

How to organize your Google Drive: 3 tips and tricks to know - Tech Tip
Tuesday 1/30/24

Good Morning CSH.

How to organize your Google Drive: 3 tips and tricks to know

If you want to improve your daily Google Drive efficiency, these three tips can help.

How to organize your Google Drive

1. Color code your folders

To simplify the folder hierarchy, color code folders, so all you have to do is look for the color instead of the name.

To color code a folder, right-click the folder in Google Drive and select Change Color > COLOR (Where COLOR is the color you want to set for the folder in question).

2. Use the Star feature for quick access to important files and folders

I have certain documents that I have to refer back to regularly, but these are scattered throughout my Google Drive folder hierarchy. I don't want to have to search for those documents (because that's a waste of time). Instead, I star those documents so that all I have to do is then go to the Starred folder to surface them.

Also: How to automatically convert Google Drive uploads to Docs format

To star a document, you simply have to click the star icon directly to the right of the file name.

The star icon can make it considerably easier to find a document.

To access your starred content, just click the Starred entry in the left navigation of Google Drive to reveal every document you've added to this folder.

3. Use the Advanced Search tool

Finally, try the Advanced Search tool. The regular Search feature in Google Drive is pretty powerful in and of itself, but you have to know exactly how to use it. Of course, you can always use the standard search bar, but you have to know what you're doing. For example, you could search for a PDF file that contains "google drive" in the name (or content) with a search string like this:

google drive type: pdf

Or maybe you want to search for all PDF files that were created prior to 2022, which can be done with:

type: pdf before: July 2020

There's also an easier way to do a detailed search. Instead of having to learn the ins and outs of the text-based search, click the Advanced button (the icon at the right edge of the search bar) and, when the pop-up appears, start to narrow down your search by selecting a file type, an owner, words within the file, a name for the file, a location, modification date, approvals, shared with, and follow up.

Tips taken from Jack Wallen - [LINK](#)