

Drive Labeling

The default of Windows is to name drives by assigning letters of the alphabet to them as they are created. The main hard drive is usually named the C: drive. You do not have to leave them as just letters C:, D:, F:, G:, etc. You may name them.

1. Doubleclick My Computer on the desktop.
2. Rightclick the drive to which you would like to add a label.
3. Select Properties.
4. In the text window near the top of the General tab, type the label for that drive. (example: My F: drive is named Jmax)
5. Click Apply and Ok. Now when you rightclick Start and select Explore and go to your drive you'll see the letter but you'll also see the label you gave it in front of the letter.

Note: Drives with FAT formatting may only use 11 characters. Those with NTFS formatting may use up to 32 characters in the label.

Note 2: To see if your drive is formatted with FAT or NTFS, rightclick the drive and select properties. Near the top of that screen is File System and it will say NTFS if your drive is formatted as NTFS.

Note:3 The CD/DVD Drive cannot be labeled as stated above. See below

Changing CD/DVD Drive letter

The CD/DVD drive does not have the RENAME option.

1. Click Start>Run and type "diskmgmt.msc".
2. Find the CD-ROM drive (D), right-click on it, and select "Change drive letter and paths".
3. Click the Remove button.
4. Now right-click on the hard drive partition (E) and select "Change drive letter and paths", click "Change", and set it to D.
5. Go back to the CD-ROM drive and open the Change Drive Letter window again.
6. Now click Add and choose E for the new drive letter.

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