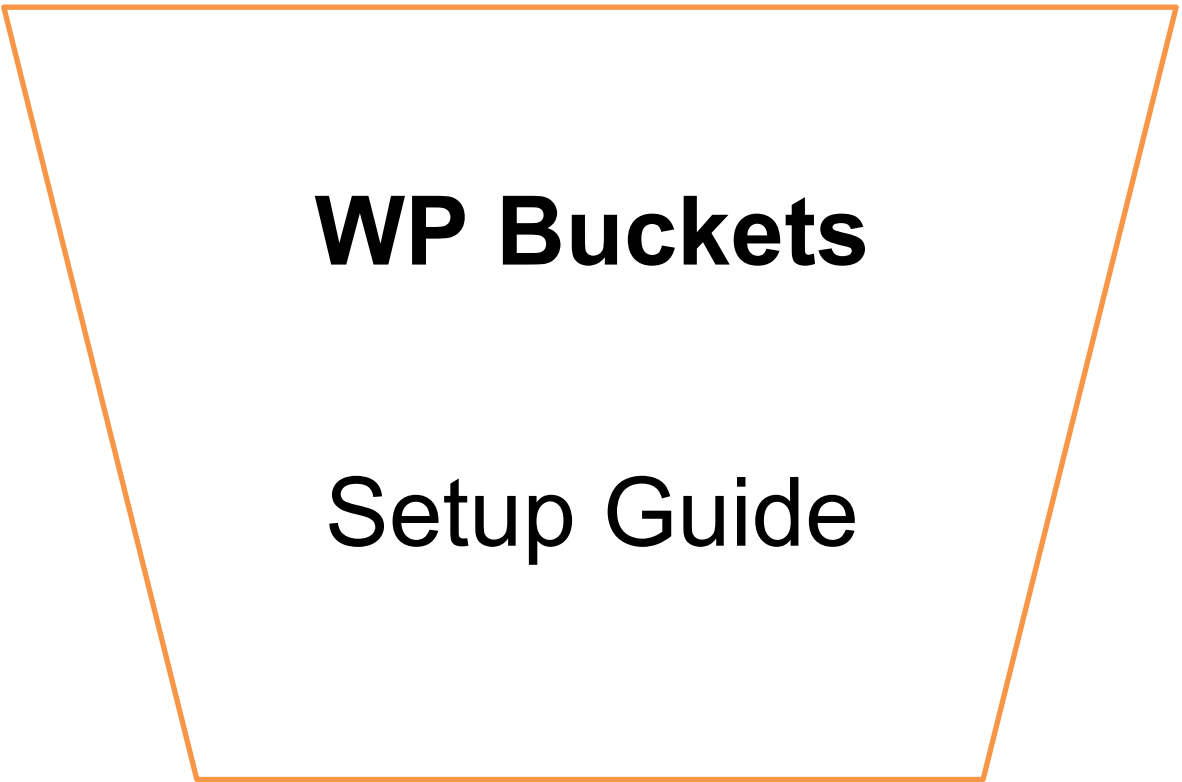




WP Buckets

Setup Guide

Edition 2022

Version 1.0

by Mastery Labs

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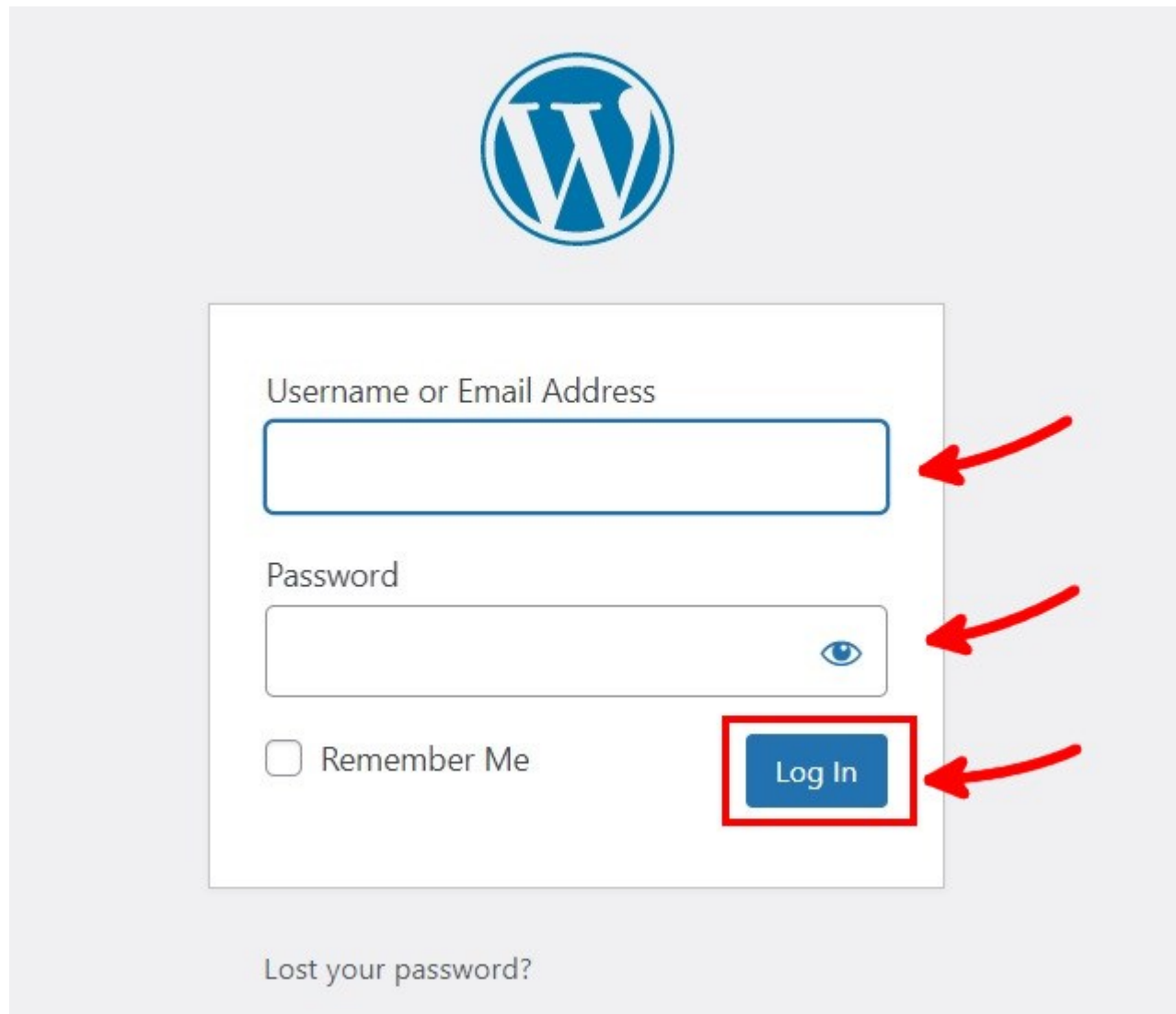
1. Install and activate WP Buckets plugin

1.1 Log into WordPress Admin area.

1.1.1 Open WordPress admin login page.

1.1.2 Enter WordPress Username and Password

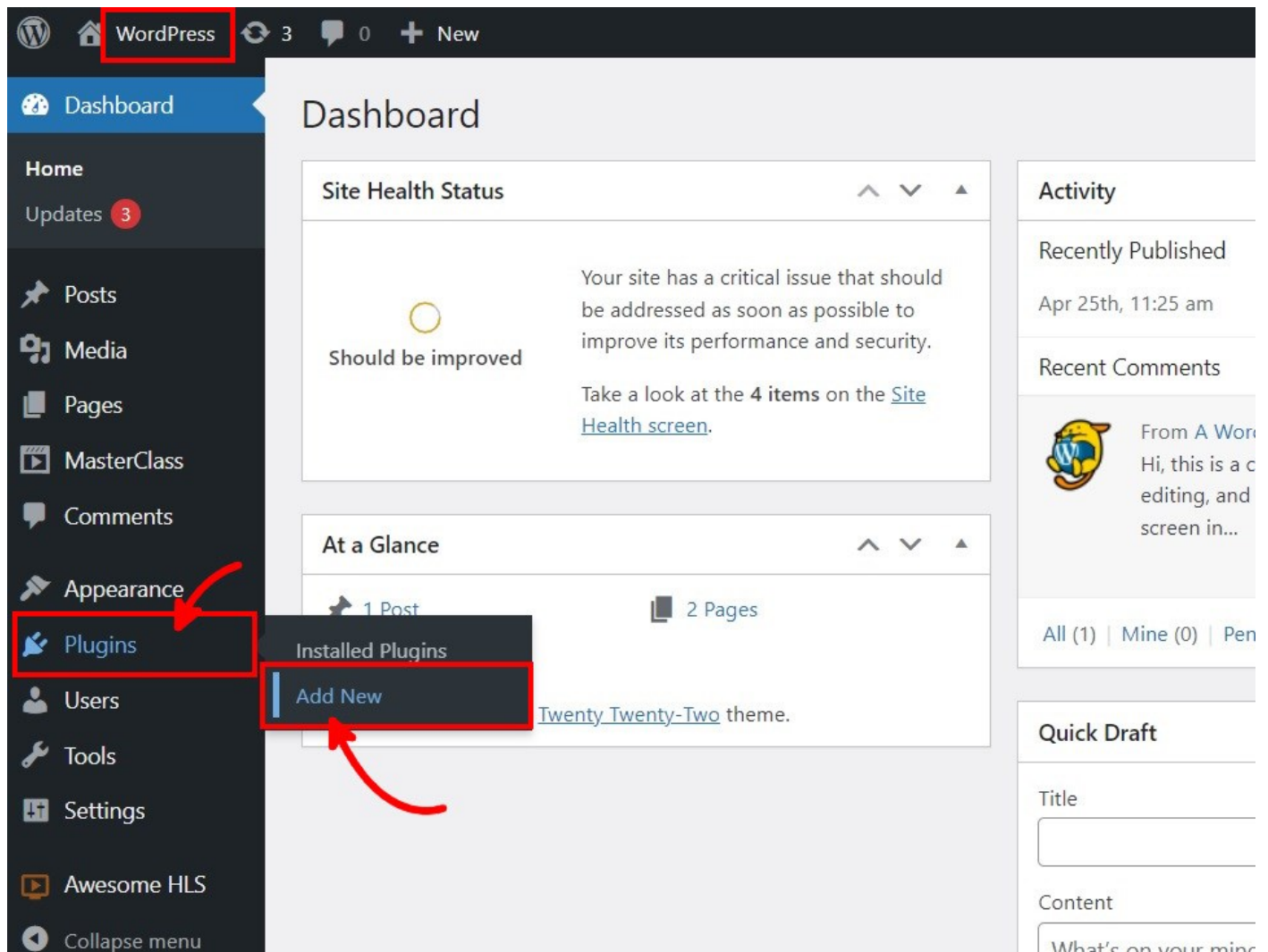
1.1.3 Click “Log In” button.



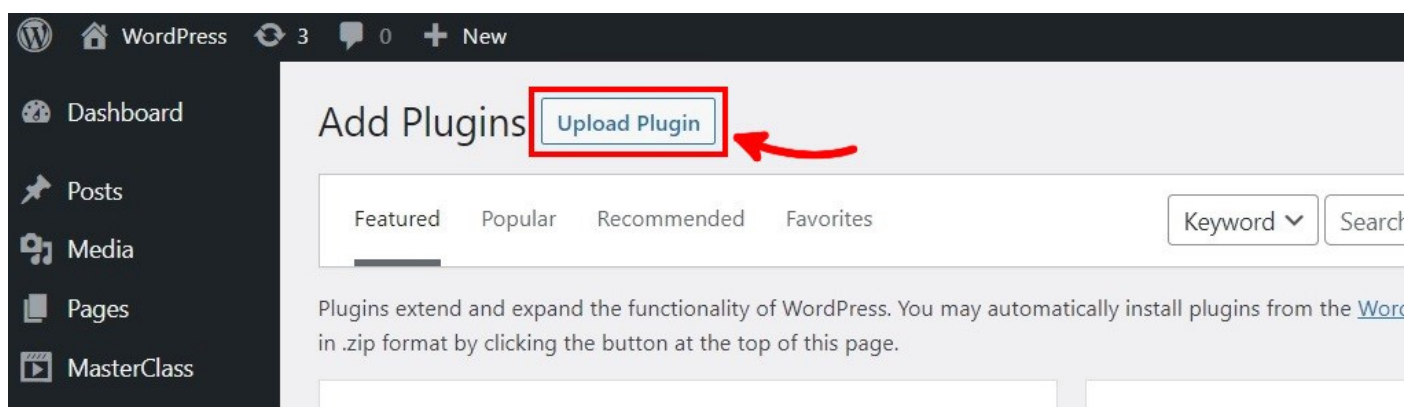
1.2 Install WP Buckets plugin

1.2.1 Place mouse pointer over Plugins option in WordPress Admin Menu.

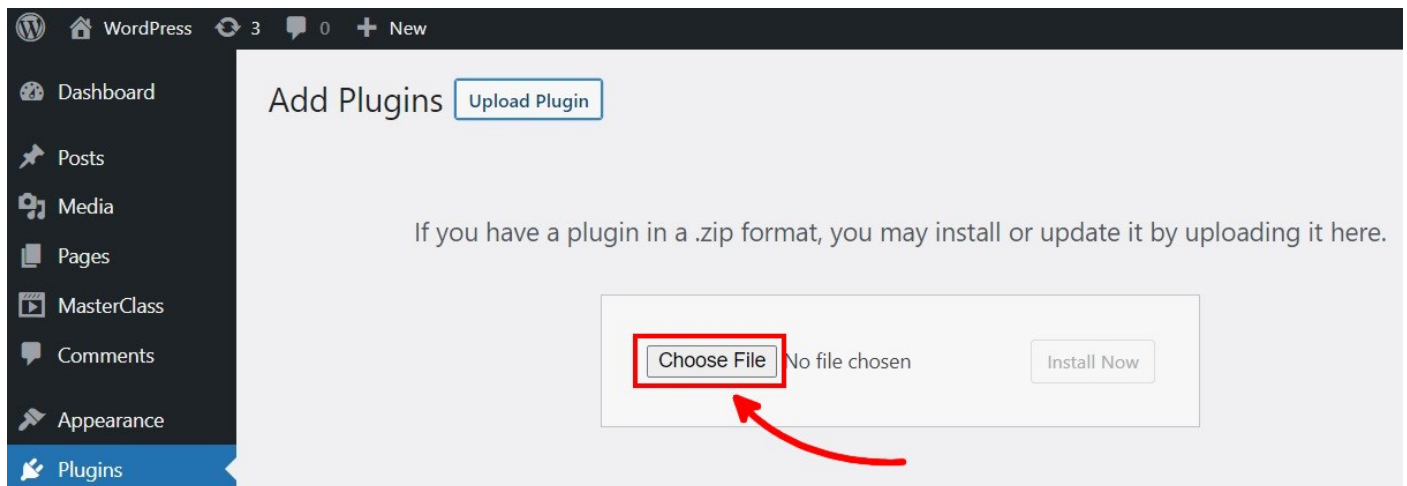
1.2.2 Click “Add New” option from displayed submenu.



