

RE: Change the font color of a file to help identify it easier.

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Source: <http://www.tech-archive.net/Archive/Office/microsoft.public.office.misc/2005-05/msg01966.html>

- *From:* "Beth Melton" <bmelton@xxxxxxxxxxxxxxxxxxxxx>
 - *Date:* Mon, 23 May 2005 10:52:08 -0700
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I disagree for the same reasons Bob cited. And there are already numerous options available for locating important and commonly used files.

- Create a shortcut to the document(s) and place them on your Desktop or Quick Launch/Windows toolbar
- Place the document in its own folder and change the folder icon so it can be easily recognized
- Or create a shortcut and modify the shortcut icon
- Modify the file name and include a symbol at the beginning so if sorted in ascending order it will appear at the beginning of the file list

Please post all follow-ups to the newsgroup. Email requests for assistance can not be acknowledged.

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Beth Melton

Word FAQ: <http://mvps.org/word>  
TechTrax: <http://mousetrax.com/techtrax/>

"Dr. PC" wrote:

- > I have a great deal of files in one of my folders at work. I have one file
- > that I need often and would like to change the color of the files name to red
- > so I can identify it quicker. This file contains very important information
- > and locating it by changing the files name to bold red would really be nice.
- > Maybe this idea would be something that Mr. Gates might want to employ in
- > his next Office program.
- >
- > -----
- > This post is a suggestion for Microsoft, and Microsoft responds to the
- > suggestions with the most votes. To vote for this suggestion, click the "I
- > Agree" button in the message pane. If you do not see the button, follow this
- > link to open the suggestion in the Microsoft Web-based Newsreader and then

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> click "I Agree" in the message pane.

>

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<http://www.microsoft.com/office/community/en-us/default.aspx?mid=d61ff0ca-36ad-41ce-be3f-9326b9fa8b70&ds>

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• **References:**

◆ ***Change the font color of a file to help identify it easier.***

◇ From: Dr. PC

• Prev by Date: ***Re: How do I block all emails sent in a language other than English***

• Next by Date: ***Re: Scanning***

• Previous by thread: ***Re: Change the font color of a file to help identify it easier.***

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