

Adding the *youGROW* Standard Letters Folder to the MS Word 'My Places' Bar

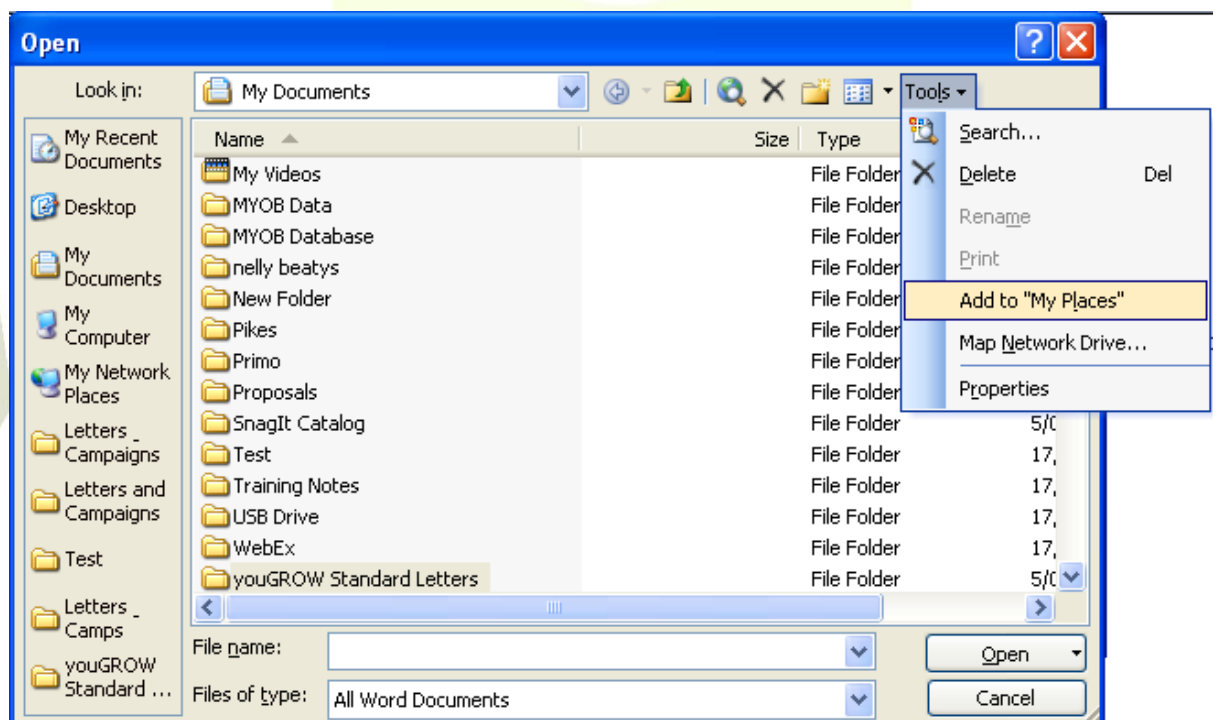
Shortcuts can be added to the My Places bar for commonly used folders. This saves time instead of having to browse to find the folder – especially when you are on a network and have many locations and subfolders to browse for. We generally do this with the “Letters & Campaigns” folder you use with *youGROW*, however, you can add any folder to the “My Places” tab in Excel, Publisher or Access. You’ll probably find this a useful tip in other areas of your business.

For the example below, we have used Word, and the “Letters & Campaigns” folder.

1. Open MS Word.
2. From the toolbar select File | Open.

The Open window is displayed.

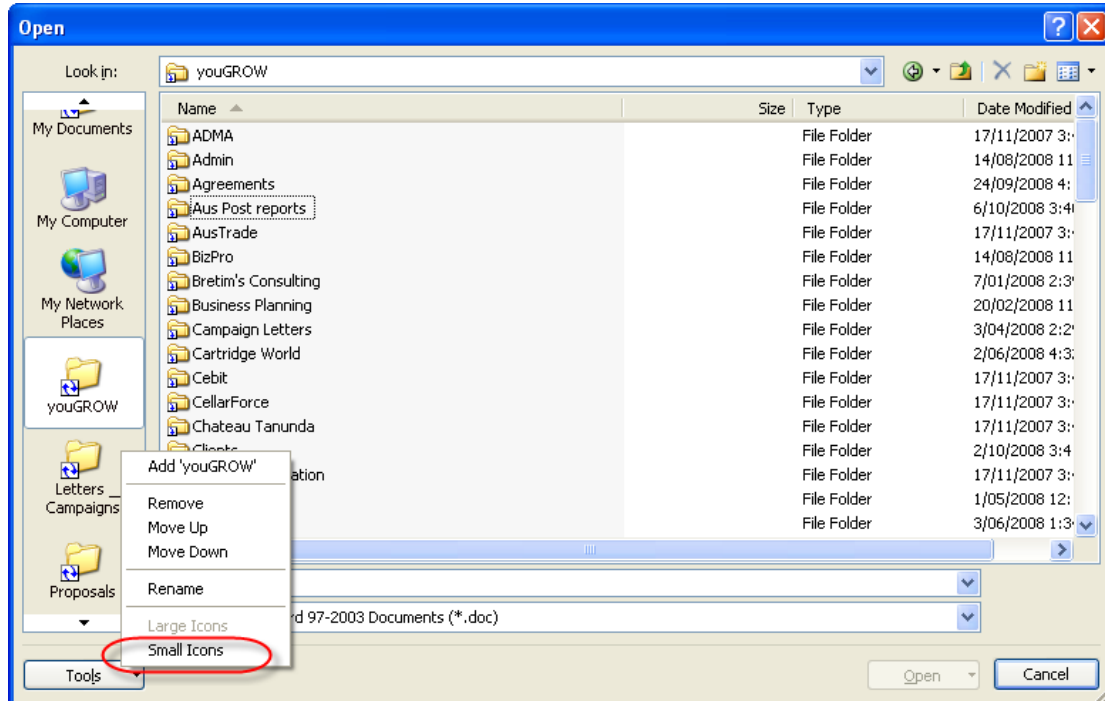
3. Browse to and select the folder of standard letters for which a shortcut is required.
4. Select Tools | Add to “My Places”.



The shortcut is added to the My Places list.



Now Right-click on the shortcut in the My Places list for a range of options. Select “Small Icons” to enable more folders to be seen at a glance in the My Places List.



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