

CHOOSING A HARD DRIVE FOR DEFAULT STORAGE

Q. Is there a way to change the default My Documents folder in Windows that most software looks to as the first place to save or retrieve files? I use Windows XP and I added a hard drive to handle my documents. The trouble is that whenever I save a document, the default is the My Documents folder on the C: drive.

A. Change the default documents folder,

1. Click Start ... rightclick the My Documents folder and click Propertie.
2. Up pops another display that includes exactly what you asked for--a Browse button that lets you MOVE the My Documents default folder to any place you want on the computer.

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