

# Customize MY Places in the Office Dialog Box

## What?

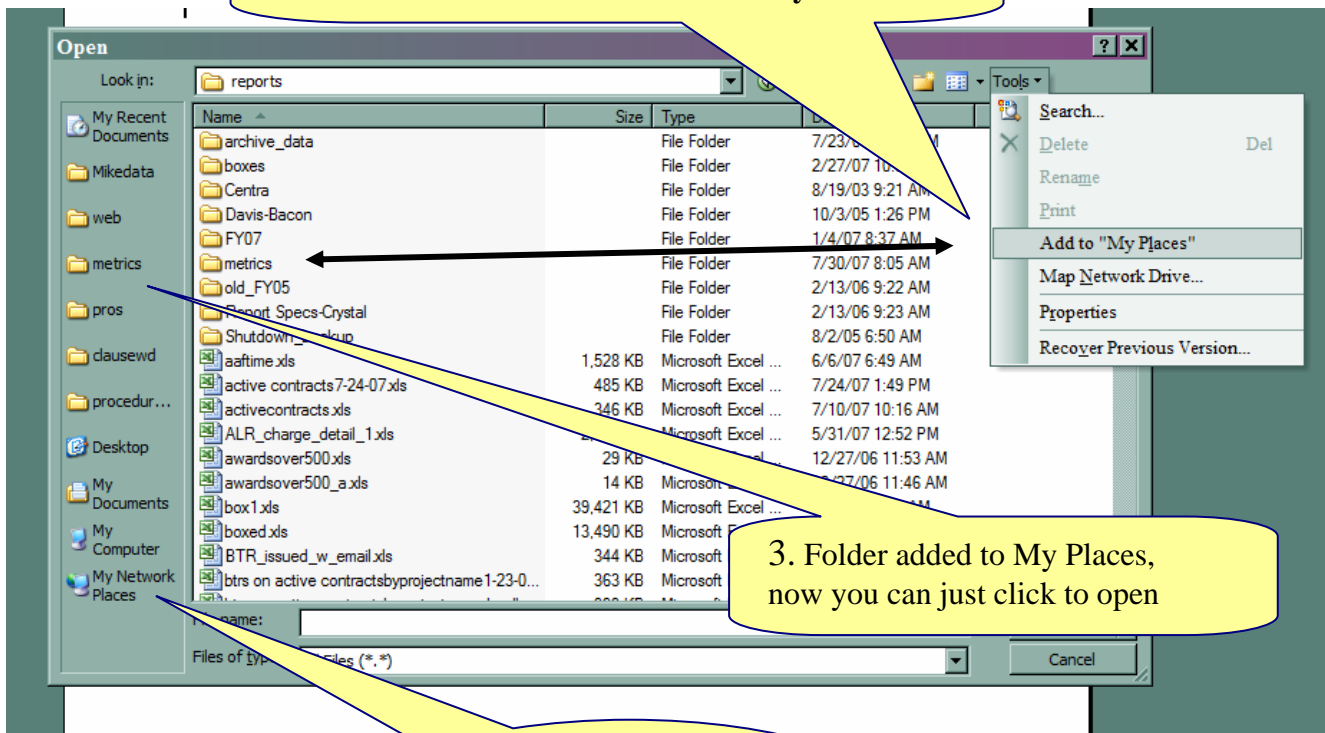
Add frequently used folders to the File open dialog Box. Avoid having to drill down through multiple folders and/or network drives

## Why?

Jump to frequently used folders including network share drives

## How?

- 1- Highlight the folder – but don't open
- 2- On the tools menu select "Add to my Places"



Right - click an icon for options to move up or down and make smaller