DO YOU WANT EASY ACCESS TO A FREQUENTLY USED FOLDER?

Do have a folder you use all the time? Want to make it easier to get at? Put a number "1" in front of it. Since Windows lists folders alphabetically, it will be on the top of any folder list you look at.

I use this for a folder I created with all my Microsoft files. I had created a folder named "Microsoft" in “My Documents”. However, (before I realized I could do this) I always had to scroll around to find the folder. Then I put a "1" in front of it and have had easy access ever since.

All you have to do is right click on the name of the folder you would like to have at the top and click on “Rename”. Then place a “1” in front of the named folder.