



Now that all your files are in Google Drive, here are some of the key ways you can stay organized.

In this section, you learn how to:

- 4.1 Create folders
- 4.2 Move files to folders
- 4.3 Star important files and folders
- 4.4 Search and sort your files and folders

## 4.1 Create folders

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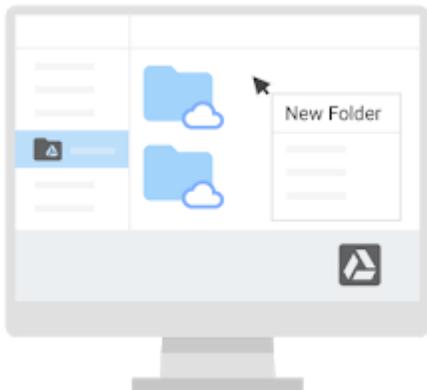
Any new folders you create in your computer's Drive File Stream folders or in Drive on the web automatically appear on your devices so that you're organized everywhere.

### On the web

1. Open [Drive](#).
2. Click **New** > **Folder**.

### On your computer

Using Drive File Stream, create new folders in Drive (My Drive or shared drives) the same way you create other folders on your computer.



## 4.2 Move files to folders

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### On the web

Move a file to a folder in My Drive:

1. Select the file.
2. Click **More**  $\vdots$  > **Move to**

3. Select the folder and click **Move** or **Move here**.

You can also drag files and folders to a folder in My Drive on the left.

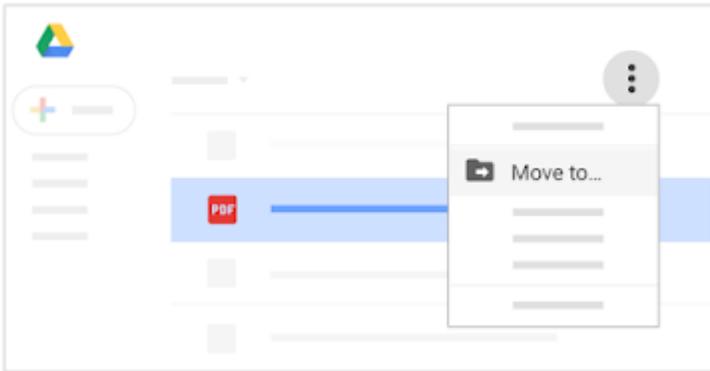
#### Organize files in the Search results, Recent, Starred, Shared with me views:

1. Select the file and if it's not in My Drive, click Add to My Drive .
2. Click Move to , select the folder, and click **Move** or **Move here**.

**Note:** If you move a file under Shared with me, it only moves your copy.

#### Make a copy of a shared file:

1. In Shared with me, right-click a file and select **Make a copy**.
2. (Optional) To move the file:
  - a. In the pop-up window at the bottom, click **Locate**.
  - b. Right-click the file and click Move to .



#### On your computer

Select the files you want to move and drag them to any folder in Drive, the same way you'd move any other file on your computer.

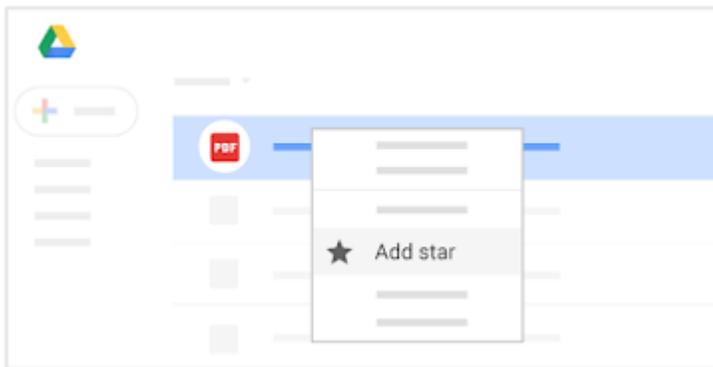
## 4.3 Star important files and folders

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#### On the web

Flag important files or folders to quickly find them later.

1. Right-click a file or folder and select **Add star**.
2. (Optional) To see all your starred files and folders, on the left, click **Starred**.



## 4.4 Search and sort your files and folders

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### On the web

It can be difficult to browse through hundreds of files just to find the one you need. So, try searching Drive instead.

When you put your cursor in the Drive search box, you see a list of file types that Drive suggests to filter your search. These are files that you use frequently or that might increase your productivity. You also see people you frequently collaborate with.

#### Search for files or folders in Drive:

1. In the Drive search box, enter a word or phrase.  
To help you search faster, Drive suggests search terms as you enter text.
2. Click a suggestion to open it or click Search  to see a list of results.

#### Use advanced search options:

1. On the right of the search box, click the Down arrow  .  
Choose any option or combination of options to filter your results further.
  - Type**—Search by file type.
  - Owner**—Search by file owner.
  - Location**—Search by location (including items in the Trash or Starred). You can only search for folders that are in My Drive or in shared drives. If you want to search a folder that appears in Shared with me, you need to add the folder to My Drive first.
  - Date modified**—See items that were recently modified by anyone (not just you).
  - Item name**—Search for a term in the file name.
  - Has the words**—Search for files that contain certain words.
  - Shared with**—Search for someone that has access to the file.
  - Follow up**—Search for files you own with suggestions, or files with action items assigned to you.
2. Click **Search**.

