

Tip Tuesday

Find Drive Files & Folders Quickly!

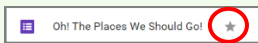
Easily 'Add Star' and 'Add Color' to your Drive

'Star' Files & Folders to Gain Quick Access:

No more scrolling through your Drive to find those frequently-used files and folders. Just add a star to find them quickly!

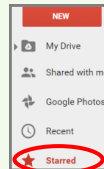
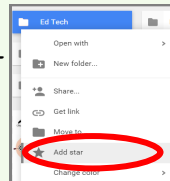
1. Right-click on a file or folder and choose **"Add star."**

Note: In "Grid View" you won't notice any change. In



"List View" you will see a star to the right of the name.

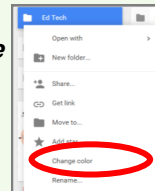
2. To quickly access your starred folders & files, choose **"Starred"** on the left-hand side.



'Add Color' to Folders:

Are you a color-coder? You can add color to your Drive!

1. Right-click on a folder, and choose **"Change Color."** Many color options are available!



Thanks to Lorie Becker @ Travis for this week's tip idea!

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