1.2.3 Click “Upload Plugin” button.

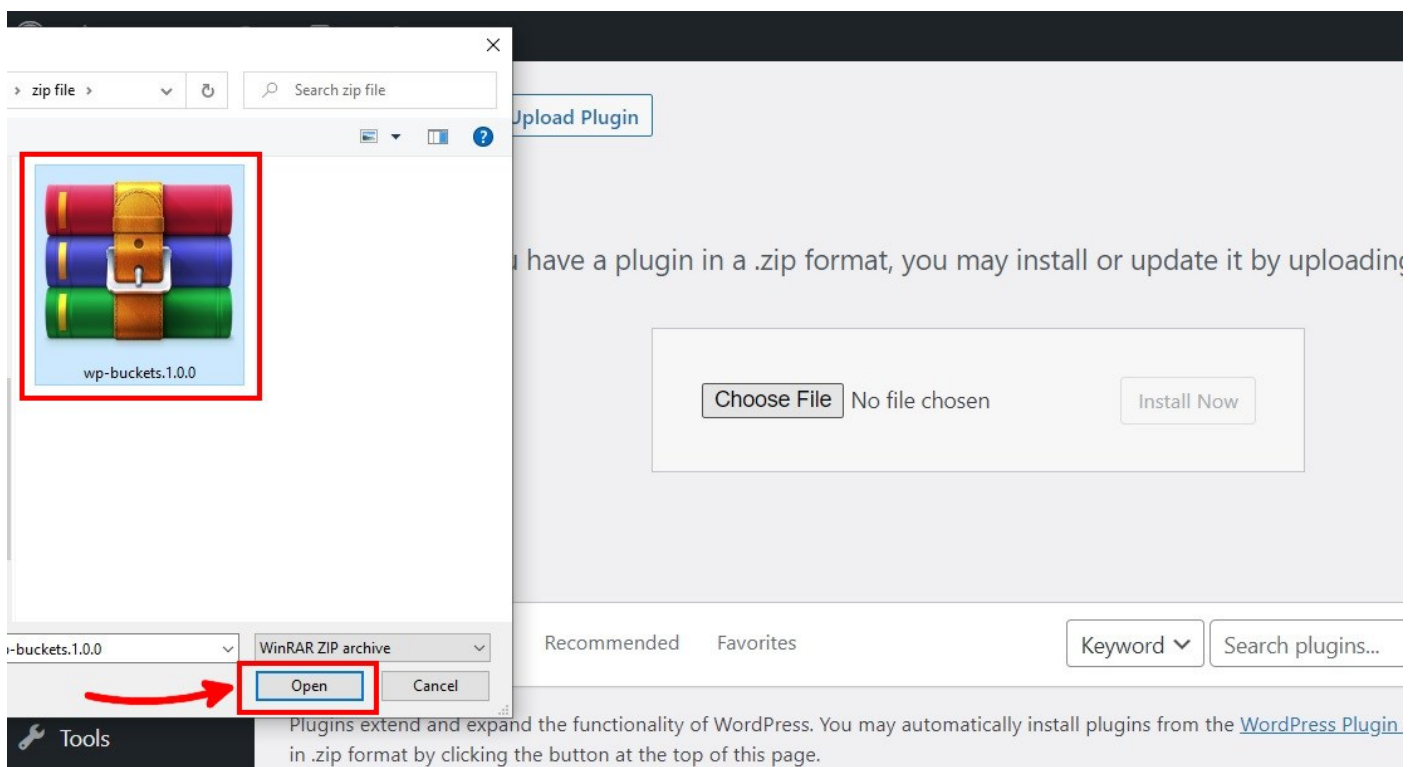


1.2.4 Click “Choose File” button.

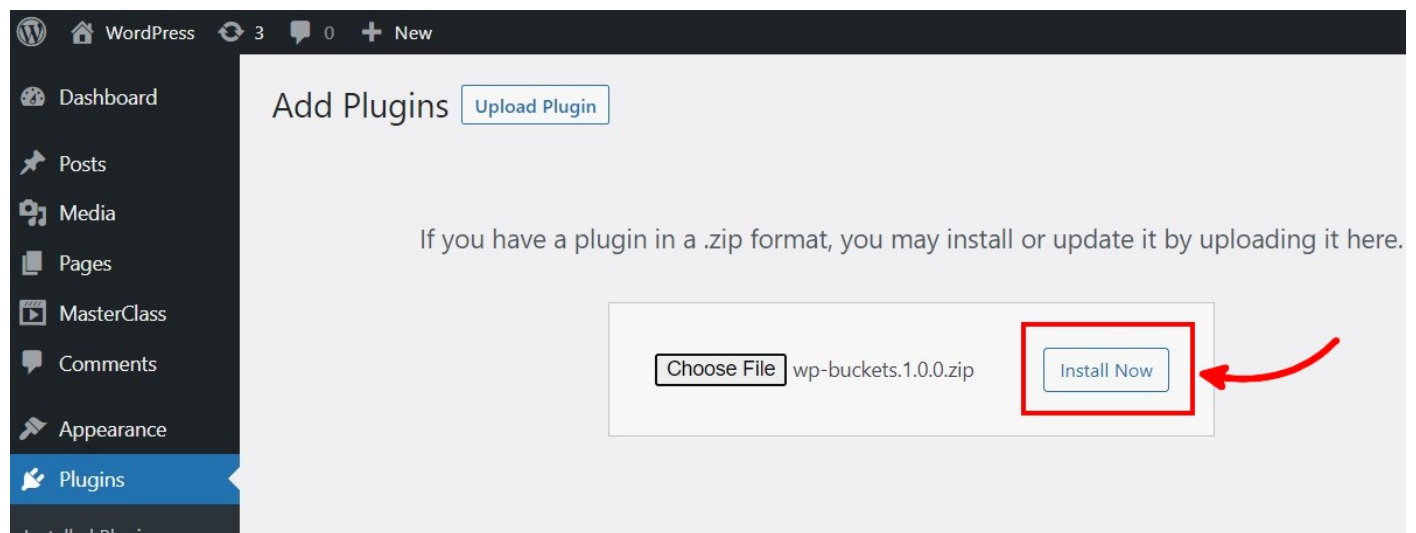


1.2.5 Locate and select wp-buckets.zip file on computer.

1.2.6 Click Open button.

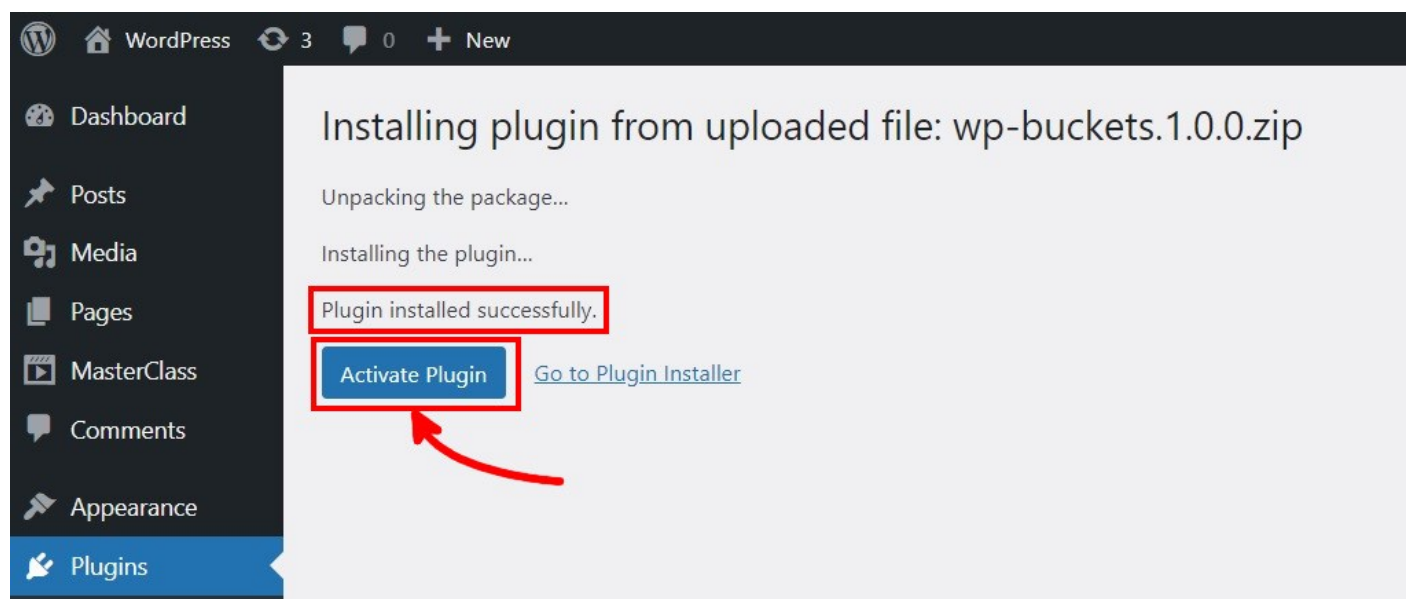


1.2.7 Click “Install Now” button.



1.2.8 Installation is ready when message “Plugin installed successfully” is displayed.

1.2.9 Click “Activate” Plugin button.



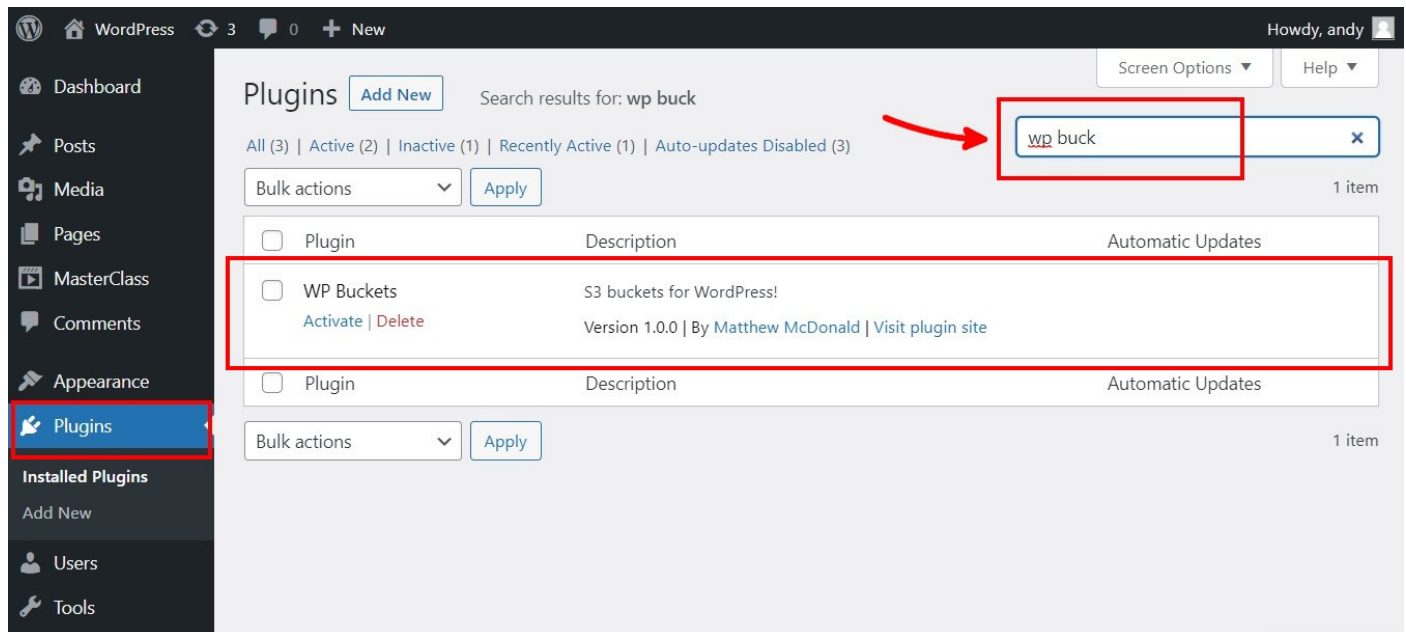
1.3 Activate WP Buckets plugin

Note: Skip this section if previously activated.

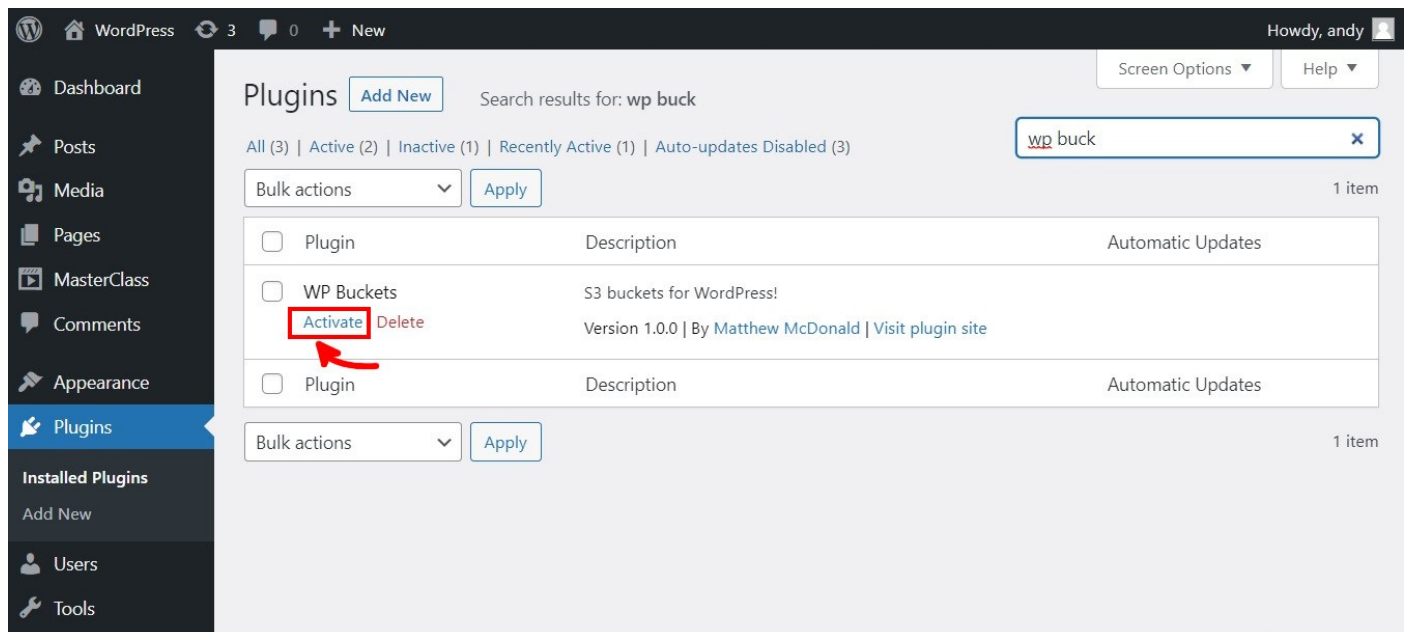
1.3.1 Open Plugins page by selecting Plugins from Admin menu.

1.3.2 Start typing “wp buck” in the search field.

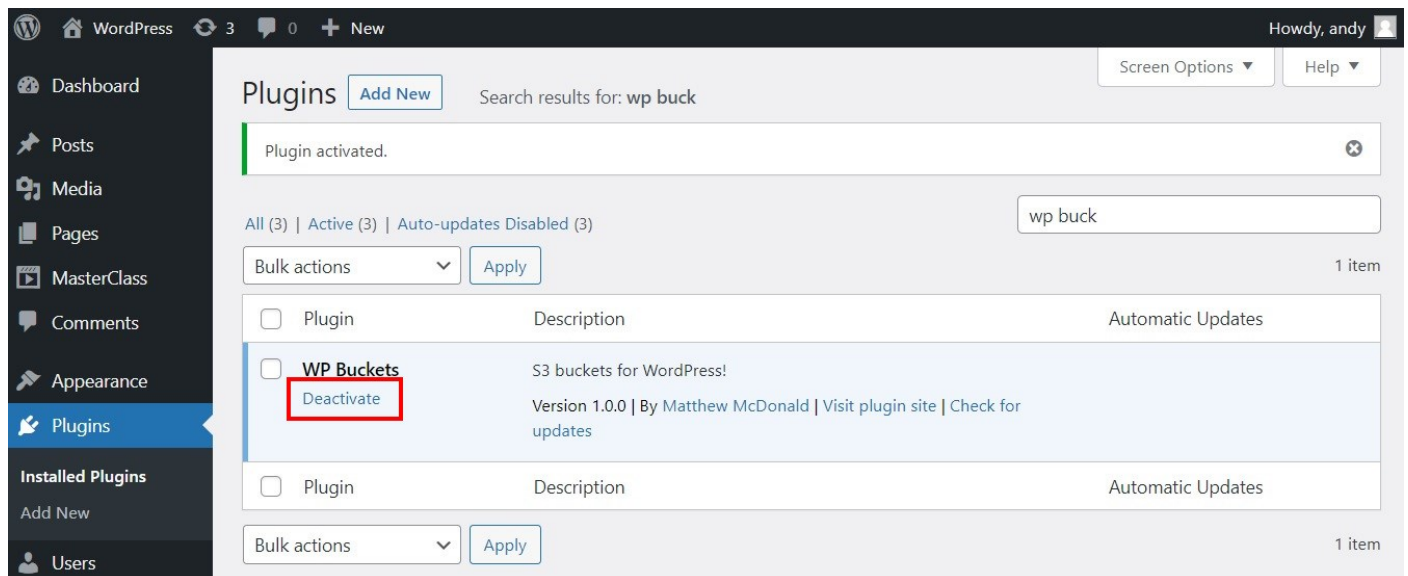
1.3.3 WP Buckets is displayed at the top of plugin list.



1.3.4 Click on Activate.



1.3.5 WP Buckets plugin is active when option to Deactivate is displayed.



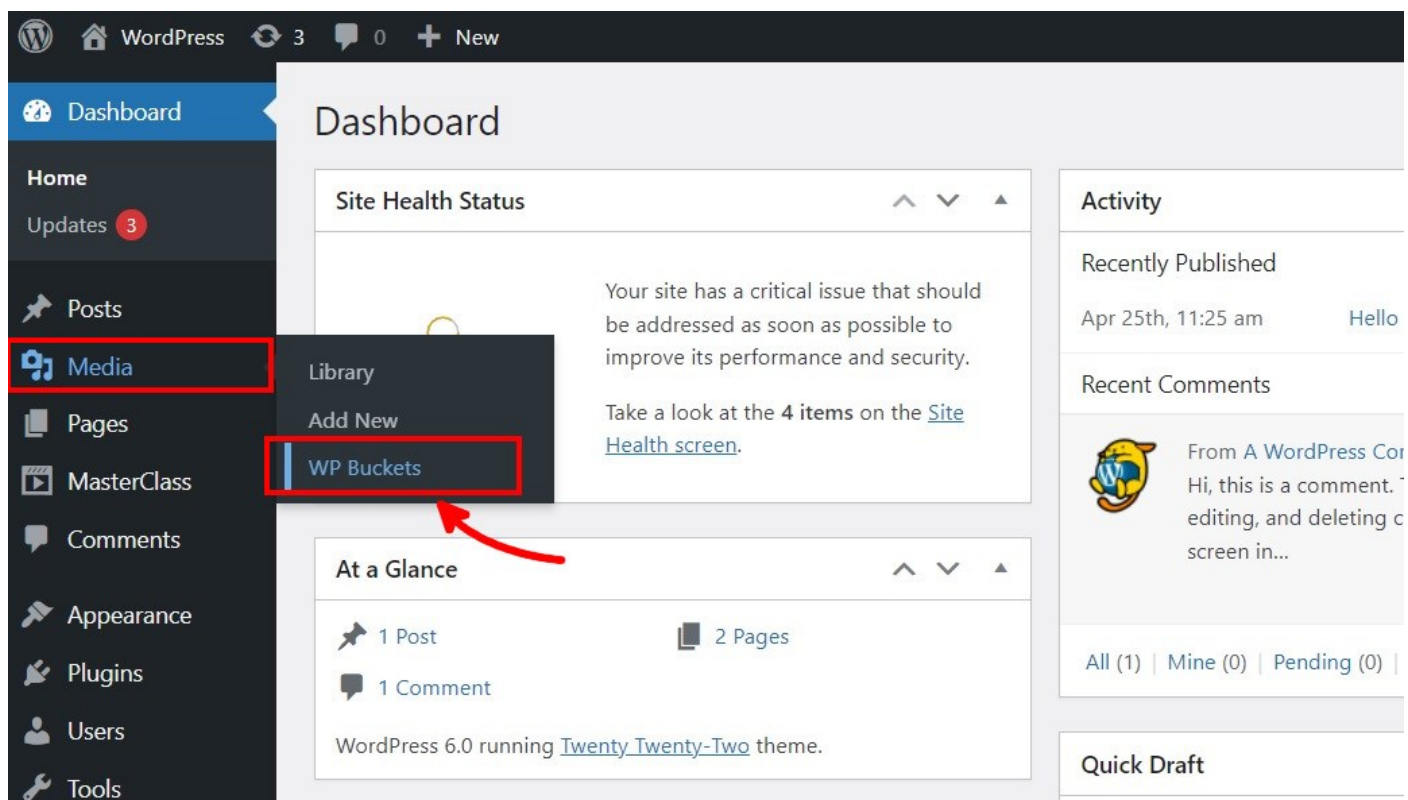
2. Setup WP Buckets Settings

2.1 Open WP Buckets Settings

2.1.1 Log into WordPress Admin

2.1.2 Hover mouse pointer over Media option.

2.1.3 Click WP Buckets from Media option submenu.



2.2 License Activation

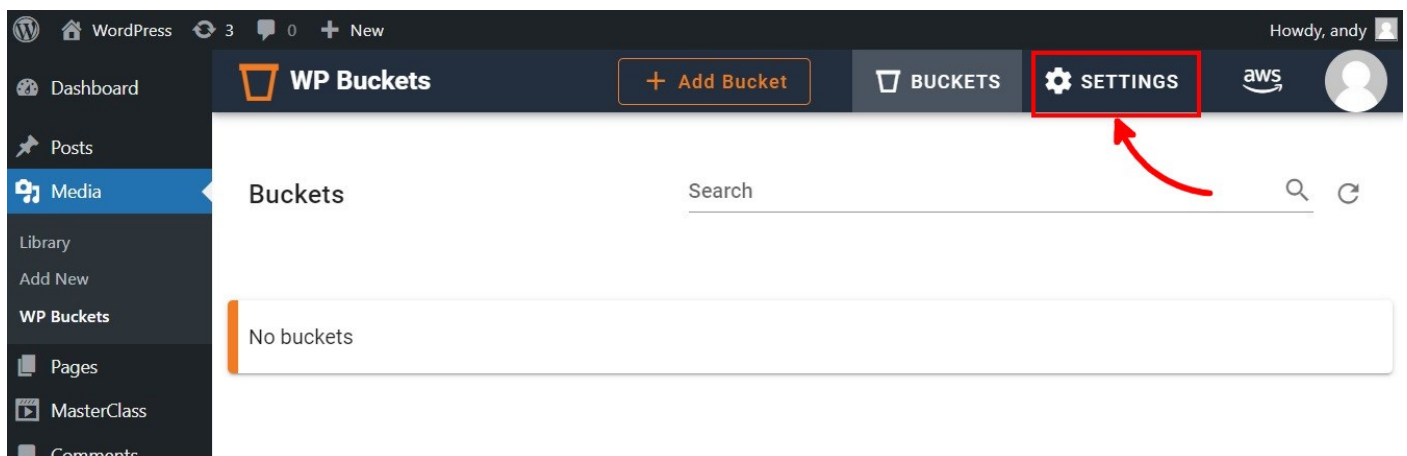
Note: Fill in License details when opening WP-Buckets for the first time.

