


How to Capture the Full Path to a File

The easy way to obtain the full path to a file:

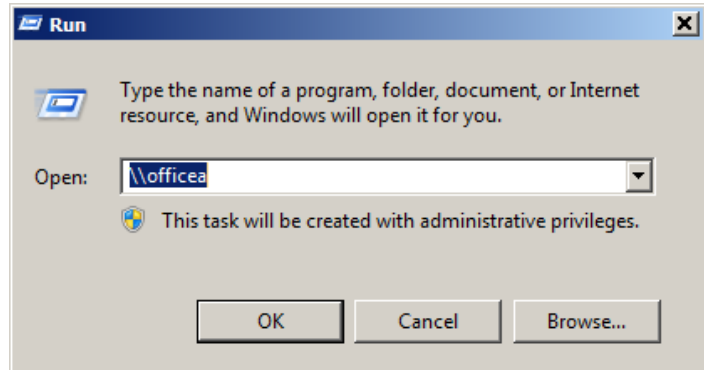
From the Windows Explorer bar-menu at the lower left corner of the Windows desktop:

Click **Start > Run**

If the **Run** command is not available from the **Start** button, you can also access it by pressing the **Windows Logo key** () + **R**.



Either method will cause the **Run** dialog box to display, as shown at the right.

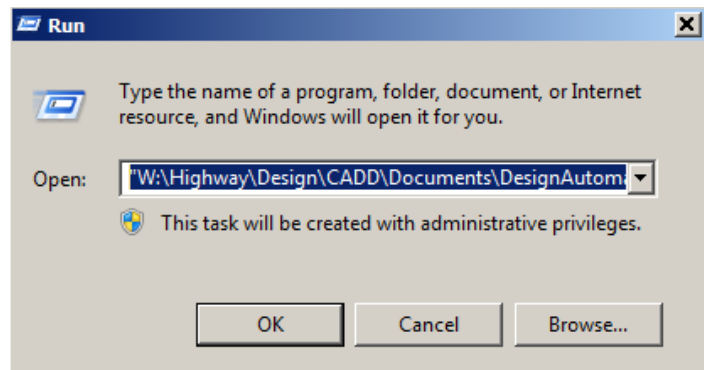


In Windows Explorer, *locate* the file. *Drag-and-drop* the file name into the **Run** dialog box **Open** data entry field.

After the file name is dropped, the full path will be displayed as shown below.

Select the full path and *copy* to the desired location.

Note: If quote marks are around the path, this is an indication that there is a space within the path. If there are no quotes this indicates that the path can be used as a hyperlink.



Chronology of Changes to Design Manual Section:

021M-042 How to Capture the Full Path to a File

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