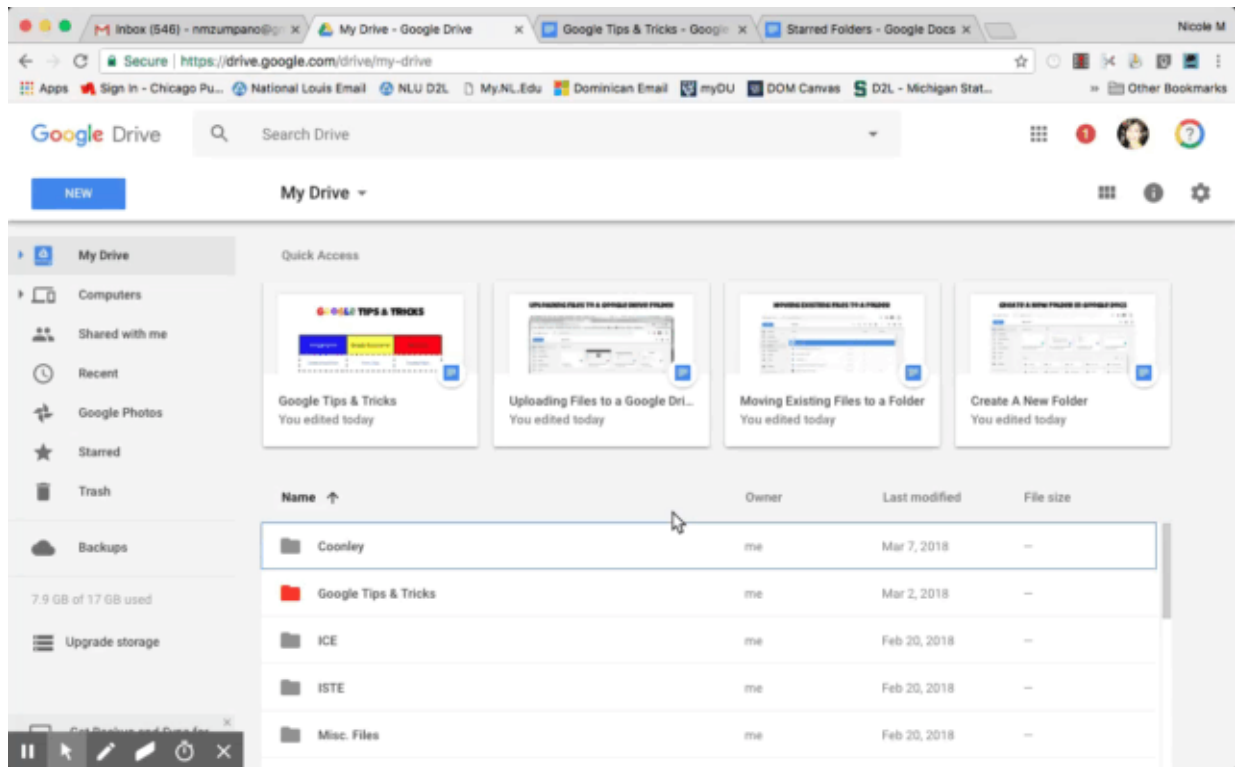


STARRED FILES & FOLDERS



Steps:

1. Log into your Google Drive
2. Select the file or folder you would like to "star" by clicking on it once
3. Right click on the file/folder and select "Add Star"
4. You will now find your file/folder under the "Starred" menu on the left side of the page
- 5.

Note: You can also follow these steps to change the color of your folders (see image below)

Google Support:

<https://gsuite.google.com/learning-center/products/drive/get-started/#!/section-4-3>