2.2.1 Enter license Email and Password.

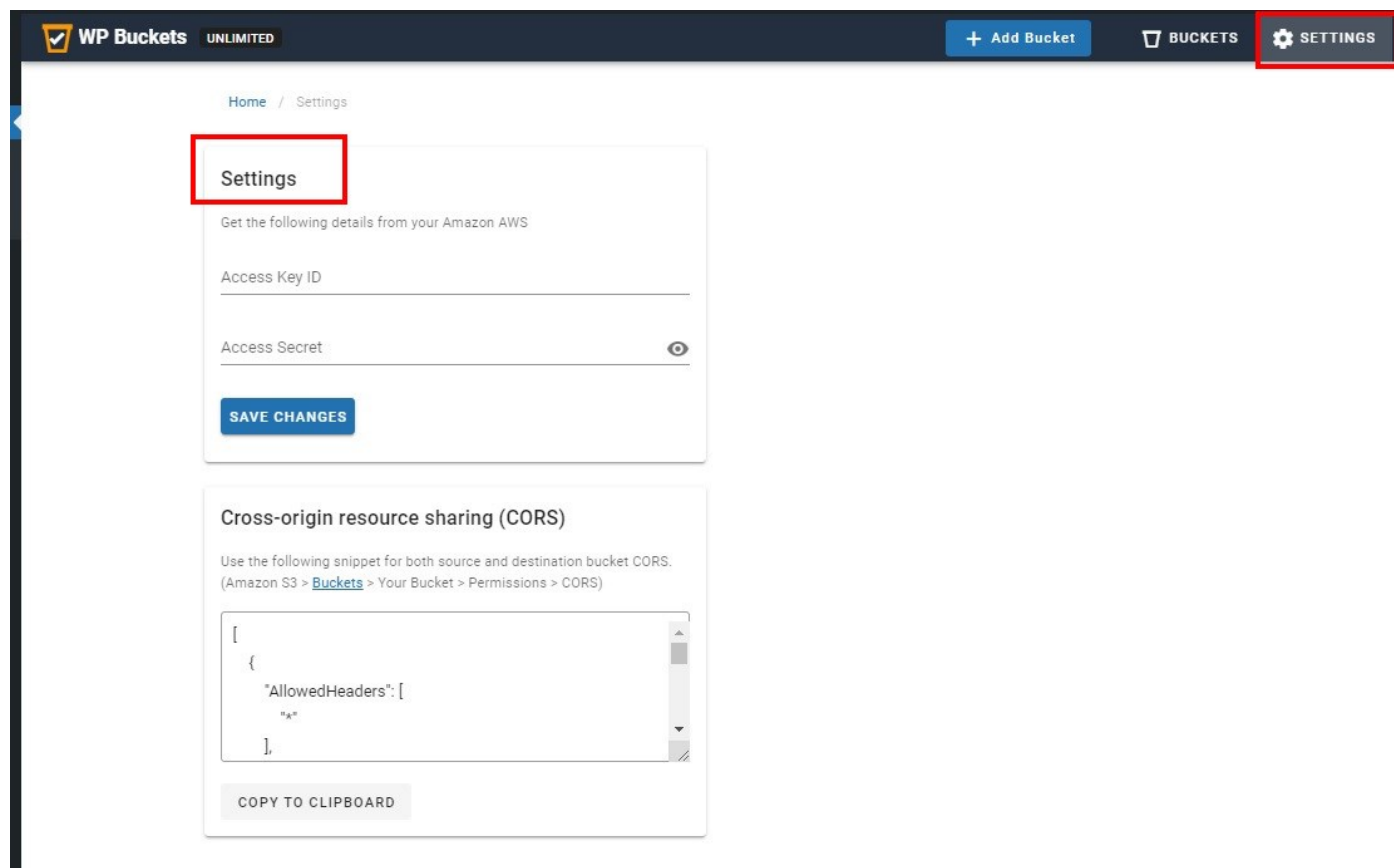
2.2.2 Click “Activate License” button.

A screenshot of a 'License Activation' form. The form has a title 'License Activation' and a subtitle 'Enter your account email and password to activate license. (Same as your members login)'. It contains two input fields: 'Email' with the value 'matt@masterylabs.com' and 'Password' with a masked value '*****'. Below the fields is an orange button labeled 'ACTIVATE LICENSE'.

2.2.3 Select Settings option from the top.



2.2.4 Settings is ready to be filled.



WP Buckets UNLIMITED

+ Add Bucket BUCKETS SETTINGS

Home / Settings

Settings

Get the following details from your Amazon AWS

Access Key ID

Access Secret

SAVE CHANGES

Cross-origin resource sharing (CORS)

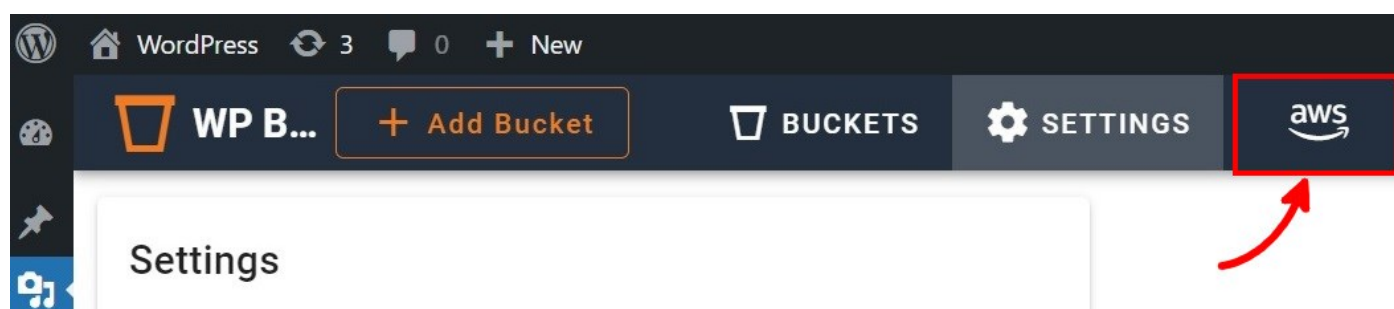
Use the following snippet for both source and destination bucket CORS.
(Amazon S3 > Buckets > Your Bucket > Permissions > CORS)

```
[
  {
    "AllowedHeaders": [
      "a"
    ],
  },
]
```

COPY TO CLIPBOARD

2.3 Sign into AWS account.

2.3.1 Click on AWS link



2.3.2 Sign into existing AWS account or create a new account.



Sign in

☒ **Root user**

Account owner that performs tasks requiring unrestricted access. [Learn more](#)

☐ **IAM user**

User within an account that performs daily tasks. [Learn more](#)

Root user email address

Next

By continuing, you agree to the [AWS Customer Agreement](#) or other agreement for AWS services, and the [Privacy Notice](#). This site uses essential cookies. See our [Cookie Notice](#) for more information.

☐ New to AWS?

[Create a new AWS account](#)

New Amazon DocumentDB (with MongoDB compatibility) Free Tier

Start building with 750 hours of Amazon DocumentDB on t3.medium instances for 30 days

[GET STARTED](#)

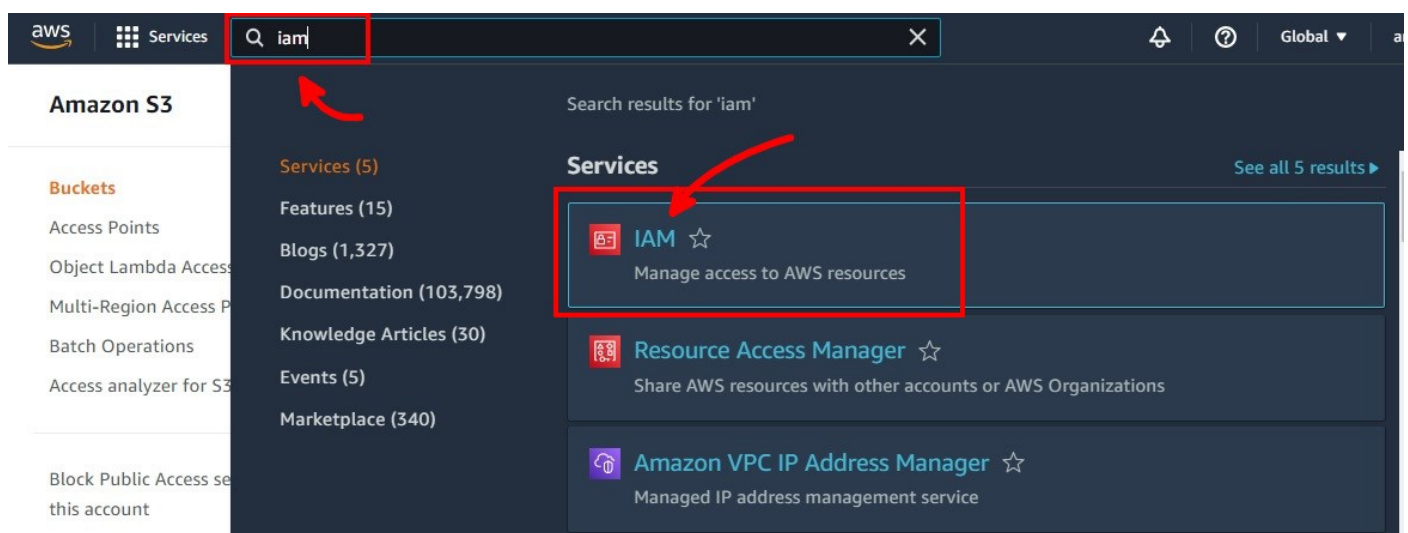


2.4 Create a new AWS user for WP Buckets

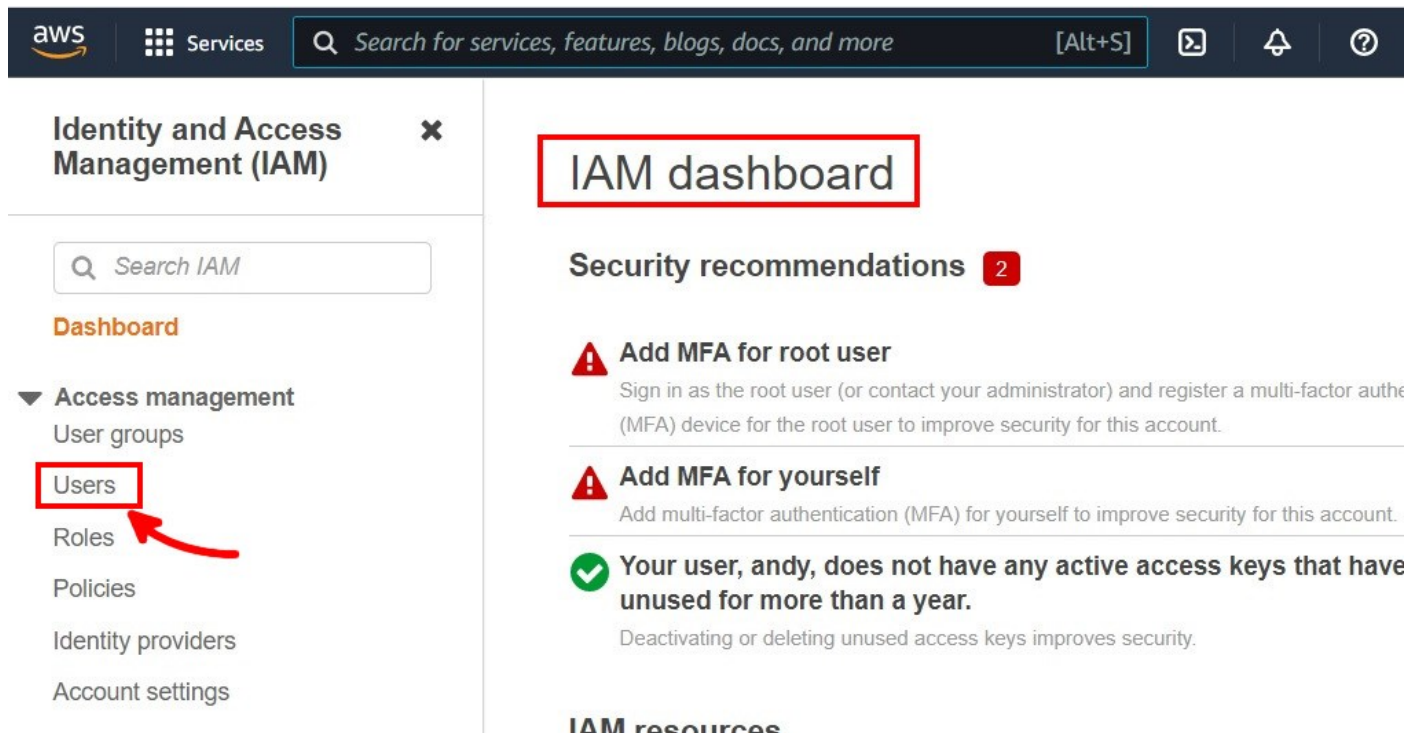
Note: This user is for programmatic access only.

2.4.1 Type “iam” in Services search bar at the top of page.

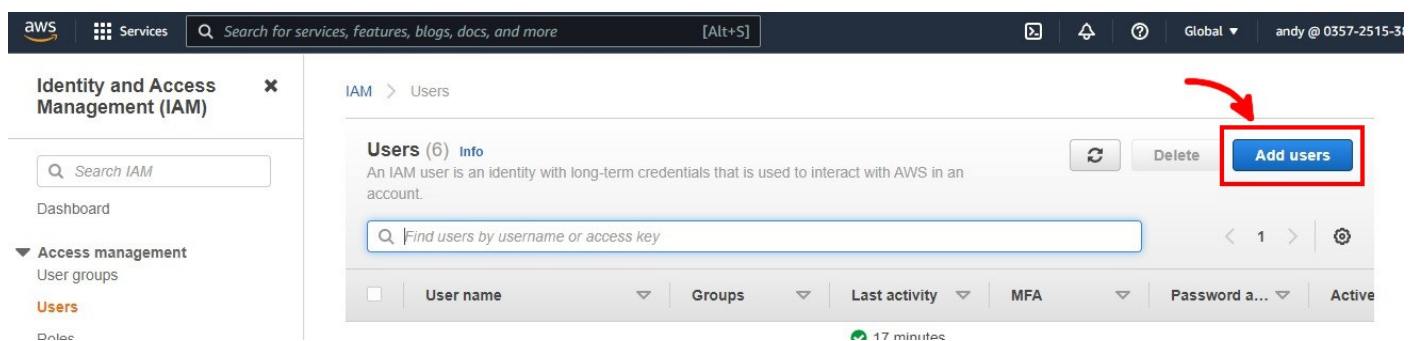
2.4.2 Click on IAM, short for Identity and Access Management.



2.4.3 Click on Users option from menu on the left.



2.4.4 Click “Add users” button.



2.4.5 Type in a User name.

2.4.6 Tick checkbox in front of “Access key – Programmatic access” option.

2.4.7 Click “Next: Permissions” button.

Add user

1

2

3

4

5

Set user details

You can add multiple users at once with the same access type and permissions. [Learn more](#)

User name*

wp-buckets-user-1

+ Add another user

Select AWS access type

Select how these users will primarily access AWS. If you choose only programmatic access, it does NOT prevent users from accessing the console using an assumed role. Access keys and autogenerated passwords are provided in the last step. [Learn more](#)

Select AWS credential type*



Access key - Programmatic access

Enables an **access key ID** and **secret access key** for the AWS API, CLI, SDK, and other development tools.



Password - AWS Management Console access

Enables a **password** that allows users to sign-in to the AWS Management Console.

Required

Cancel

Next: Permissions

2.4.8 Select “Attach existing policies directly” option.

2.4.9 Type “s3” in search bar for Policies.

2.4.10 Tick checkbox in front of “AmazonS3FullAccess” Policy Name.

2.4.11 Click “Next: Tags” button at bottom.

Services

Search for services, features, blogs, docs, and more

[Alt+S]

Global

andy @ 0357-2515-386

Add user

12345

Set permissions

Add user to group

Copy permissions from existing user

Attach existing policies directly

Create policy

Filter policies

s3

Showing 9 results

	Policy name	Type	Used as
☐	AmazonDMSRedshiftS3Role	AWS managed	None
☒	AmazonS3FullAccess	AWS managed	Permissions policy (5)
☐	AmazonS3ObjectLambdaExecutionRolePolicy	AWS managed	None
☐	AmazonS3OutpostsFullAccess	AWS managed	None

Cancel

Previous

Next: Tags

Looking for language selection? Find it in the new [Unified Settings](#)

Privacy

Terms

Cookie preferences

2.4.12 Click “Next: Review” button.

Services

Search for services, features, blogs, docs, and more

[Alt+S]

Global

andy @

Add user

1 2 3 4 5

Add tags (optional)

IAM tags are key-value pairs you can add to your user. Tags can include user information, such as an email address, or can be descriptive, such as a job title. You can use the tags to organize, track, or control access for this user. [Learn more](#)

Key	Value (optional)	Remove
Add new key		

You can add 50 more tags.

Cancel

Previous

Next: Review

2.4.13 Click “Create user” button.

Services

Search for services, features, blogs, docs, and more

[Alt+S]

Global

andy @ 0357-2515-386

Add user

1 2 3 4 5

Review

Review your choices. After you create the user, you can view and download the autogenerated password and access key.

