

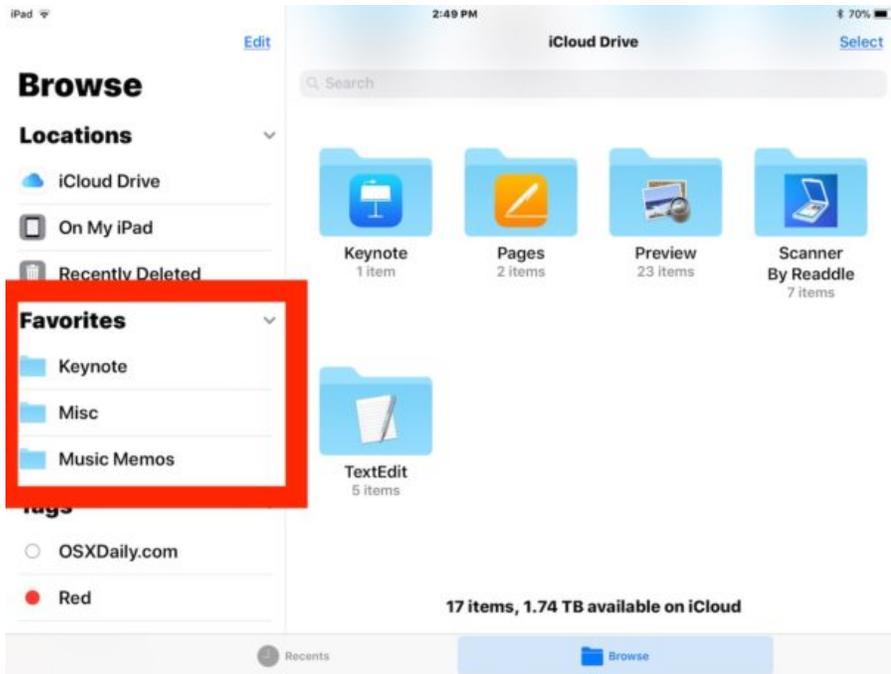


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# How to Add Folders to Favorites List in Files for iOS

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The Files app on iPhone and iPad is a bit like a light version of Finder on Mac, offering direct access to files and folders in iOS 11. If you find yourself accessing a particular folder often within Files app, you can make it quicker to access by adding it to your Favorites list. Once an item is added to the Favorite list of iOS Files app, it will be visible in the Favorites section of the app, or the sidebar for iPad users when Files app is in horizontal mode.

You can add a folder to the favorites section of iOS Files app with a tap trick or with drag and drop, we'll show you how to use both. And of course, we'll also show you how to remove an item from the Files app Favorites list too.

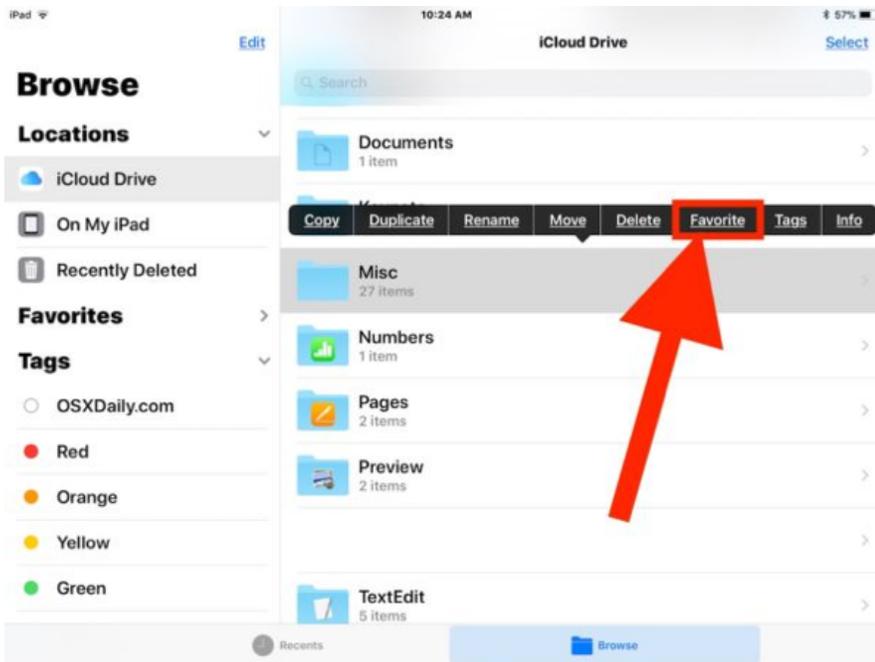
# How to Add Folders to Favorites List in Files for iOS

All iPhone and iPad users can add folders to favorites by using a simple tap trick:

1. Open the Files app in iOS if you have not done so already



2. Locate the folder you want to add to the Favorites list
3. Tap and hold on the folder and choose “Favorite” when the black menu appears on screen



