

## Favorites Tab

We all have our favorite movies, favorite songs, favorite colors, favorite quotes, so why not have favorite Folders?

GreenFolders has a tab, located on your home screen, named Favorites! Best of all, the folder does not have to be assigned to you to mark it as a Favorite! Add any folder to your Favorites tab with either of the methods below

### Setting a Folder as a Favorite

After opening a folder, you can choose to make that individual folder your Favorite. Just click on the pull down located on the Folder Tab of the folder and click on the Favorite option.

When the folder has not been selected as a Favorite, the star is gray. When the folder is selected as a Favorite, the star is yellow.

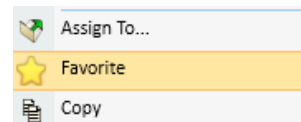
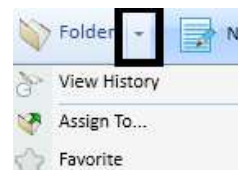
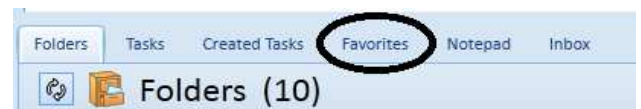
### Setting Multiple Folders as Favorites

You can also choose to make multiple Favorite folders all at the same time right from your Home Screen!

Highlight all the folders you would like to add to your Favorites. Once all folders you want are highlighted, right mouse click and select Favorite!

To remove multiple folders as your Favorite, highlight the folders and click Favorite again.

*Note: Highlight all the folders you would like to add to your Favorites. You can highlight multiple folders by holding the CTRL key and clicking on each folder or you can select all of the folders by clicking on the first folder in the list, holding the Shift key and clicking on the last folder in the list.*



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*For more information regarding this Leaf of Knowledge, please contact a member of the GreenFolders Support Team at 801-747-2132 or [GFSupport@GreenFolders.com](mailto:GFSupport@GreenFolders.com).*

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