User details

User name	wp-buckets-user-1
AWS access type	Programmatic access - with an access key
Permissions boundary	Permissions boundary is not set

Permissions summary

The following policies will be attached to the user shown above.

Type	Name
Managed policy	AmazonS3FullAccess

Cancel

Previous

Create user

Looking for language selection? Find it in the new [Unified Settings](#)

Privacy

Terms

Cookie preferen

2.4.14 Click “Show” to display Secret access key.

Services

Search for services, features, blogs, docs, and more

[Alt+S]

Global

andy @ 0357-2515-386

Add user

1

2

3

4

5

✓ Success

You successfully created the users shown below. You can view and download user security credentials. You can also email users instructions for signing in to the AWS Management Console. This is the last time these credentials will be available to download. However, you can create new credentials at any time.

Users with AWS Management Console access can sign-in at: <https://035725153863.signin.aws.amazon.com/console>

Download .csv

	User	Access key ID	Secret access key
▶	✓ wp-buckets-user-1	AKIAQQULCSZDSLY3AY5C	***** Show

Close

Looking for language selection? Find it in the new Unified Settings

Privacy Terms Cookie preferences

2.4.15 Copy Access key ID and paste into WP Buckets Settings Access Key ID.

2.4.16 Copy Secret access key and paste into WP Buckets Settings Access Secret.

Download .csv

	User	Access key ID	Secret access key
▶	✓ wp-buckets-user-1	AKIAQQULCSZDSLY3AY5C	Hide

Close

Looking for language selection? Find it in the new Unified Settings

Privacy Terms Cookie preferences

2.4.17 Click “Save changes” button.

WP Buckets

+ Add Bucket

Home / Settings

Settings

Get the following details from your Amazon AWS

Access Key ID

AKIAQQULCSZDSLY3AY5C

Access Secret

.....

SAVE CHANGES

2.4.18 Click Close button.

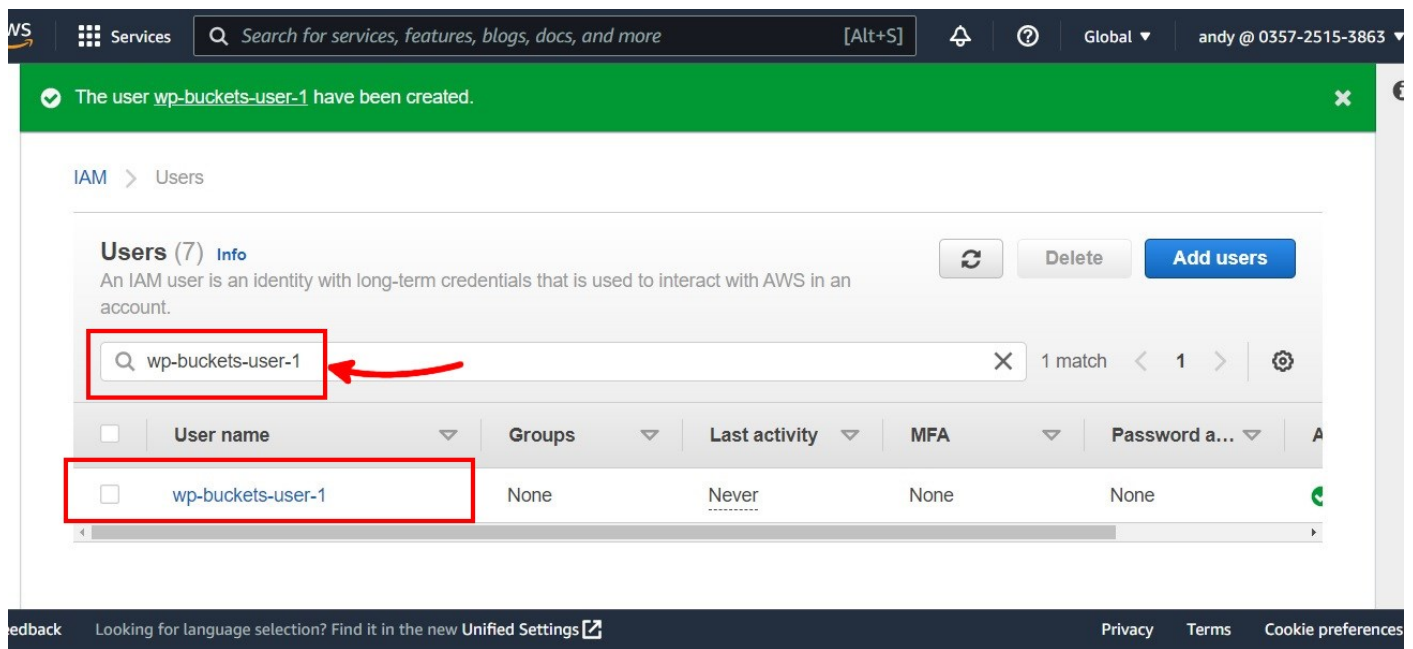
Download .csv

User	Access key ID	Secret access key
wp-buckets-user-1	AKIAQQULCSZDSLY3AY5C	 Hide

Close

2.4.19 Newly created user is listed in IAM Users list.

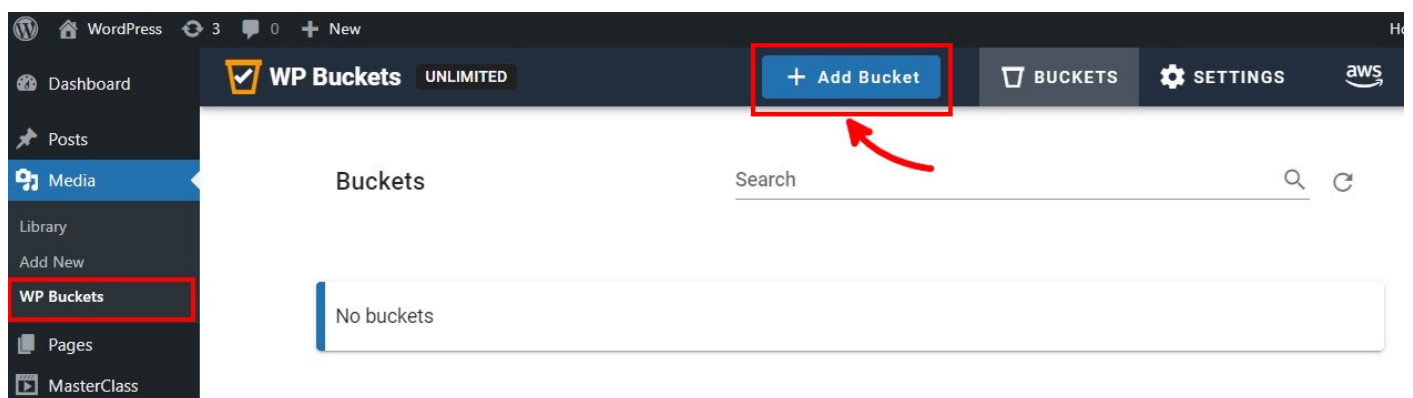
2.4.20 Help find user by typing user's name in Users search bar.



3. Add a New Bucket

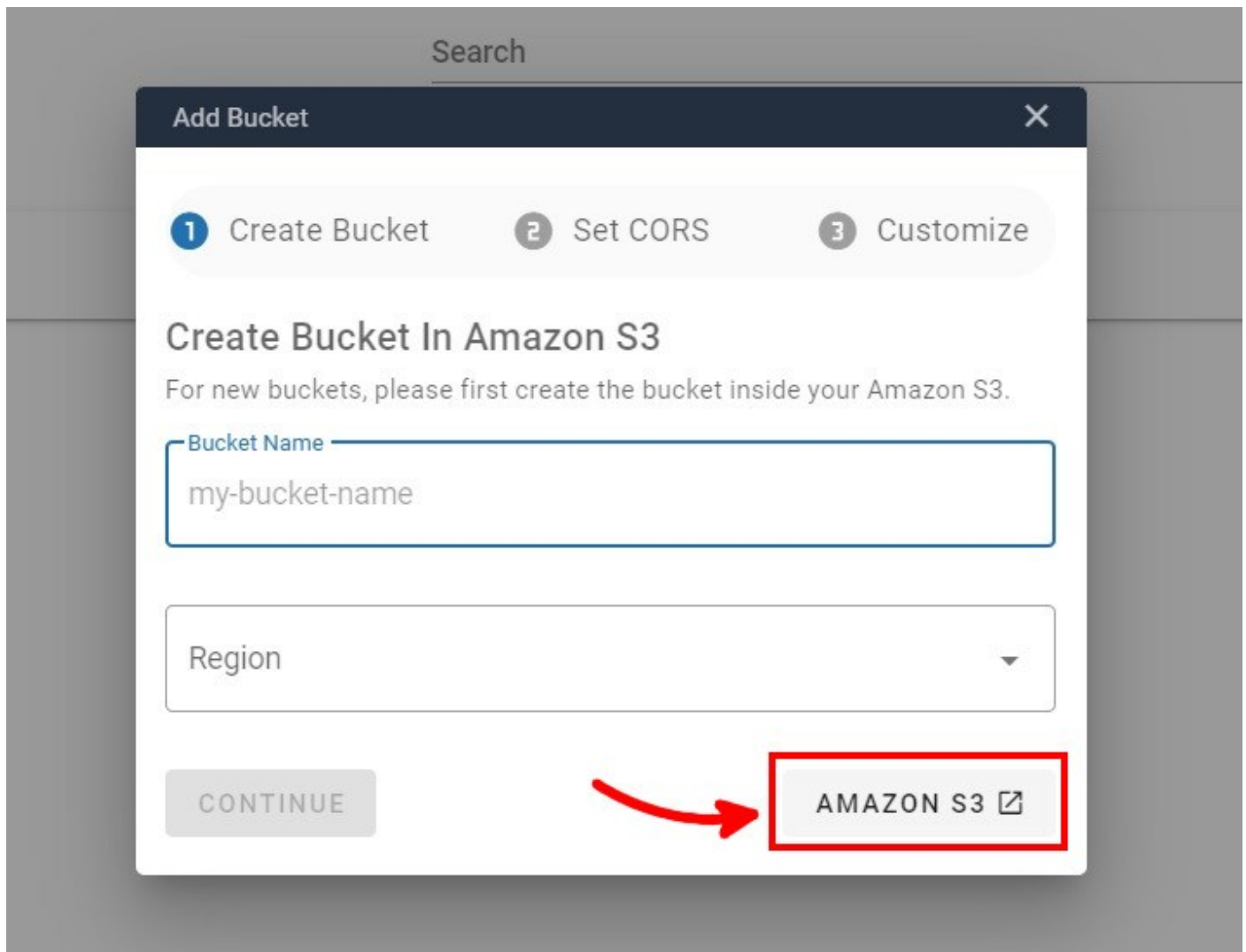
3.1 Open Add Bucket options

3.1.1 Inside WP Buckets click “Add Bucket” button.

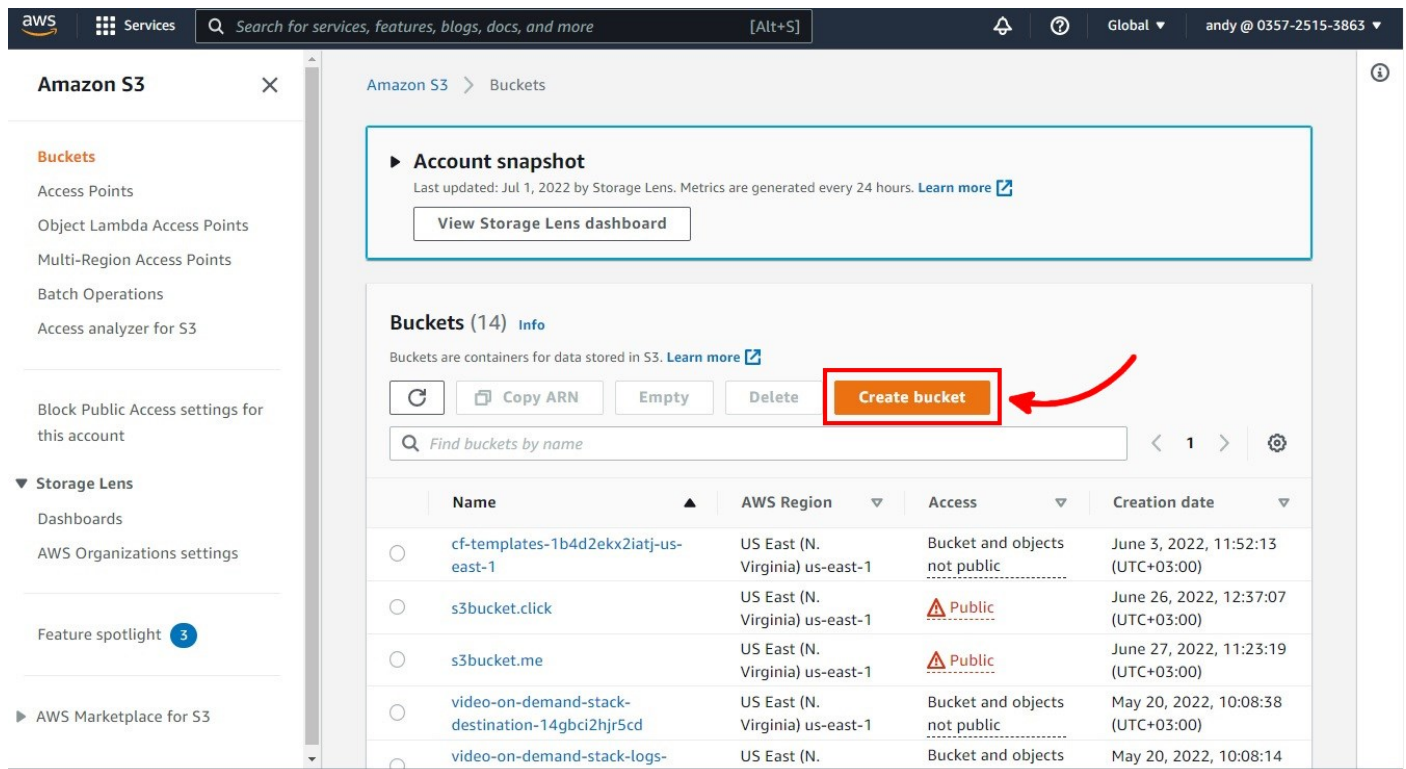


3.2 Create AWS bucket

3.2.1 Click “Amazon S3” link.



3.2.2 Click “Create bucket” button.



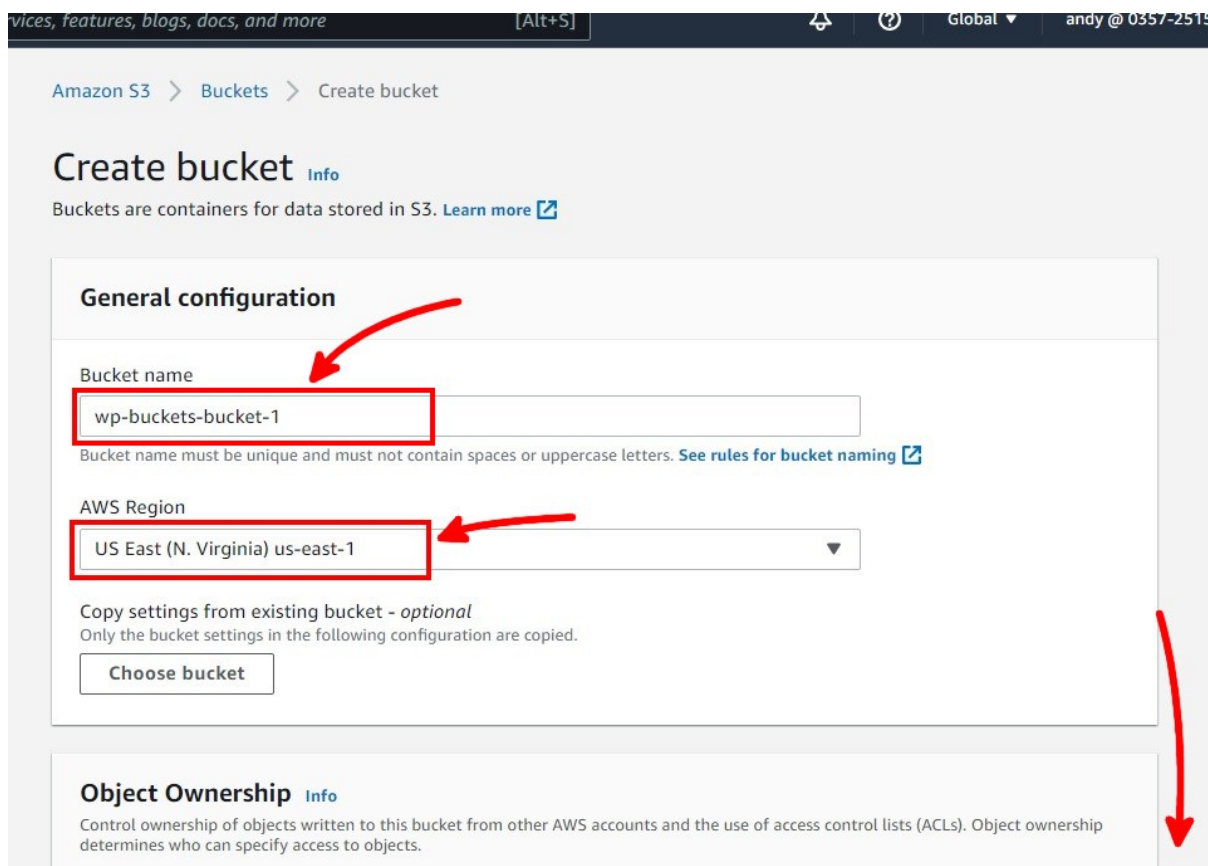
The screenshot shows the Amazon S3 console interface. On the left, there's a navigation menu with options like Buckets, Access Points, and Storage Lens. The main content area is titled 'Amazon S3 > Buckets'. At the top, there's an 'Account snapshot' section. Below that, the 'Buckets (14) Info' section is visible. A red box highlights the 'Create bucket' button, and a red arrow points to it. Below the button is a search bar and a table of existing buckets.

