



Windows 7: File Management

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File Management

When saving files, it is best to save them on your personal (P:) drive and **not** on the local hard drive (C:). Any files saved to the local hard drive will not be recoverable if the hard drive crashes or you are given a new computer.

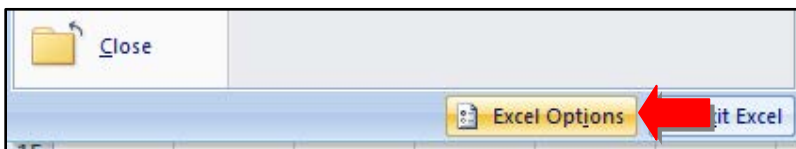
Changing the Default Save Location

Within the Office Suite (Word, Excel, Access, or PowerPoint), it is best to change the default save location to your P: drive.

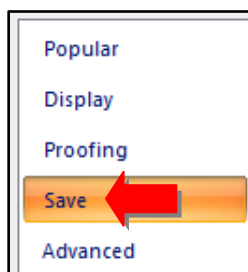
1. Select the Office button.



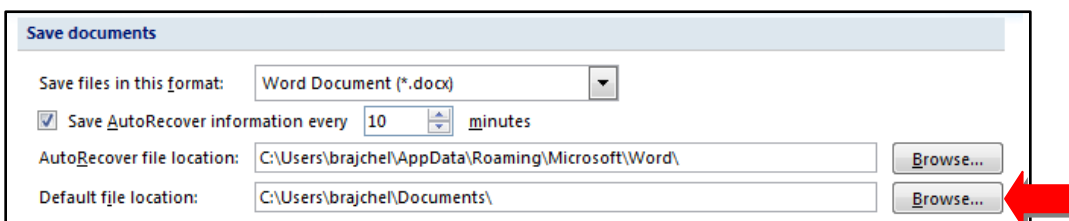
2. Select **Options**.



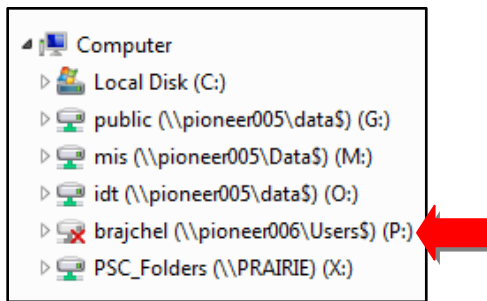
3. Select **Save**.



4. Select **Browse** next to **Default file location**.



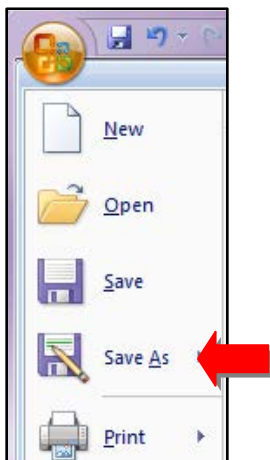
5. Select the arrow in front of **Computer** and select your P: drive from the list.



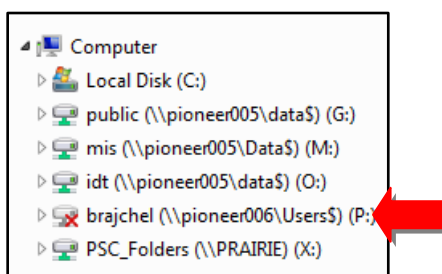
6. Select **OK** twice.

Saving Files to the P: Drive

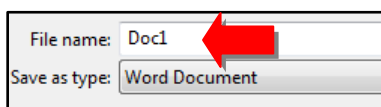
1. Select **Save As** from the **File** menu.



