

How to use My Favorite Files to create favorite files on Windows

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The My Favorite Files application is basically like File Explorer on Windows, managing folders or files on your computer. However, this My Favorite Files application has a few more interesting features such as creating shortcuts and grouping your favorite folders, files and drives to access them quickly when you need them. Users can be divided into different groups with topics selected by the user. The following article will guide you to use the My Favorite Files application on your computer.

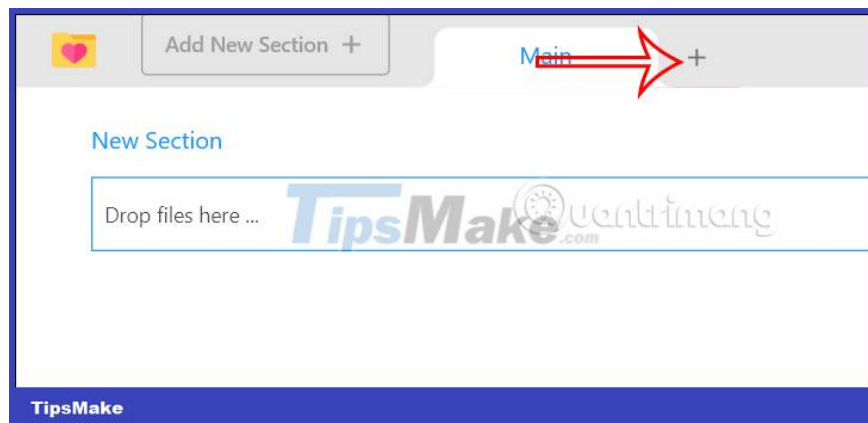
Instructions for using My Favorite Files on your computer

Step 1:

Users download the My Favorite Files application for computers according to the link below.

Step 2:

At the application interface, users can click on **the plus icon** to create a new management tab.



When we click on **the 3-dot icon at each tab**, we will have the option to delete the tab or rename this created tab.



Step 3:

In each tab, users **click Add New Section to create a new file, folder or drive area.**

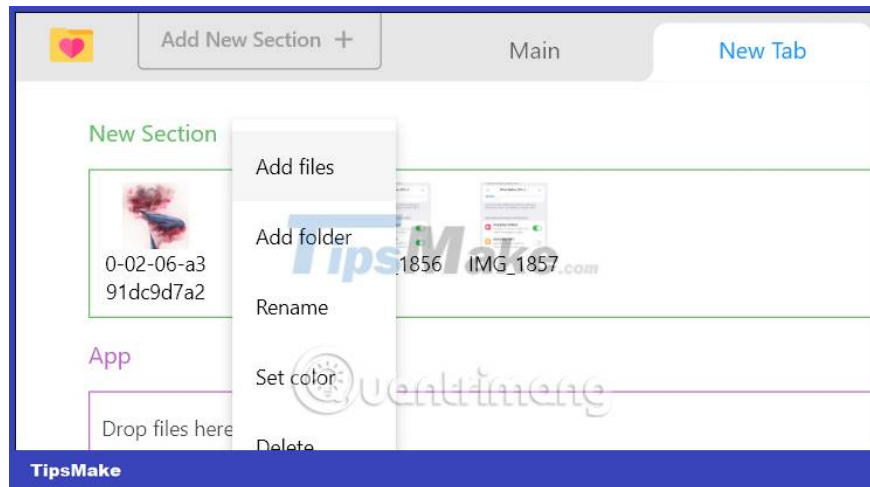


Then you just need to drag and drop image files, videos, documents, drives, etc. to Drop files here. Immediately the user saw all the files that we put in this area.

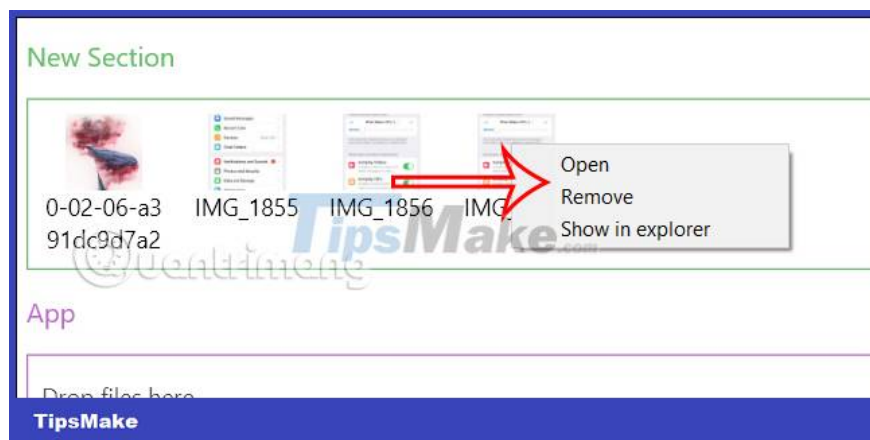


You continue to click Add New Section to create another file management area if you want.

Every time you click on **the 3-dot icon in each management area**, there will be more options such as adding files, folders, renaming, changing colors and deleting.



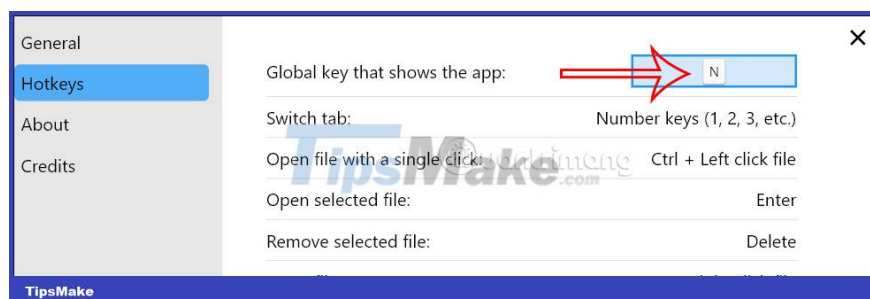
When **right-clicking on the file** , it displays 3 more options as shown below.



Step 4:

Tap **the gear icon** to see the settings for the app. You will see **the shortcut Alt + E** reopen the application after closing. If you like, you can also change that shortcut.

In addition, we also have shortcuts number 1, 2, 3, . to move back and forth the management tabs.



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