Name	AWS Region	Access	Creation date
cf-templates-1b4d2ekx2iatj-us-east-1	US East (N. Virginia) us-east-1	Bucket and objects not public	June 3, 2022, 11:52:13 (UTC+03:00)
s3bucket.click	US East (N. Virginia) us-east-1	Public	June 26, 2022, 12:37:07 (UTC+03:00)
s3bucket.me	US East (N. Virginia) us-east-1	Public	June 27, 2022, 11:23:19 (UTC+03:00)
video-on-demand-stack-destination-14gbci2hjr5cd	US East (N. Virginia) us-east-1	Bucket and objects not public	May 20, 2022, 10:08:38 (UTC+03:00)
video-on-demand-stack-logs-	US East (N. Virginia) us-east-1	Bucket and objects not public	May 20, 2022, 10:08:14 (UTC+03:00)

3.2.3 Enter a name for bucket in Bucket name field.

3.2.4 Select AWS Region from drop-down options. Choose a region closest to customers.

3.2.5 Scroll to the bottom of page.



The screenshot shows the 'Create bucket' page in the Amazon S3 console. The 'Bucket name' field is filled with 'wp-buckets-bucket-1' and the 'AWS Region' dropdown is set to 'US East (N. Virginia) us-east-1'. Red arrows point to these fields and the bottom of the page. The page is titled 'Create bucket' and includes a 'General configuration' section with a 'Choose bucket' button. Below this is the 'Object Ownership' section.

3.2.6 Click “Create bucket” button.

ices, features, blogs, docs, and more [Alt+S]   Global ▾ andy @ 0357-23

Add tag

Default encryption

Automatically encrypt new objects stored in this bucket. [Learn more](#) 

Server-side encryption

☒ Disable

☐ Enable

► Advanced settings

 After creating the bucket you can upload files and folders to the bucket, and configure additional bucket settings.

Cancel 

it in the new [Unified Settings](#)  © 2022, Amazon Web Services, Inc. or its affiliates. Privacy Terms Cookie

3.2.7 Sort buckets by Creation date.

3.2.8 Find newly created bucket at the top of Buckets list.

 **Successfully created bucket "wp-buckets-bucket-1"** [View details](#) 

To upload files and folders, or to configure additional bucket settings choose [View details](#).

Amazon S3 > Buckets

► Account snapshot

Last updated: Jul 1, 2022 by Storage Lens. Metrics are generated every 24 hours. [Learn more](#) 

[View Storage Lens dashboard](#)

Buckets (15) [Info](#)

Buckets are containers for data stored in S3. [Learn more](#) 

 [Copy ARN](#) [Empty](#) [Delete](#) [Create bucket](#)

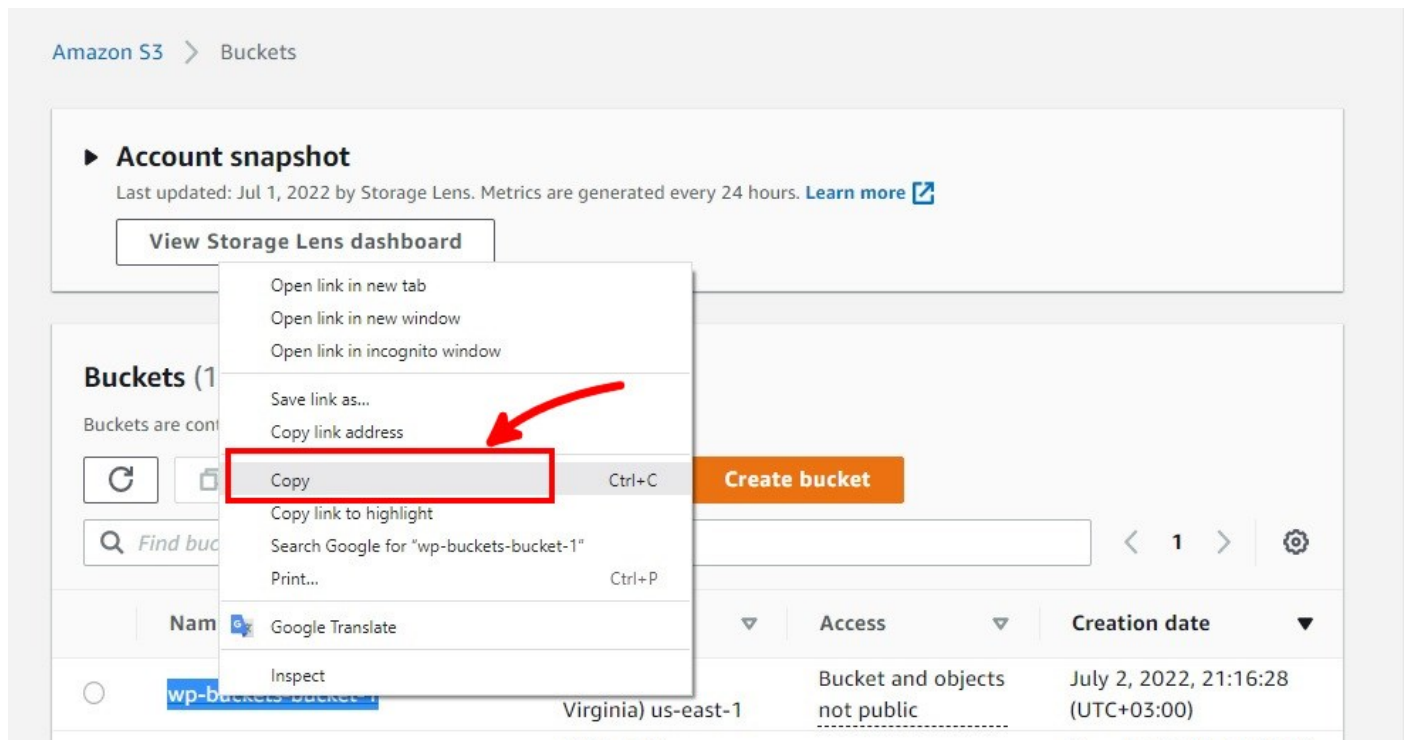
 Find buckets by name

	Name	AWS Region	Access	Creation date
☐	wp-buckets-bucket-1	US East (N. Virginia) us-east-1	Bucket and objects not public	July 2, 2022, 21:16:28 (UTC+03:00)
☐	s3bucket.me	US East (N. Virginia) us-east-1	 Public	June 27, 2022, 11:23:19 (UTC+03:00)
☐	wp-buckets-videos	US East (N. Virginia) us-east-1	 Public	June 26, 2022, 18:58:10 (UTC+03:00)

it in the new [Unified Settings](#)  © 2022, Amazon Web Services, Inc. or its affiliates. Privacy Terms Cookie preference

3.3 Link AWS bucket to WP Buckets

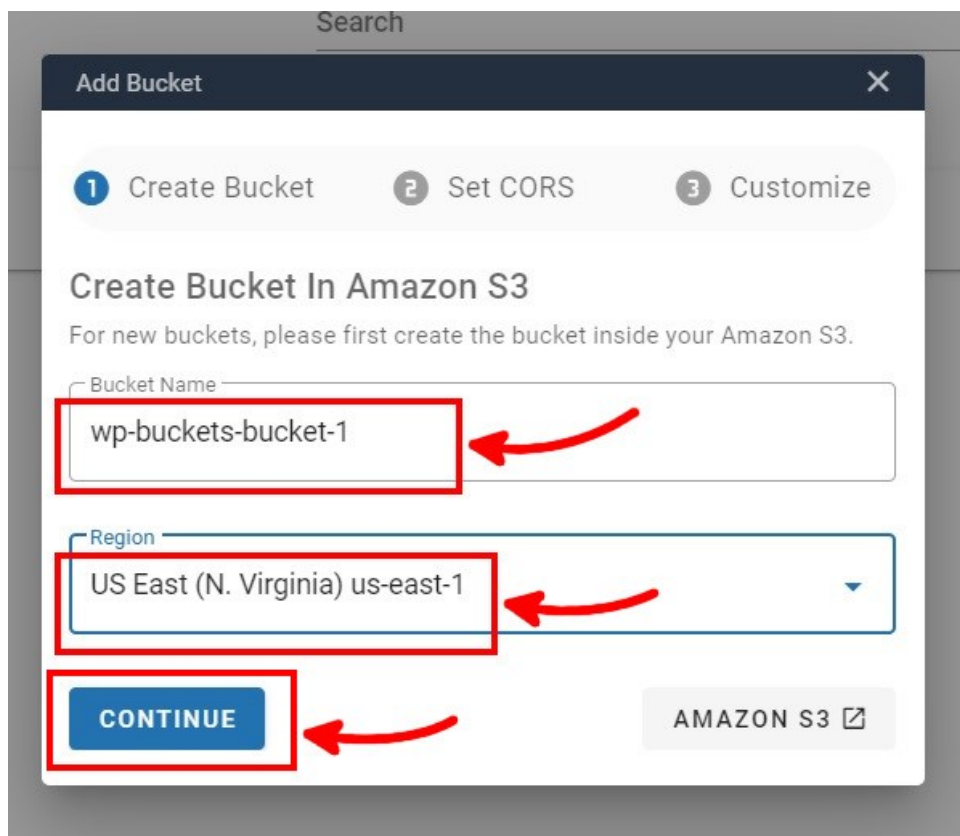
3.3.1 Copy bucket name.



3.3.2 Paste AWS bucket name into WP Buckets Add Bucket "Bucket Name" field.

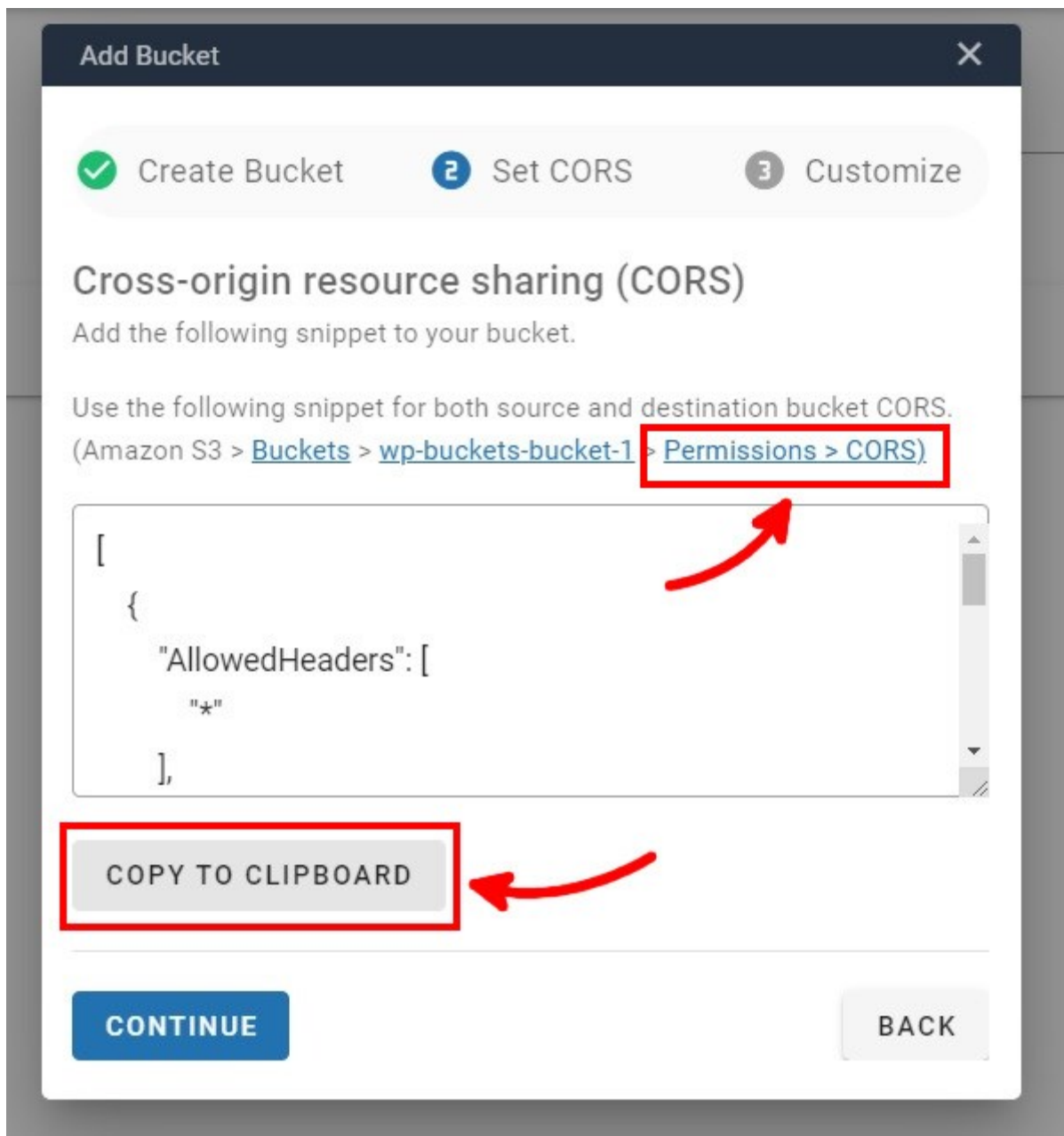
3.3.3 Select the same Region.

3.3.4 Click Continue button.



3.3.5 Click Copy to Clipboard button.

3.3.6 Click Permissions>CORS link.



3.3.7 Scroll down to Cross origin resource sharing section.

ices, features, blogs, docs, and more [Alt+S]

Amazon S3 > Buckets > wp-buckets-bucket-1

wp-buckets-bucket-1 info

Objects | Properties | **Permissions** | Metrics | Management | Access Points

Permissions overview

Access

Bucket and objects not public

Block public access (bucket settings)

Public access is granted to buckets and objects through access control lists (ACLs), bucket policies, access point policies, or all. In order to ensure that public access to all your S3 buckets and objects is blocked, turn on Block all public access. These settings apply only to this bucket and its access points. AWS recommends that you turn on Block all public access, but before applying any of these settings, ensure that your applications will work correctly without public access. If you require some level of public access to your buckets or objects within, you can customize the individual settings below to suit your specific storage use cases. [Learn more](#)

Edit

Block *all* public access

3.3.8 Click Edit button.

Cross-origin resource sharing (CORS)

The CORS configuration, written in JSON, defines a way for client web applications that are loaded in one domain to interact with resources in a different domain. [Learn more](#)

Edit

No configurations to display

Copy

3.3.9 Paste code snippet.

3.3.10 Scroll down to bottom of page.

Amazon S3 > Buckets > wp-buckets-bucket-1 > Edit cross-origin resource sharing

Edit cross-origin resource sharing (CORS) [Info](#)

Cross-origin resource sharing (CORS)

The CORS configuration, written in JSON, defines a way for client web applications that are loaded in a different domain. [Learn more](#)

```
[
  {
    "AllowedHeaders": [
      "*"
    ],
    "AllowedMethods": [
      "HEAD",
      "GET",
      "PUT",
      "POST",
      "DELETE"
    ],
    "AllowedOrigins": [
      "*"
    ],
    "ExposeHeaders": []
  }
]
```

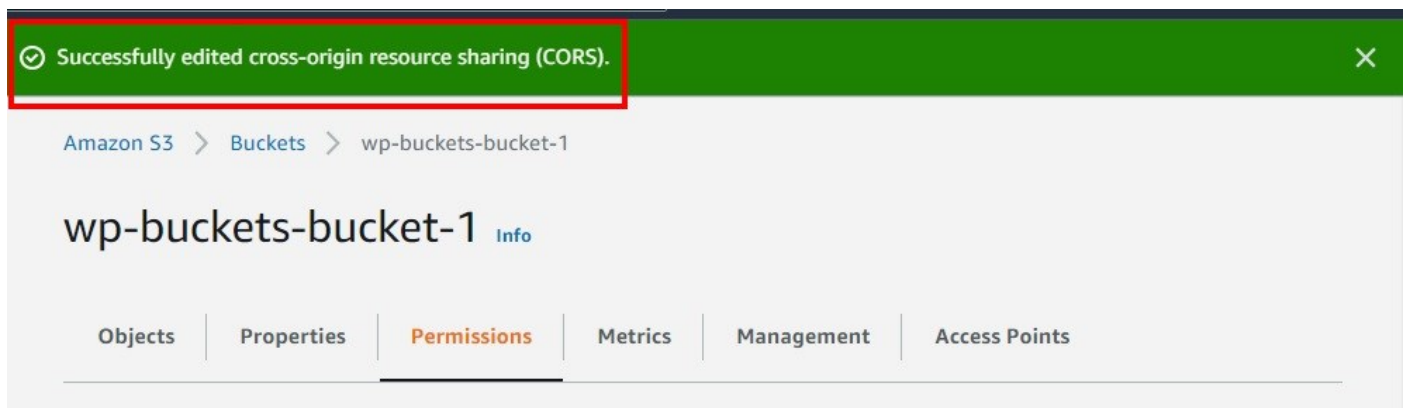
3.3.11 Click “Save changes” button.

Cancel **Save changes**

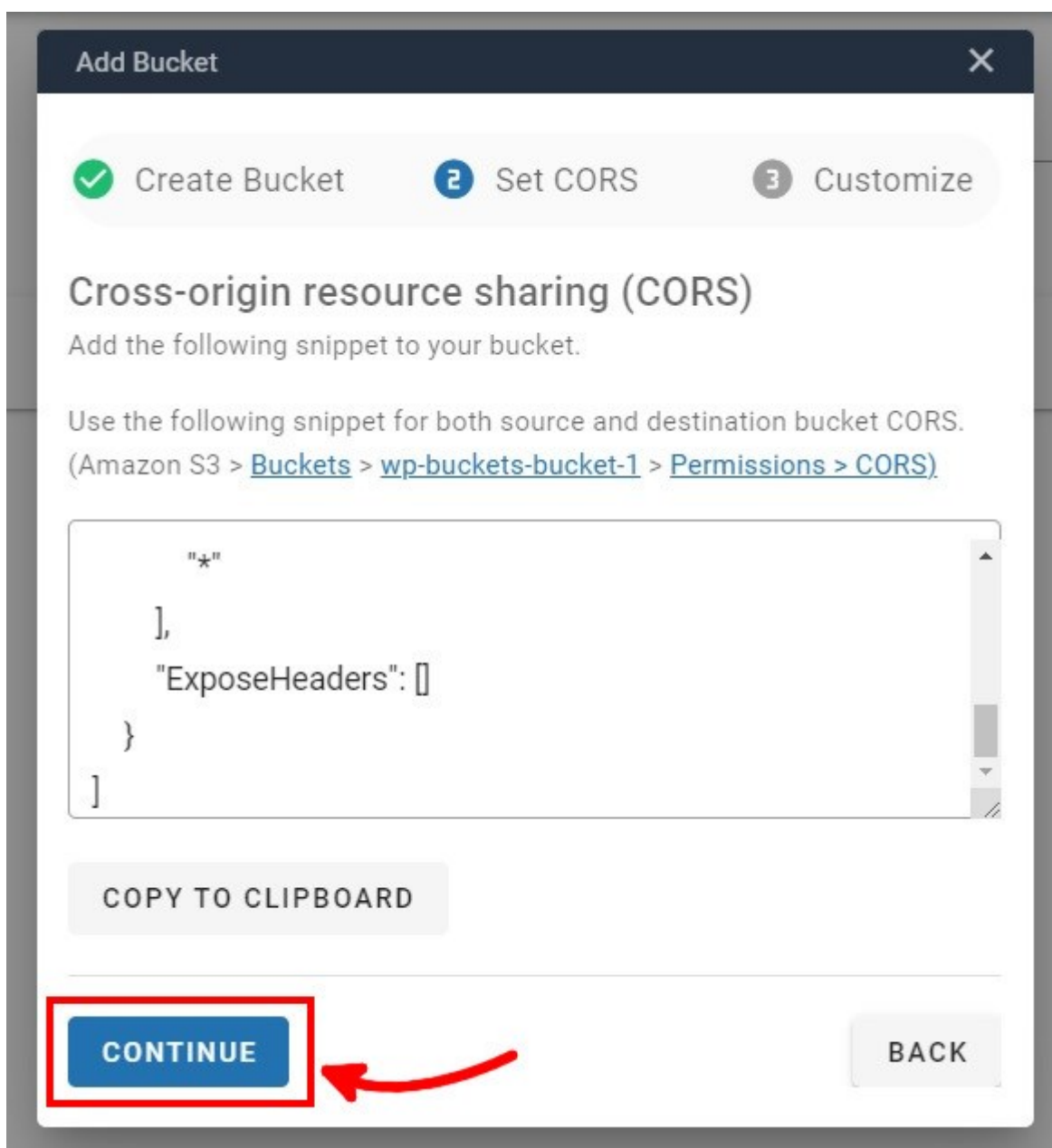
Looking for language selection? Find it in the new [Unified Settings](#)

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3.3.12 Bucket CORS successfully edited message displays at top of page.



