

MY DOCUMENTS

My Documents is a folder that provides a convenient place to store documents, graphics, or other files that may need to be accessed quickly. When a file is saved in a program such as Word or Excel, the file is automatically saved in My Documents unless a different location is chosen.

To change the default folder for My Documents

- ❖ Right-click anywhere in the **My Documents** folder.
- ❖ Click **Properties**
- ❖ In the box **Target folder location**, type the path and folder name where documents are to be stored.
- ❖ If the folder where My Documents is located is not known or needs to be changed to a different location, do one of the following:
 - **Restore Default** - Returns the location to the original folder location, which is the C drive.
 - **Move** - Provides a list of the folders that are available. This is used to select a new folder for storing documents.
 - **Find Target** - Click this button to view the location of the target folder.

