

Downloads Organized

1. Create a new folder on C:\ drive and name it AHOLDING TANK.

Easy to do, just go to Explore, scroll to the top and click to select the C:\ drive then click FILE...NEW...FOLDER. Name it and doubleclick. The folder has been created and can now be seen at the top of the Explore list.

2. Create a 2nd new folder on the C:\ drive and name it ADOWNLOAD.

The A in front causes it to be listed near the top of the list of folders in Drive C:\.

Open your email program, if AOL without signing online, click File....Download Manger.(Or whatever you click to set download preferences in your email program) A screen comes up with a box at the bottom that says C:\Program Files\America Online \Download. This is the default folder set by AOL to send downloads. Change this line to read C:\Aholding Tank. Now anything you download from AOL emails will go to the Aholding Tank folder.

3. If you download a program, when the box comes up with the choices to RUN or SAVE, click, SAVE. Then click the down arrow in the top box and select C:\ drive and then doubleclick the ADOWNLOAD folder. This causes the program to go to the ADOWNLOAD folder in your C:\drive . Periodically, copy this ADOWNLOAD folder to a cd if you have a cd-writer. If you ever need to reinstall drivers or programs that you've saved to this ADOWNLOAD folder, they will be there waiting. It is also a good idea to create a sub folder for each program you download so that the install file is easy to find. For instance, AVG, AOL, McAfee, HP Printers, etc and then download the file or driver to that folder.

Should the computer's hard drive fail, I can put in my Download CD that contains my ADOWNLOAD folder and reinstall them when my computer is up and running again. If computer crashes, the Recovery disk can be used to recover all software and system files just as when the computer came from the factory. My Downloads CD can be used to reinstall other programs I've added to my computer

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