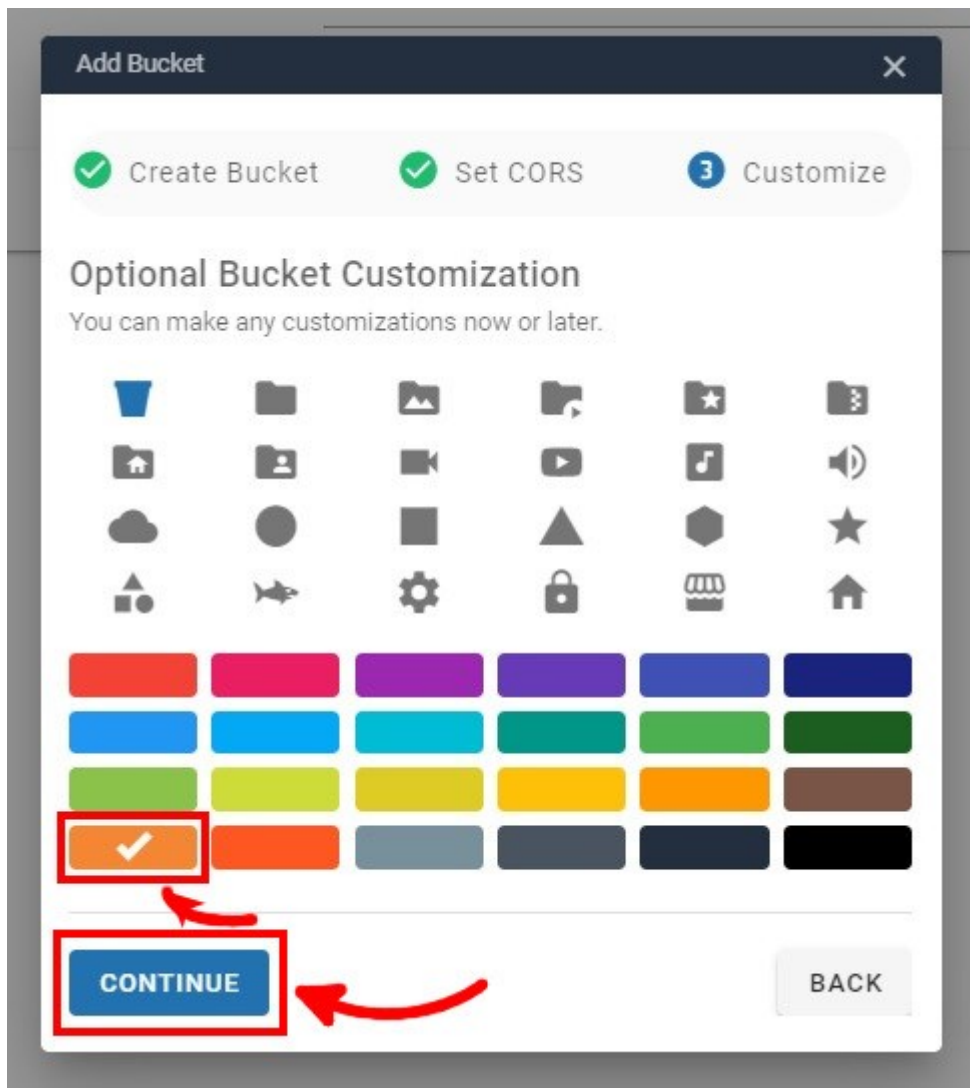
3.3.13 Click Continue button at bottom of Add Bucket options.



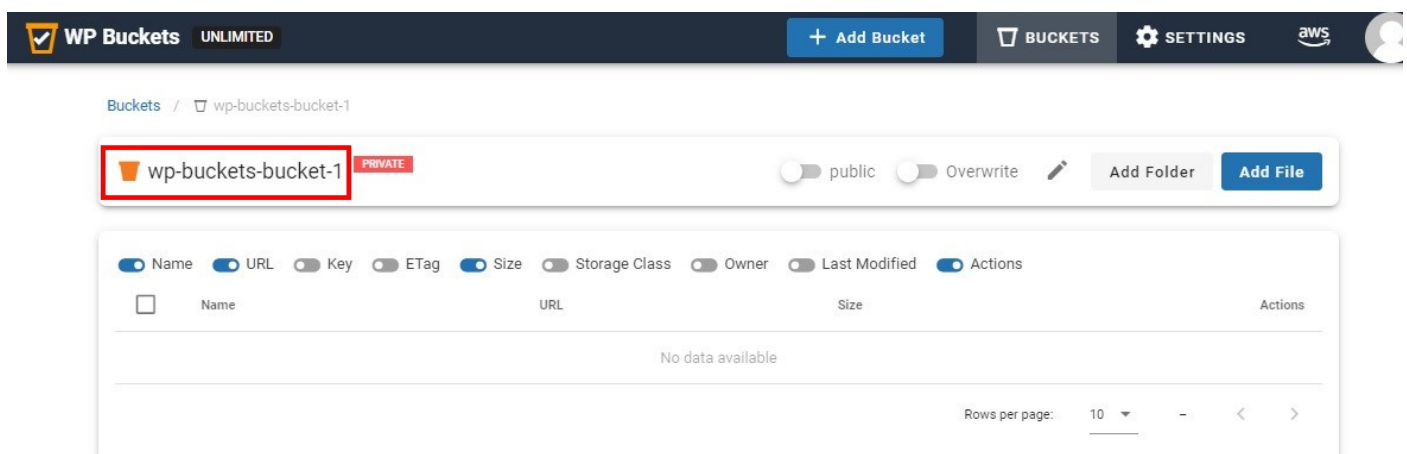
3.4 Complete Add bucket process

3.4.1 Select a bucket display color.

3.4.2 Click Continue button.



3.4.3 Bucket is created and ready to be used.



4. Move files into bucket

4.1 Drag and Drop method.

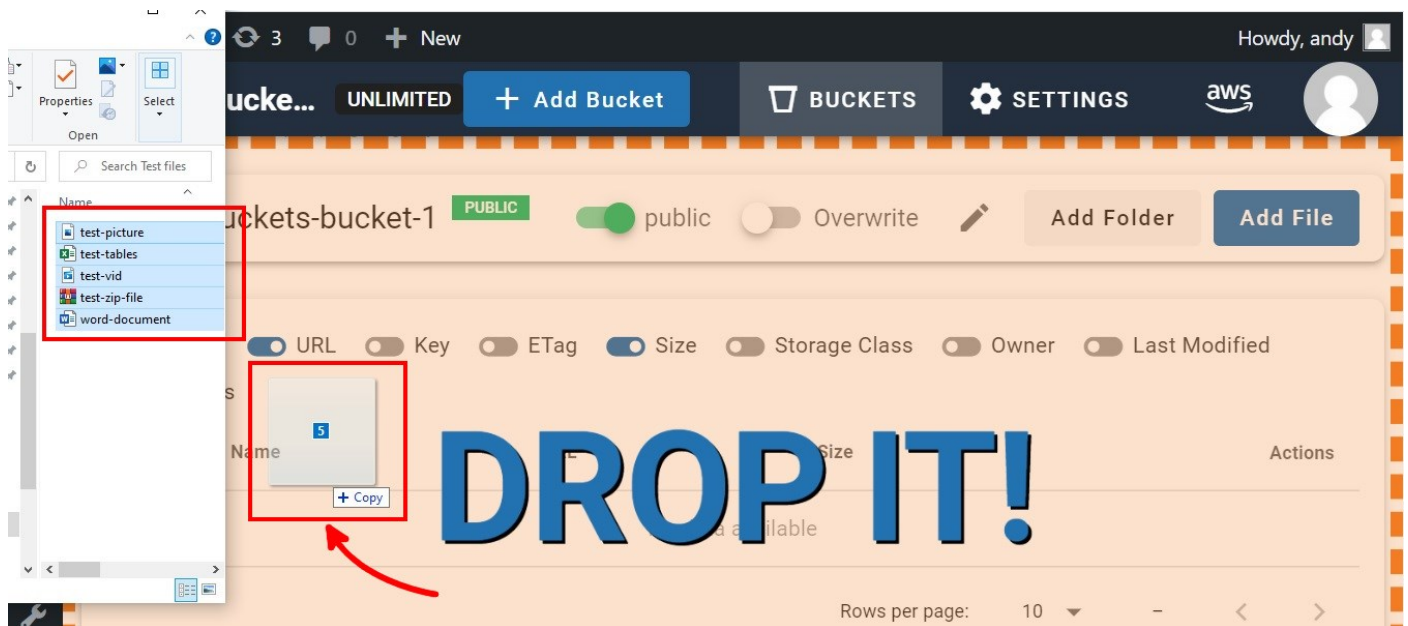
Note: Folders with subfolders can be added.

4.1.1 Add Single or multiple files

4.1.2 Select single or multiple files at a time.

4.1.3 Drag selected files over to bucket section.

4.1.4 Drop files inside indicated drop area.



4.1.5 File transfer is reported in a progress bar for each file.

4.1.6 Added files are displayed in the buckets content list.

ets **UNLIMITED**

+ Add Bucket

BUCKETS

SETTINGS

wp-buckets-bucket-1 **PUBLIC**

☒ public ☐ Overwrite

Add Folder

Add File

☒ Name ☒ URL ☐ Key ☐ ETag ☒ Size ☐ Storage Class ☐ Owner ☐ Last Modified

☒ Actions

☐	Name	URL	Size	Actions
☐	test-tables.xlsx	https://wp-buckets-bucket-1.s3.amazonaws.com/test-tables.xlsx	8.31 kB	
☐	test-picture.jpg	https://wp-buckets-bucket-1.s3.amazonaws.com/test-picture.jpg	34.5 kB	
☐	word-document.docx	https://wp-buckets-bucket-1.s3.amazonaws.com/word-document.docx	11.8 kB	
☐	test-zip-file.zip	https://wp-buckets-bucket-1.s3.amazonaws.com/test-zip-file.zip	6.09 kB	
☐	test-vid.mp4	https://wp-buckets-bucket-1.s3.amazonaws.com/test-vid.mp4	4.23 MB	

Rows per page: 10 1-5 of 5 < >

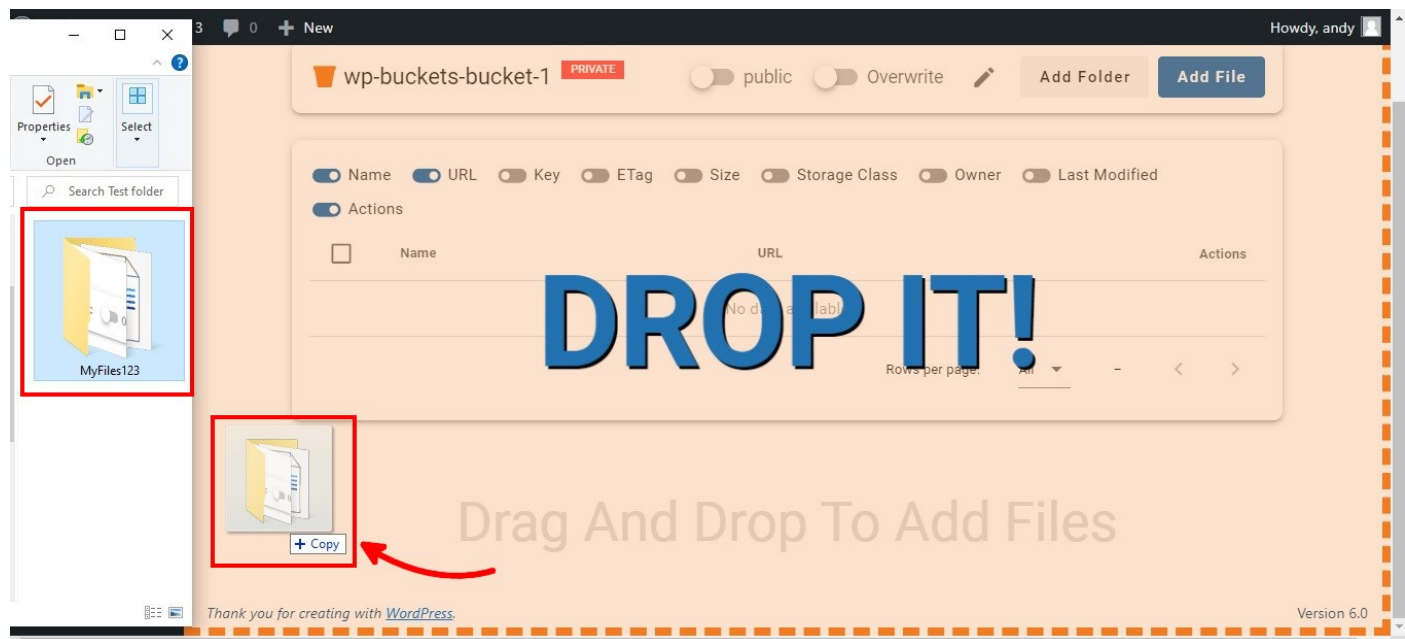
test-vid.mp4 100%

test-zip-file.zip 100%

4.1.7 Add Folders with files inside

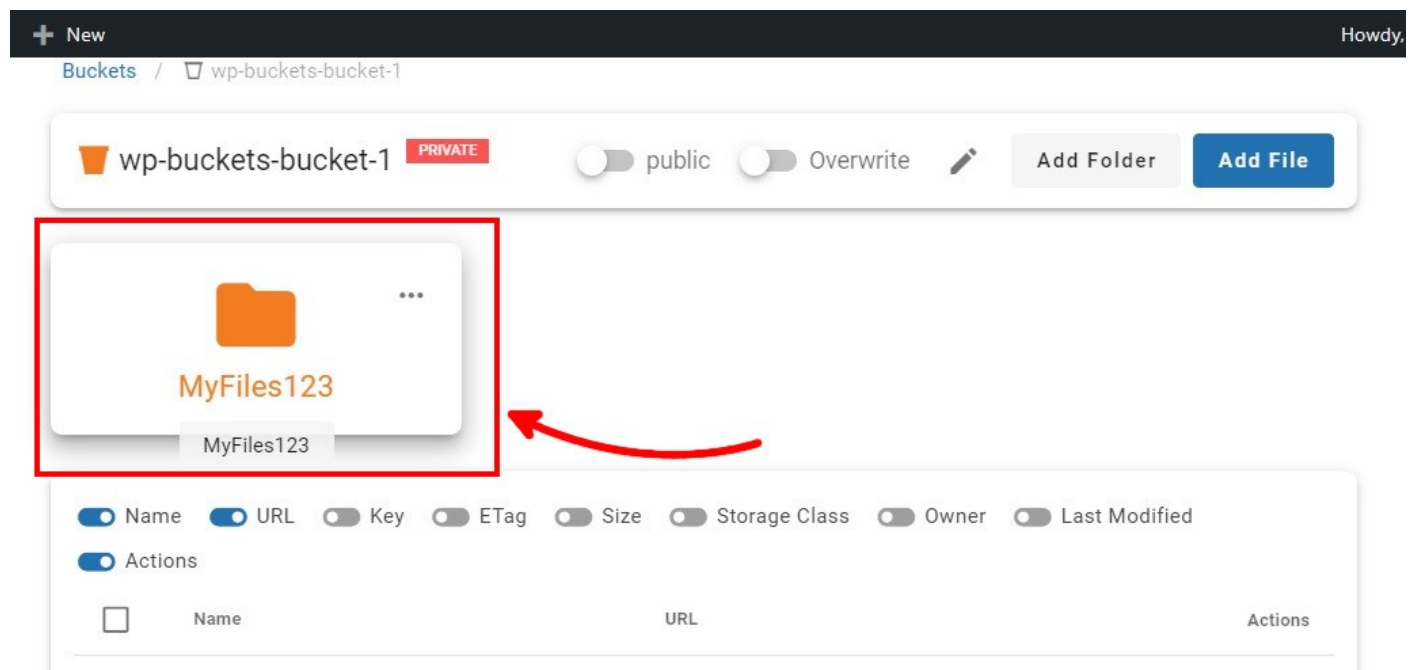
4.1.8 Locate folder on computer.

