

## **Folders made Private**

- 1. Rightclick START...click Explore**
- 2. Scroll up to the C: drive (or the drive where the folder is stored)**
- 3. Doubleclick the drive to expand it's folders.**
- 4. Locate the folder which you wish to make Private (for your eyes only).  
(example: The My Documents in your user profile)**
- 5. Click the + beside Documents and Settings and double click your User folder.**
- 6. Now, rightclick the My Documents folder that's a subfolder of your User folder.**
- 7. Select Properties from the drop down menu.**
- 8. Click the Sharing tab and click to place a check in the box Make this folder private so that only I have access to it.**
- 9. Click Apply and Ok**

**Note 1: You must have a password on your User Account in order to make a folder Private, otherwise anyone using the computer would have access to the files and folders.**

**Note 2: To make a file private, you must place it in a folder even if you have to create a new folder for it.**

**Note 3: Only computer drives with NTFS formatting can make files & folders Private.**

**Note 4: All subfolders and the files in them will also be Private when it's folder is made Private. For example, making My Documents folder private will include My Pictures and My Music folder and all the files in those folders as well.**

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