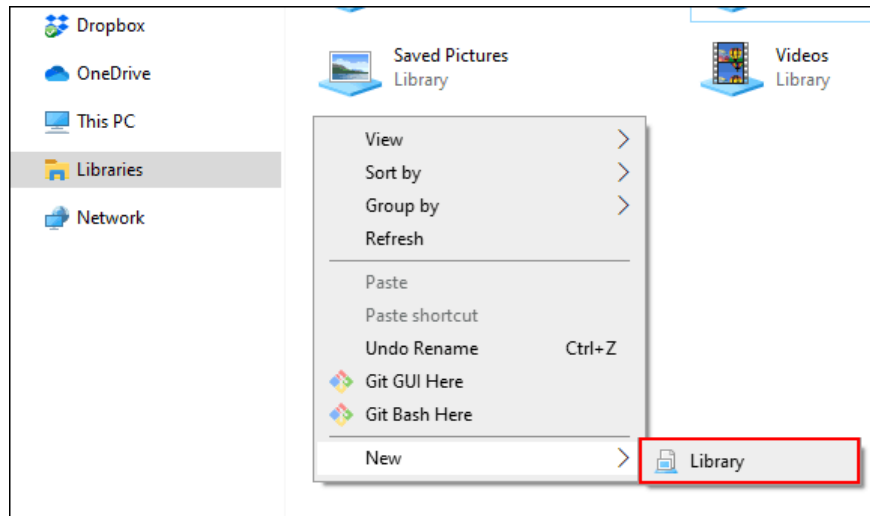
## 6. File Explorer Library

Microsoft decided to hide the library tab from File Explorer but this feature still remains. To use it, just bring the library tab back to the navigation pane.

To re-enable library access, right-click the free space of the File Explorer navigation pane and then click **Show Libraries**.

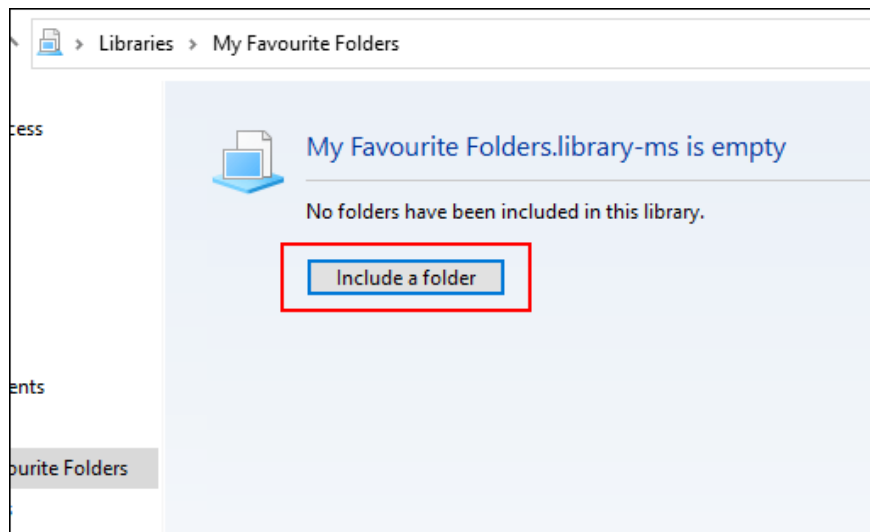


Next, click on the **Libraries** tab that appears on the navigation pane. From here, right-click an empty space in the Libraries window, access the **New** submenu, and then click **Library**.

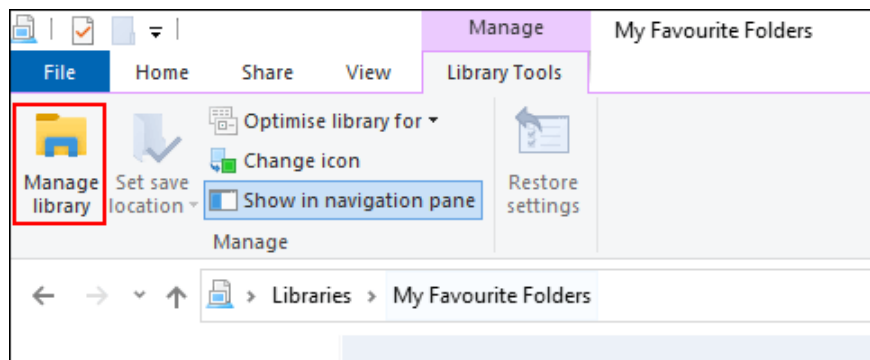


Name the new library, then double click on it to open.

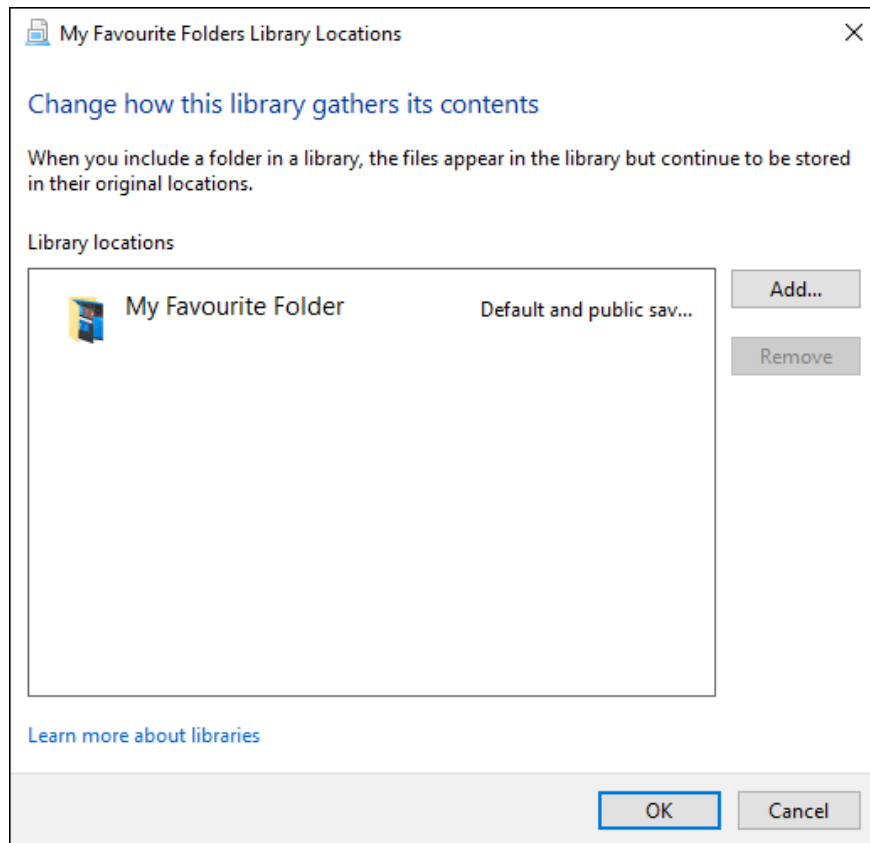
The new library won't have any folders, so click **Include a Folder** and then select the folder you want to add.



Your library now displays folders in the list for easy access. To add or remove folders, click **Library Tools** in the menu at the top of File Explorer and then click **Manage Library**.



From here, you can add or delete folders. When done, click on **Ok** .



The new folder will update and you will have immediate access to the selected folder.

I wish you successful implementation!

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