4.1.9 Drag and drop folder onto bucket drop area.



4.1.10 Added folder is displayed below bucket name.

4.1.11 Click on folder to open it.



4.1.12 Inside the folder is a list of files and a subfolder in this example.

4.1.13 Click on folder to open it and view its contents.

Buckets / wp-buckets-bucket-1 / MyFiles123

wp-buckets-bucket-1 PRIVATE public Overwrite Add Folder Add File

OtherFiles

☒ Name ☒ URL ☐ Key ☐ ETag ☐ Size ☐ Storage Class ☐ Owner ☐ Last Modified

☒ Actions

☐	Name	URL	Actions
☐	word-document.docx	https://wp-buckets-bucket-1.s3.amazonaws.com/MyFiles123/word-document.docx	
☐	test-zip-file.zip	https://wp-buckets-bucket-1.s3.amazonaws.com/MyFiles123/test-zip-file.zip	
☐	test-vid.mp4	https://wp-buckets-bucket-1.s3.amazonaws.com/MyFiles123/test-vid.mp4	
☐	test-tables.xlsx	https://wp-buckets-bucket-1.s3.amazonaws.com/MyFiles123/test-tables.xlsx	
☐	test-picture.jpg	https://wp-buckets-bucket-1.s3.amazonaws.com/MyFiles123/test-picture.jpg	

ting with [WordPress](#)

4.1.14 Subfolder contents is listed and in this case was a copy of the same files as in the parent folder.

Buckets / wp-buckets-bucket-1 / MyFiles123 / OtherFiles

wp-buckets-bucket-1 PRIVATE public Overwrite Add Folder Add File

Actions: Name, URL, Key, ETag, Size, Storage Class, Owner, Last Modified

Name	URL	Actions
word-document.docx	https://wp-buckets-bucket-1.s3.amazonaws.com/MyFiles123/OtherFiles/word-document.docx	
test-zip-file.zip	https://wp-buckets-bucket-1.s3.amazonaws.com/MyFiles123/OtherFiles/test-zip-file.zip	
test-vid.mp4	https://wp-buckets-bucket-1.s3.amazonaws.com/MyFiles123/OtherFiles/test-vid.mp4	
test-tables.xlsx	https://wp-buckets-bucket-1.s3.amazonaws.com/MyFiles123/OtherFiles/test-tables.xlsx	
test-picture.jpg	https://wp-buckets-bucket-1.s3.amazonaws.com/MyFiles123/OtherFiles/test-picture.jpg	

4.2 Add File - button method

4.2.1 Select a file and click open.

Note: Multiple files can be selected by holding Ctrl button while clicking file names.

WordPress 3 + New

wp-buckets-bucket-1 PUBLIC public Overwrite Add Folder Add File

Actions: URL, Key, ETag, Size, Storage Class, Owner, Last Modified

Name	URL	Size	Actions
test-tables.xlsx	https://wp-buckets-bucket-1.s3.amazonaws.com/test-tables.xlsx	8.31 kB	
test-picture.jpg	https://wp-buckets-bucket-1.s3.amazonaws.com/test-picture.jpg	34.5 kB	
word-document.docx	https://wp-buckets-bucket-1.s3.amazonaws.com/word-document.docx	11.8 kB	
test-zip-file.zip	https://wp-buckets-bucket-1.s3.amazonaws.com/test-zip-file.zip	6.09 kB	
test-vid.mp4	https://wp-buckets-bucket-1.s3.amazonaws.com/test-vid.mp4	4.23 MB	

4.2.2 File(s) is added to bucket and its details are displayed at the top of the file list.

☒ Name ☒ URL ☐ Key ☐ ETag ☒ Size ☐ Storage Class ☐ Owner ☐ Last Modified

☒ Actions

☐	Name	URL	Size	Actions
☐	test-picture-2.jpg	https://wp-buckets-bucket-1.s3.amazonaws.com/test-picture-2.jpg	34.5 kB	
☐	test-tables.xlsx	https://wp-buckets-bucket-1.s3.amazonaws.com/test-tables.xlsx	8.31 kB	
☐	test-picture.jpg	https://wp-buckets-bucket-1.s3.amazonaws.com/test-picture.jpg	34.5 kB	
☐	word-document.docx	https://wp-buckets-bucket-1.s3.amazonaws.com/word-document.docx	11.8 kB	
☐	test-zip-file.zip	https://wp-buckets-bucket-1.s3.amazonaws.com/test-zip-file.zip	6.09 kB	
☐	test-vid.mp4	https://wp-buckets-bucket-1.s3.amazonaws.com/test-vid.mp4	4.23 MB	

Rows per page: 10 1-6 of 6 < >

test-picture.jpg 100% X

for creating with [WordPress](#). Clear Uploaded

4.3 Add a New Folder inside the Bucket

4.3.1 Navigate to bucket base level.

4.3.2 Click Add Folder button.

Buckets / wp-buckets-bucket-1

wp-buckets-bucket-1 PRIVATE ☐ public ☐ Overwrite Add Folder Add File

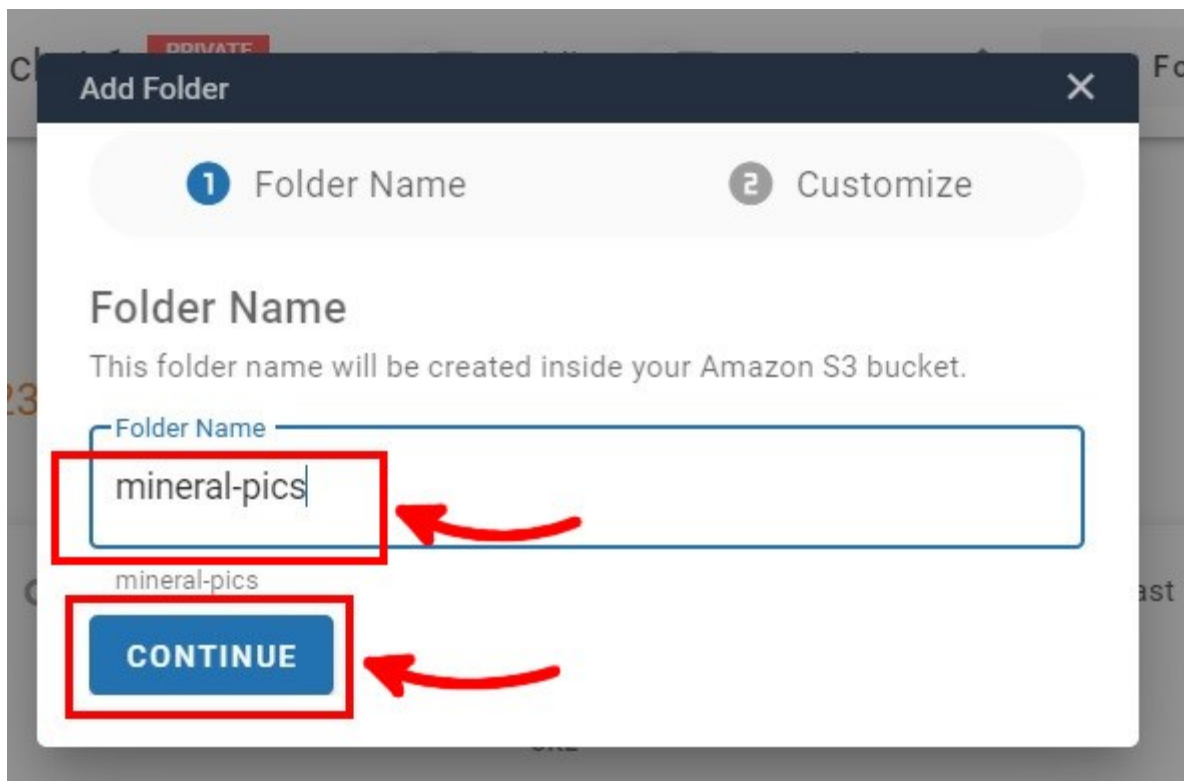
MyFiles123

☒ Name ☒ URL ☐ Key ☐ ETag ☐ Size ☐ Storage Class ☐ Owner ☐ Last Modified

☒ Actions

4.3.3 Enter a Folder Name.

4.3.4 Click the Continue button.

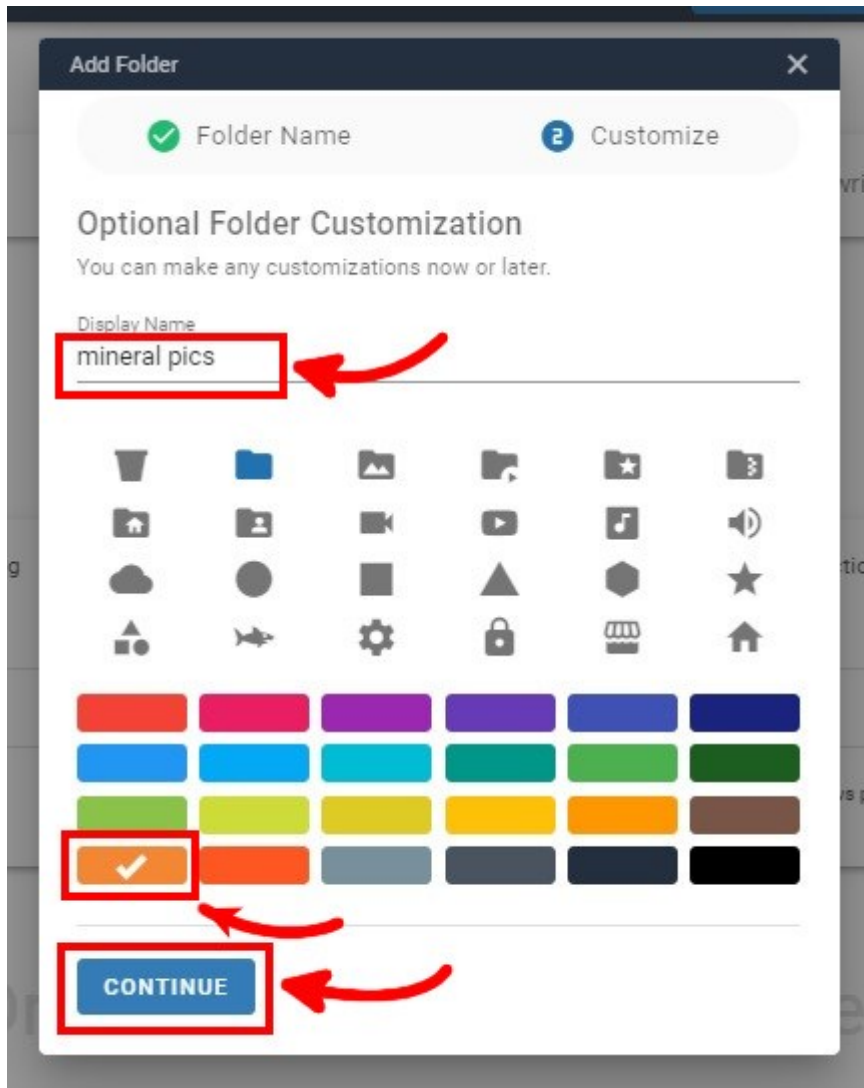


The screenshot shows a modal dialog titled "Add Folder" with a close button (X) in the top right corner. The dialog has two steps: "1 Folder Name" (active) and "2 Customize". Under the "Folder Name" step, there is a heading "Folder Name" and a subtext "This folder name will be created inside your Amazon S3 bucket." Below this is a text input field labeled "Folder Name" containing the text "mineral-pics". A red box highlights the input field, and a red arrow points to it from the right. Below the input field, the text "mineral-pics" is displayed. A blue button labeled "CONTINUE" is highlighted with a red box, and a red arrow points to it from the right.

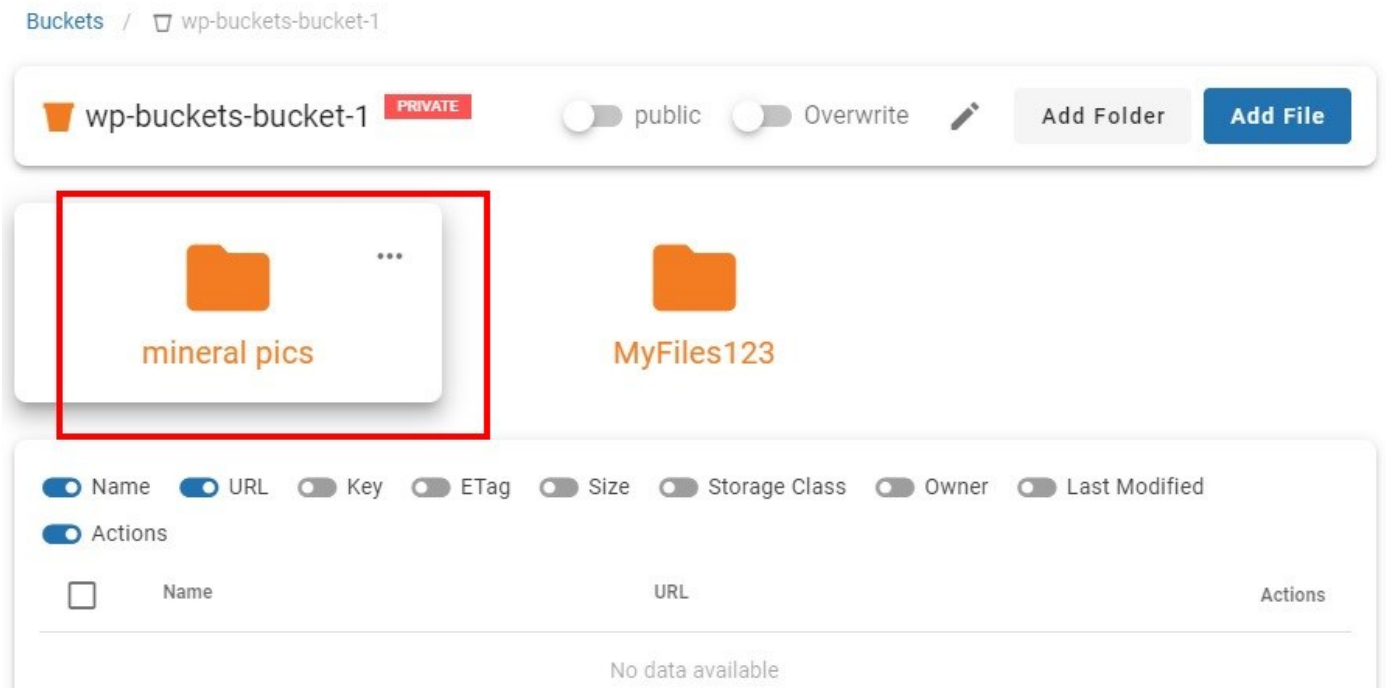
4.3.5 Enter a Display Name for the folder.

4.3.6 Select folder color.

4.3.7 Click Continue button.

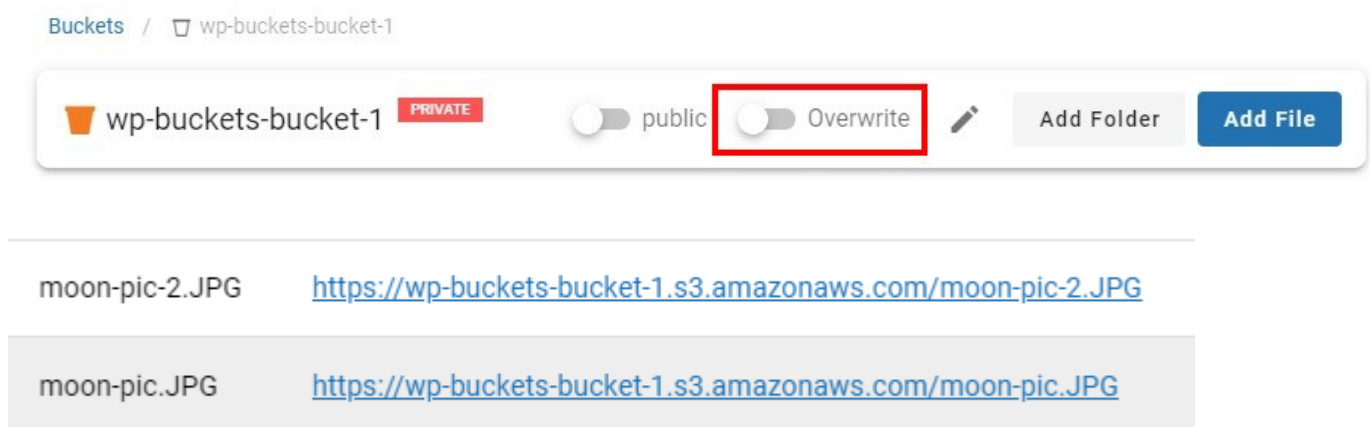


4.3.8 Newly added folder is ready and is displayed below the bucket name.

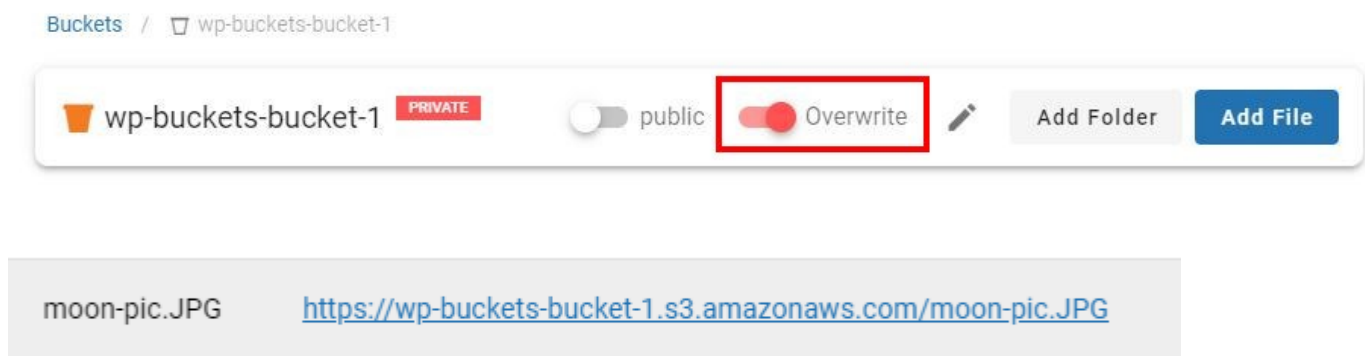


4.4 Overwrite option

4.4.1 When Overwrite is turned off, added files won't replace existing files which have the same file names. The newly added file names are slightly changed with a number added to the end.



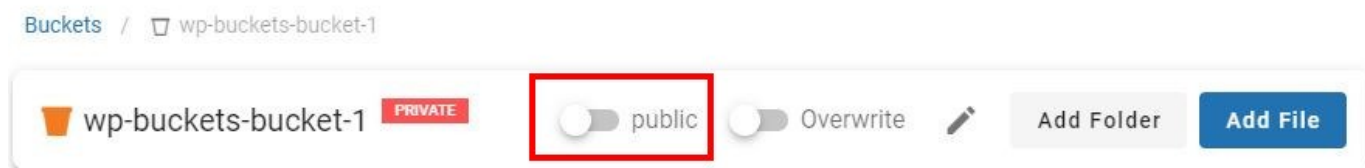
4.4.2 When Overwrite is turned on, new files with same names will replace the existing files.



