

CREATE A DOWNLOAD FOLDER

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Click on any blue, underlined text to go to its linked reference.



By default, Windows (prior to Windows Vista) saved downloaded programs to the desktop. This is often not only inconvenient, it creates more clutter to an already over-crowded desktop. (The *Default* is that which occurs unless the user can and does change it.)

(In Windows Vista, downloaded files are saved to a Download folder in your User folder, i.e. "Darry D\Downloads" folder.

So this is how to create a special Download folder.

1. Open My Computer:

- In Windows XP, select Start > My Computer.
- In Windows 98/Me, double, left-click on Desktop shortcut.

2. In Windows XP, double, left-click on the C drive.

- Windows 98/Me users go to Step 3.

3. From the MenuBar, select File > New > Folder (**Figure 1**).

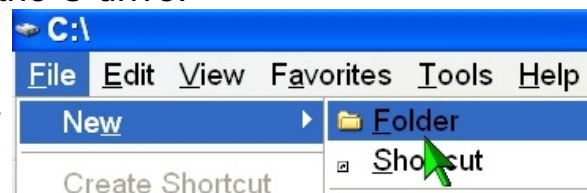


Figure 1

4. Type "Download" (without the quote marks) and touch the Enter key, on the keyboard.

Now, when you go online to download a file:

- ❶ Click on the link to the download.
- ❷ Click on the "Save" button.
- ❸ Click on the downward arrow next to the destination.
- ❹ Scroll to the "Download" folder. From this point on, unless you change that folder, every time you go to download a file, the Download folder will be the default folder listed.

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