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The Google Drive Trick Keeps My Files Perfectly Organized

As a professional writer, I know how important it is to keep my files organized. I've tried many different methods, but nothing works as well as Google Drive.

Here's how I do it:

1. I create a folder for each project I'm working on. This way, I can keep all the files related to that project in one place.

2. I use the "Share" button to share the folder with my clients. This way, they can see the progress of my work and provide feedback.

3. I use the "Move" button to move files from one folder to another. This way, I can keep my folders organized and easy to find.

4. I use the "Download" button to download files to my computer. This way, I can work on them offline.

5. I use the "Upload" button to upload files to Google Drive.

6. I use the "Delete" button to delete files from Google Drive.

7. I use the "Restore" button to restore files from the trash.

Google Drive Tricks

Padhraic Smyth

A red circular graphic with a gradient, appearing as a partial circle or a stylized arrow pointing to the right, located to the right of the author's name.

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