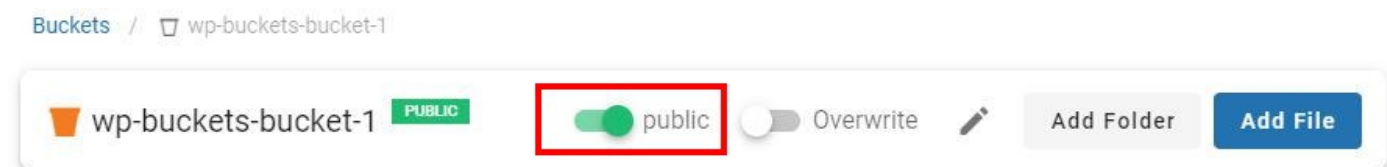
4.5 Public option

4.5.1 Publishing files requires public option to be turned on.

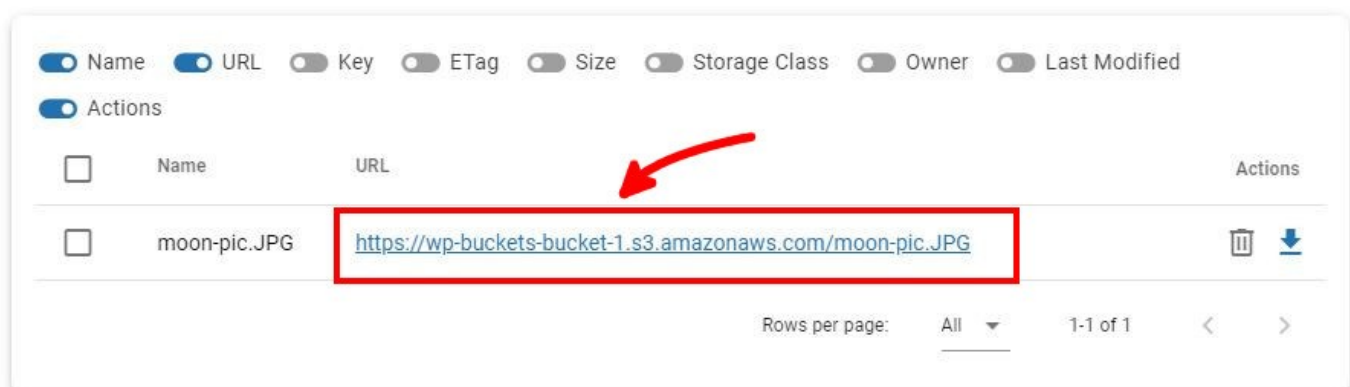
4.5.2 Here the public option is turned off meaning the content of this bucket is private.



4.5.3 Here the public option is turned on which means content of this bucket is public.

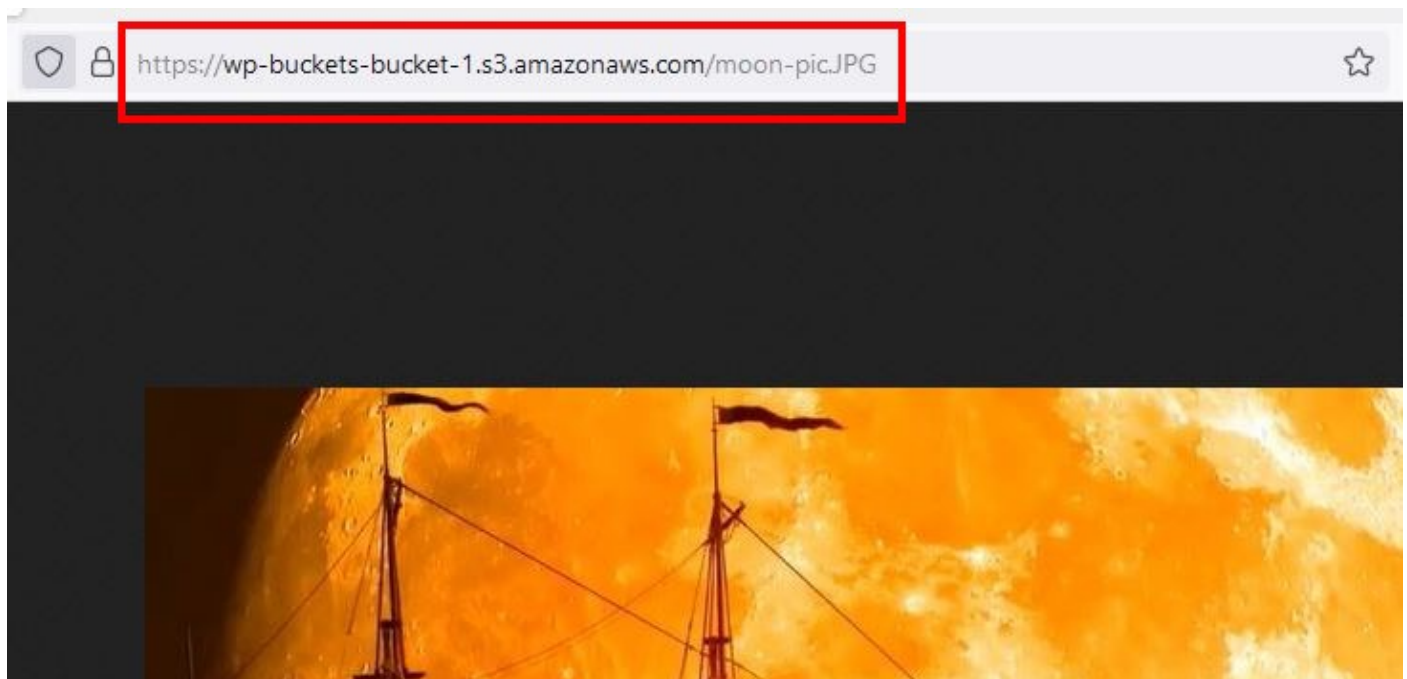


4.5.4 To publish assets, copy the URL and place in the desired location.



4.5.5 For example, this pictures URL is pasted in browser navigation bar.

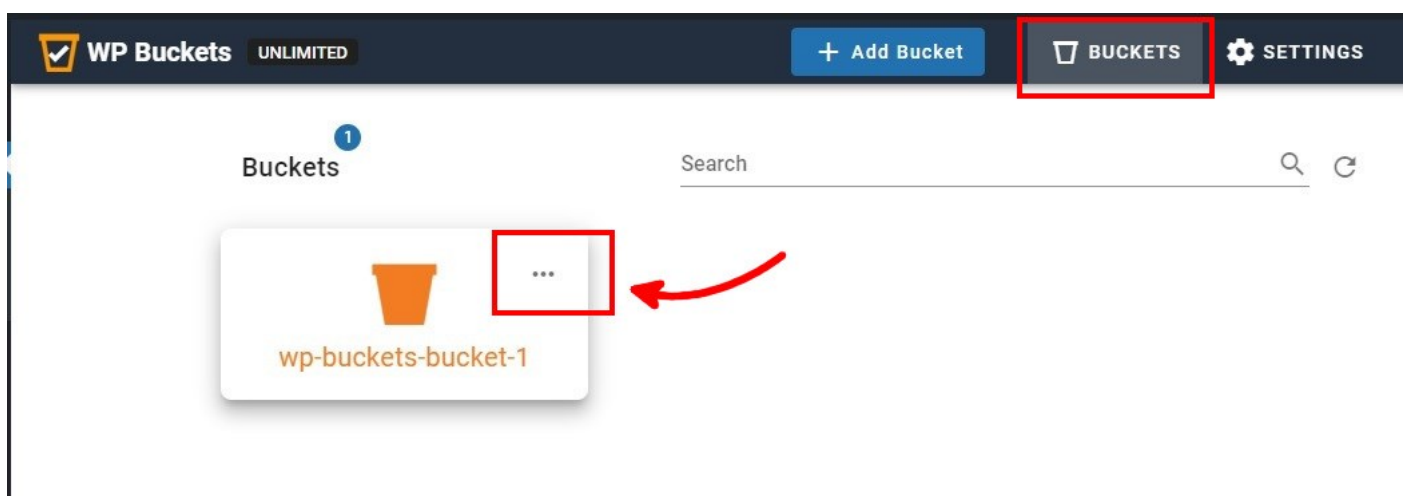
4.5.6 Picture loads in browser because bucket content is public.



5. Customize buckets look

5.1 Select Buckets from the top options.

5.2 Hover mouse pointer over a bucket icon and click on the three dots appearing next to it.

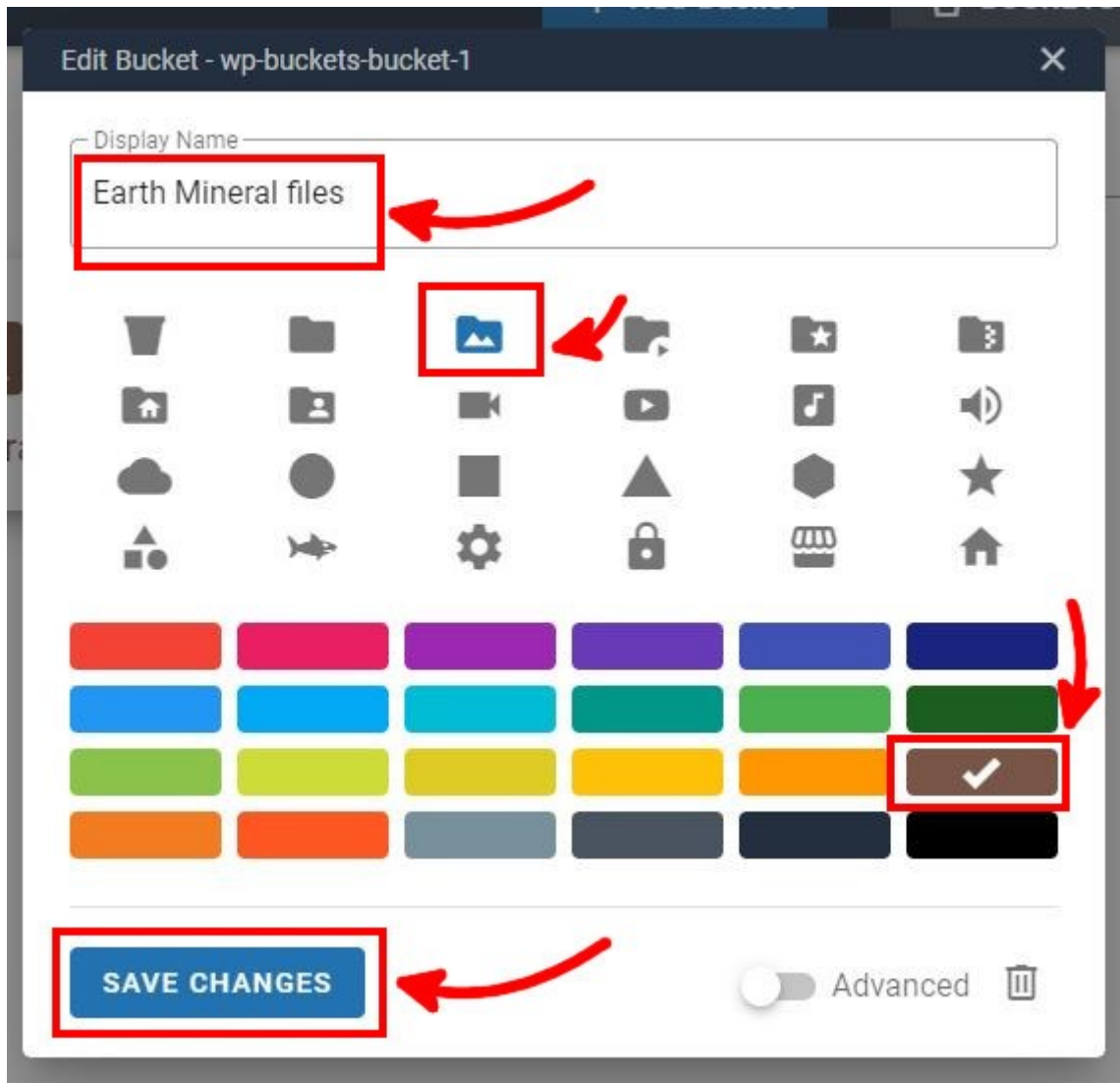


5.3 Enter a Display Name for the bucket.

5.4 Select an icon to represent the bucket shape.

5.5 Choose a color for the icon.

5.6 Click Save Changes button.



5.7 Bucket appearance is unique with a human readable name.

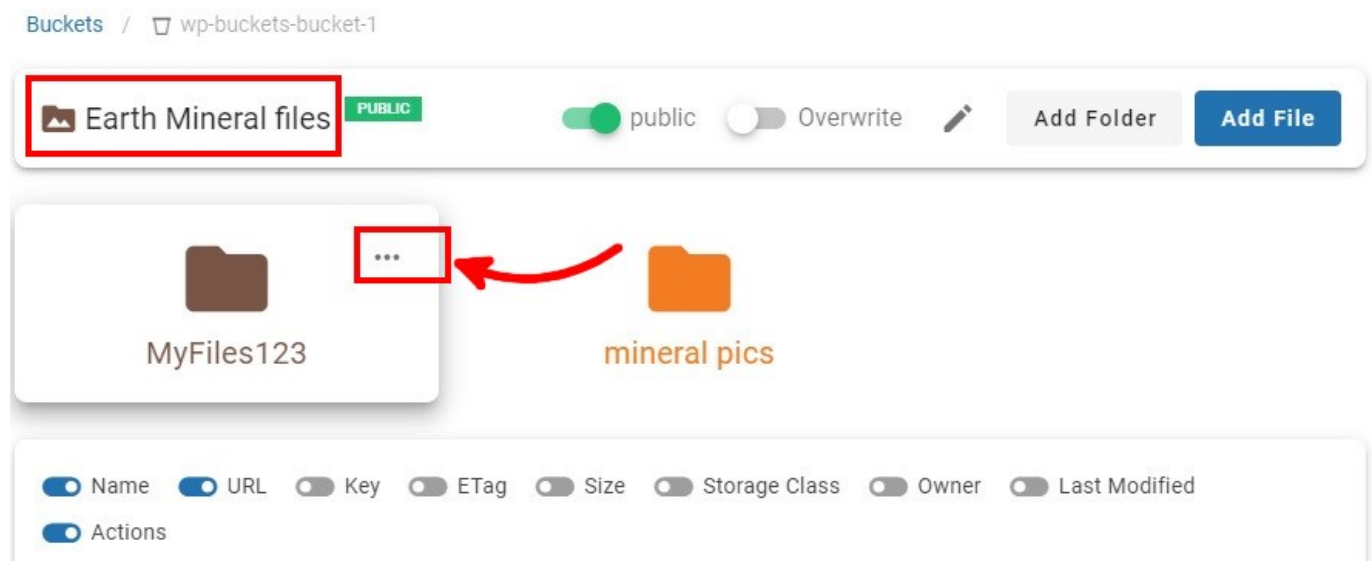


6. Customize Folders

6.1 Folders are customized in same way as buckets.

6.2 Open a bucket that has a folder inside.

6.3 Hover mouse pointer over the folder and click the three dots appearing next to it.

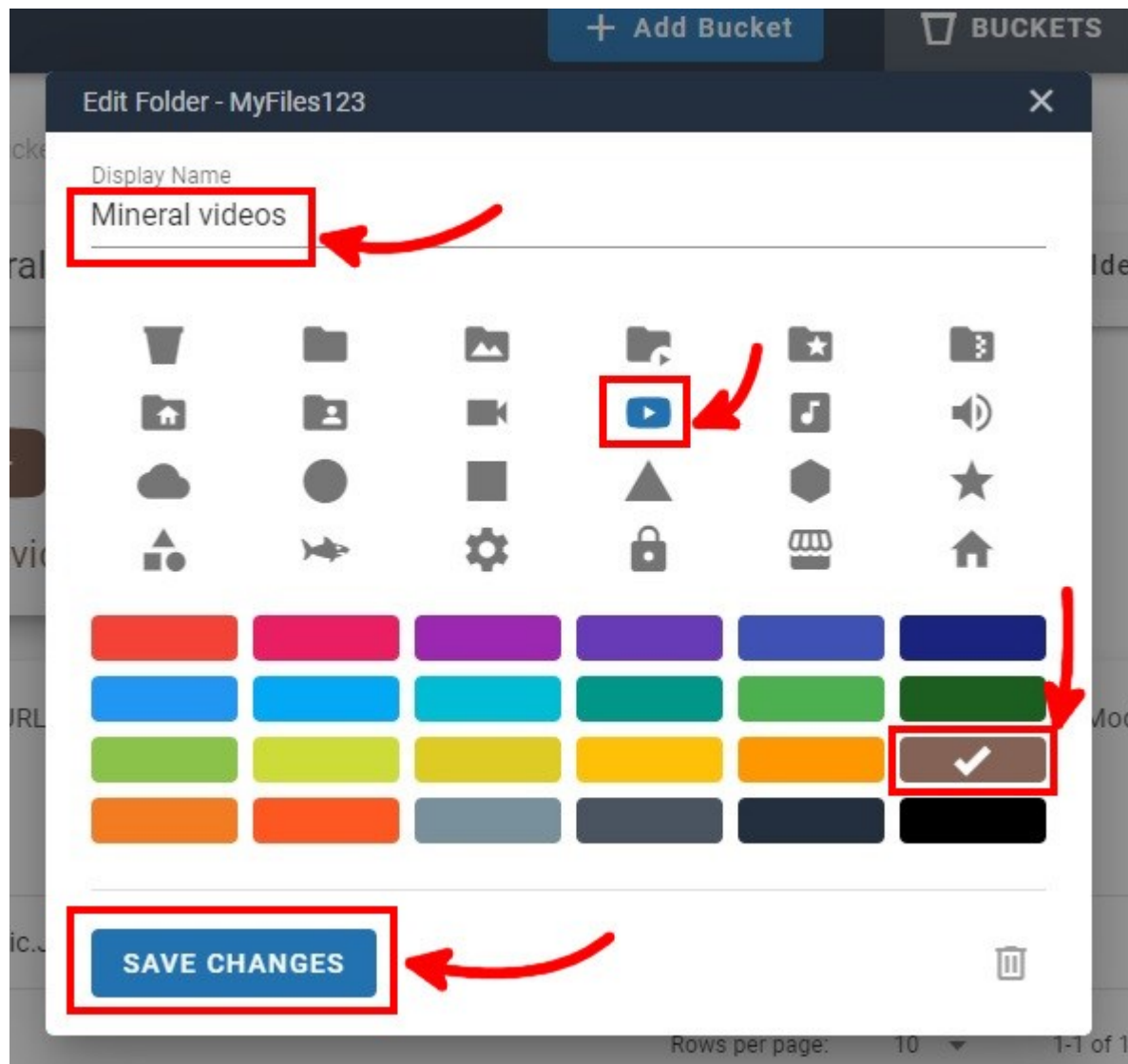


6.4 Enter a Display Name for the folder.

6.5 Select an icon to represent the folder.

6.6 Choose a color for the icon.

6.7 Click Save Changes button.



6.8 Folder now has a customized look and easily readable display name.