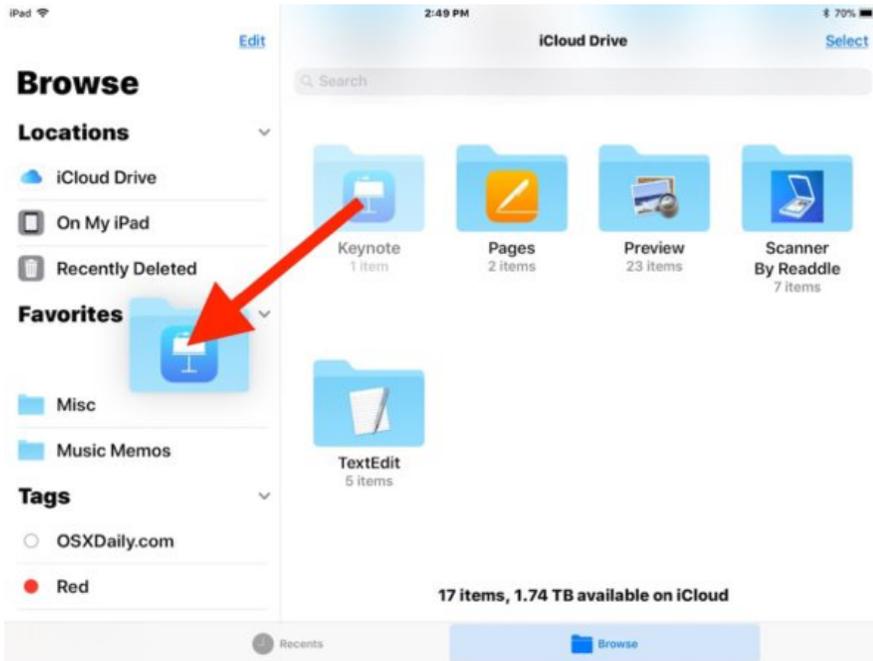
4. Repeat with other folders to favorite as necessary

The folders will appear in the Favorites list in the “Locations” section of the Files app when at the Browse screen, or in the sidebar if you use Files app in horizontal mode on the iPad.

## How to Favorite a Folder on Files for iPad with Drag & Drop

The iPad Files app features drag and drop support that is quite similar to the Mac by having the sidebar constantly visible when the device is in horizontal mode.

1. Place the iPad in horizontal position and open the Files app
2. Tap and hold on the folder you want to favorite, then drag it into the Files app sidebar under the “Favorites” section, then let go



3. Repeat with other folders to favorite as necessary

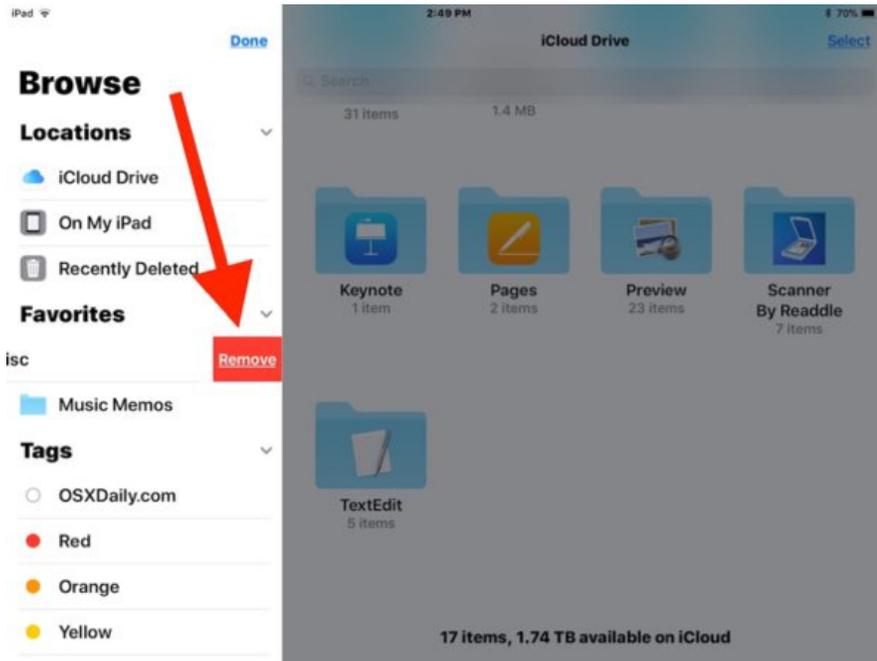
The drag and drop approach to adding items to favorites in iOS Files app works just like [adding folders to the Favorites sidebar in Finder for Mac OS](#), so if you're on an iPad and coming from a Mac background the process should feel similar.

Drag and drop support also works in vertical mode and Files app on iPhone, but you'll need to tap and hold on the folder with one finger while using another finger to tap on "Locations" and then drop it in the Favorites list from there. It works, but it's a lot easier to do it in horizontal view on iPad.

## How to Remove a Folder from Favorites List in Files for iOS

Removing a folder from the favorites list is easy as well:

1. Go to the Locations section of the Files app and find the folder you want to remove from the Favorites list
2. Swipe left on the folder to remove from Favorites and choose "Remove"



3. Repeat with other folders to remove from the iOS Files favorites list

Keep in mind you can also just toggle the little “>” arrow button next to the Favorites list to hide the favorites items as well, though that will hide the entire Favorites list rather than remove any of the items in the list.

The new iOS Files app is simple to use while still retaining a good feature set, if you don’t have Files app in iOS it’s probably because you don’t have iOS 11 or later installed on the iPhone, iPad, or iPod touch, or perhaps you inadvertently deleted the Files app, in which case you’d either need to update iOS or re-download the Files app again.

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