2. Select your **P:** drive from the list.



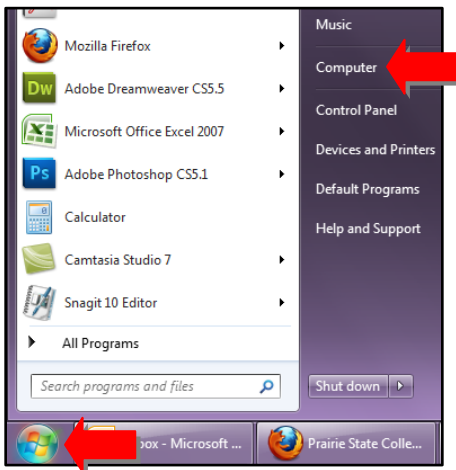
3. Name the file.



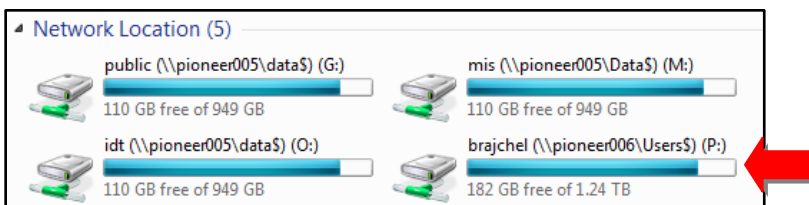
4. Select **Save**.

Moving Files to the P: Drive

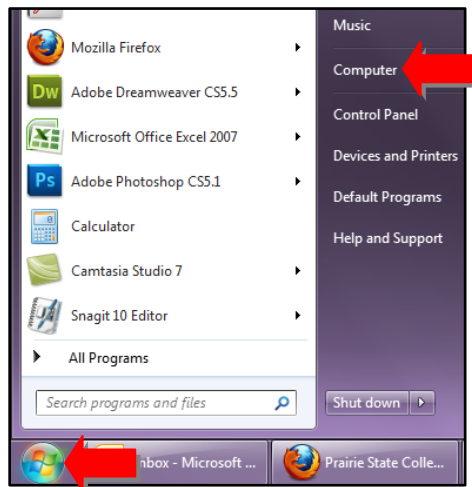
1. Open the **Start** menu and select **Computer**.



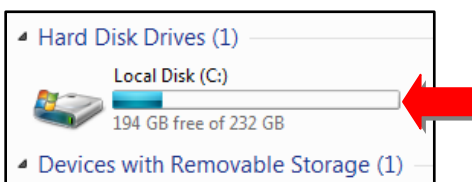
2. Locate your **P:** drive and double click on your P: drive.



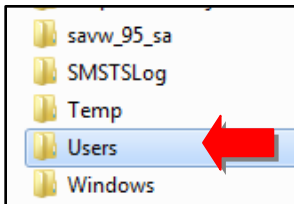
3. Open the **Start** menu again and select **Computer**.



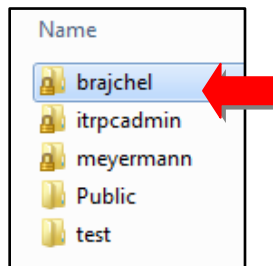
4. Locate the **C:** drive and double click on the C: drive.



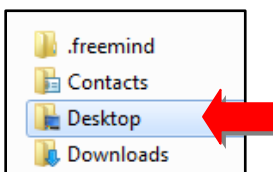
5. Double click the **Users** folder.



6. Double click to open your personal folder.



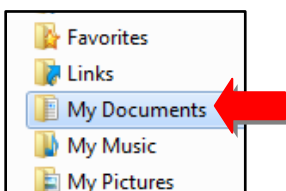
7. Double click the **Desktop** folder and check for any files you want to move.



8. For any files you want to move, select the file and drag-and-drop it onto the **P:** drive window.
9. Once you are done moving files from the **Desktop** folder, select the back arrow to move up one folder.



10. Double click the **My Documents** folder and check for any files you want to move.



11. For any files you want to move, select the file and drag-and-drop it onto the **P:** drive window.
12. Close all windows when done.