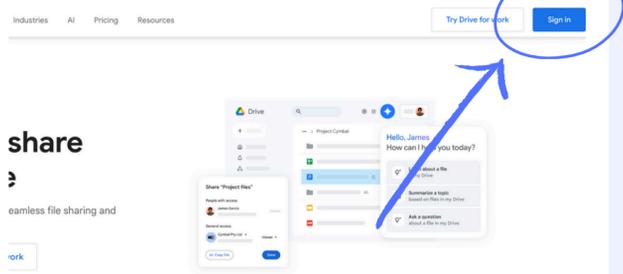
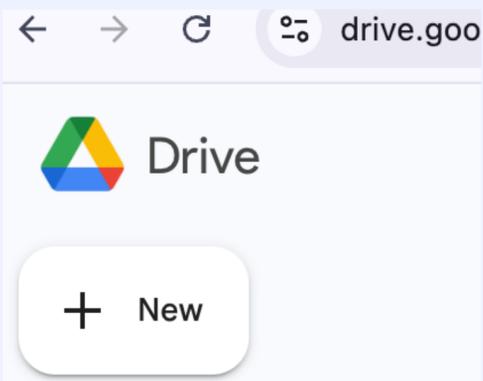


6 Steps to Organizing your Google Drive (on a computer)

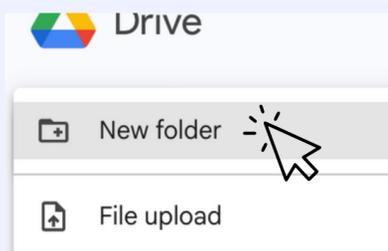
1 Open Google Drive



Enter drive.google.com into your browser's search bar and click the "Sign in" button on the top right and sign into your Google account.

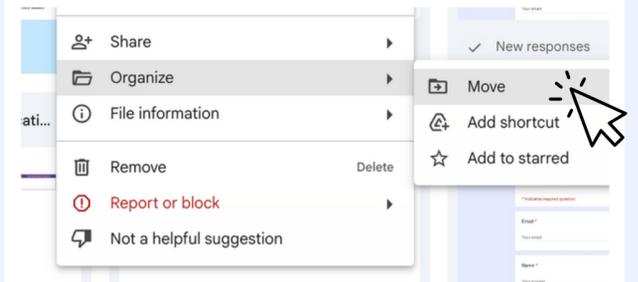


2 Create a folder



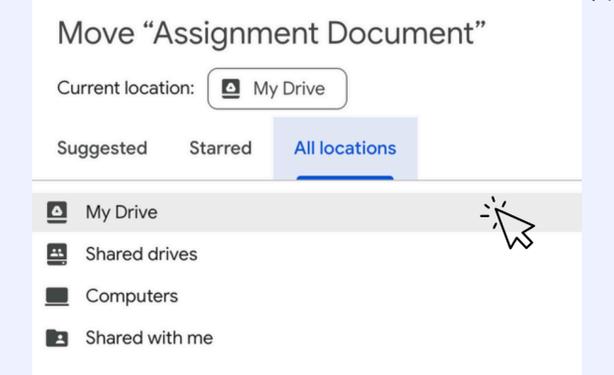
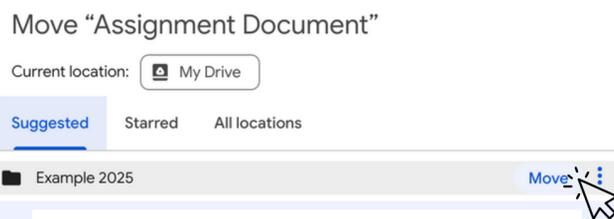
Click the "New" button with the plus icon in the top left. Once clicked, select "New folder" from the dropdown menu. Then, name your folder and click "Create"

3 Find a file to move



Next, find a file that you want to put in the folder. Click on the three dots, hover over "Organize" and select "Move"

Note: you must have editing access to be able to move this file.



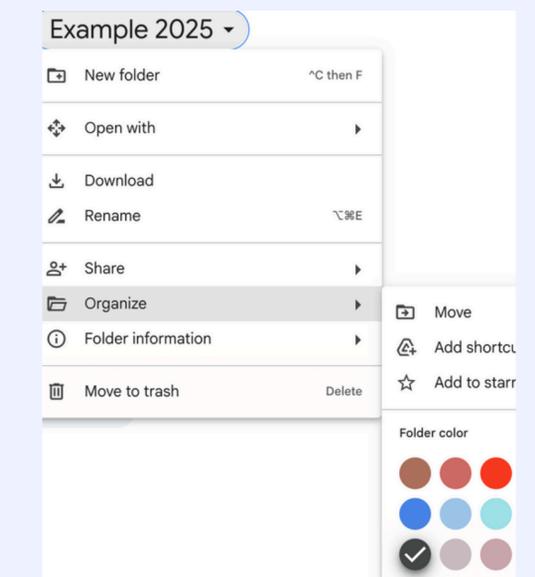
4 Move the file into your folder

Select your folder from the folders under "Suggested." If your folder is not there, go to All Locations > My Drive, and select your folder from there. Once selected, click "Move" on the right of the folder name.

5 Repeat!



Repeat steps 3-4 for every file you want to move into your folder. If you want to create more folders, repeat steps 2-4.



6 Color Code (optional)

First, select your folder. Then, click on the name under the search bar, and a menu will pop up. From there, hover over "Organize" and select your folder's color. Repeat this step for all of your folders.

