

This sheet is designed to be an aid to you in changing and moving your default file location. This sheet covers many of the basic settings with default file location

DEFAULT FILE LOCATIONS

MICROSOFT WORD:

File Type	Location
Documents	C:\Users\ <i>username</i> \Documents
User Templates	C:\Users\ <i>username</i> \AppData\Roaming\Microsoft\Templates
AutoRecover Files	C:\Users\ <i>username</i> \AppData\Roaming\Microsoft\Word
Tools	C:\Program Files\Microsoft Office\Office15
Startup	C:\Users\ <i>username</i> \AppData\Roaming\Microsoft\Word\STARTUP

MICROSOFT EXCEL

File Type	Location
AutoRecover Files	C:\Users\ <i>username</i> \AppData\Roaming\Microsoft\Excel\
Default File Location	C:\Users\ <i>username</i> \Documents
Server Drafts Location	C:\Users\ <i>username</i> \Documents\SharePoint Drafts\

MICROSOFT ONENOTE

File Type	Location
Quick Notes Section	Ex. https://jkjkj.docx.live.net/12345ab123456abc/%5e.Documents/Personal%20(Web)/Unfiled%20Notes
Backup Folder	C:\Users\ <i>username</i> \AppData\Local\Microsoft\OneNote
Default Notebook Location	C:\Users\ <i>username</i> \Documents\OneNote Notebooks
Cache File Location	C:\Users\ <i>username</i> \AppData\Local\Microsoft\OneNote

MICROSOFT POWERPOINT

File Type	Location
AutoRecover Files	C:\Users\ <i>username</i> \AppData\Roaming\Microsoft\PowerPoint\
Default File Location	C:\Users\ <i>username</i> \Documents
Server Drafts Location	C:\Users\ <i>username</i> \Documents\SharePoint Drafts\

MICROSOFT ACCESS

File Type	Location
Default Database Folder	C:\Users\ <i>username</i> \Documents

CHANGING & MOVING YOUR DEFAULT FILE SAVE LOCATIONS

MICROSOFT WORD

1. Click the **File** tab.
2. Click **Options**.
3. In **Word Options**, in the **Advanced** section, scroll to the bottom and click **File Locations...**

4. Select the **File Type** and click **Modify...**
5. Use the explorer window to select your new file location. Click **OK**.
6. Click **OK**.
7. Click **OK** once more to exit.

MICROSOFT EXCEL

1. Click the **File** tab.
2. Click **Options**.
3. In **Excel Options**, select the **Save** section.
4. You can use this section to set the **AutoRecover file location**, the **Default file location**, and the **Server Drafts location**.
5. Click OK to exit.

MICROSOFT ONENOTE

1. Click the **File** tab.
2. Click **Options**.
3. In **OneNote options**, in the **Save & Backup** section, you can set the following by clicking **Modify...**
 - a. **Unfiled Notes Section**
 - b. **Backup Folder**
 - c. **Default Notebook Location**
 - d. You can also set the **Cache File Location** by clicking **Modify...** next to the path.
4. Select the folder you want to use for each location, and click **Select**.
5. Click **OK** to exit.

MICROSOFT POWERPOINT

1. Click the **File** tab.
2. Click **Options**.
3. In **PowerPoint Options**, in the **Save** section, you can set the **AutoRecover file location**, **Default File Location**, and the **Server drafts location**.
4. Click **OK** to exit.

MICROSOFT ACCESS

1. Click the **File** tab
2. Click **Options**.
3. In **Access Options**, in the **General** section, set the **Default database folder**:
4. Click **OK** to exit.

LIBRARIES

For programs that don't have default settings, Microsoft Windows 8 uses Libraries. These are similar to your My Documents and My Pictures folders that previous versions of Windows used. However, Libraries are not folders. Instead, they gather information from different locations and present them in a single display, without changing where they are stored.

For example, in Windows XP, if you looked in the My Documents folder, it would only display files saved in My Documents. In Windows 8, you could set your Documents Library to display files from My Documents, a Work In Progress folder on your desktop, a folder named My Docs on the root of your C drive, and so on.

You can include folders in your library from everywhere except our network drives, and removable media devices like CDs, DVDs and most flash drives.

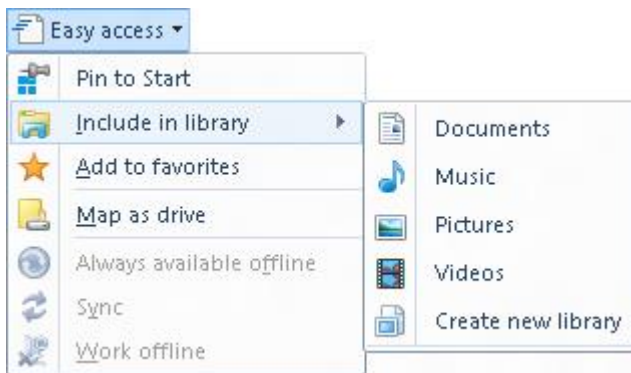
TO CREATE A NEW LIBRARY

- Open File Explorer by swiping in from the right edge of the screen, tapping **Search**(or if you're using a mouse, pointing to the upper-right corner of the screen, moving the mouse pointer down, and then clicking **Search**), entering **File Explorer** in the search box, tapping or clicking **Apps**, and then tapping or clicking **File Explorer**.

- Tap or click **Libraries**.
- Tap or click the **Home** tab, tap or click **New item**, and then choose **Library**.
- Enter a name for the library, and then press **Enter**.

TO INCLUDE A FOLDER FROM YOUR COMPUTER IN A LIBRARY

1. If the folder is on an external hard drive, make sure the drive is connected to your PC and that you can open it.
2. If you're viewing the New Library page in File Explorer, tap or click **Include a folder**, select the folder, and then tap or click **Include folder**. You're done. If you don't have the New Library page open, continue following these steps.
3. Open File Explorer by swiping in from the right edge of the screen, tapping **Search** (or if you're using a mouse, pointing to the upper-right corner of the screen, moving the mouse pointer down, and then clicking **Search**), entering **File Explorer** in the search box, tapping or clicking **Apps**, and then tapping or clicking **File Explorer**.
4. Expand the location to find the folder you want to add, and then select it. (For example, if you want to add a folder from a network, expand the network location and select the folder.)
5. Tap or click the **Home** tab, tap or click **Easy access**, choose **Include in library**, and then select the library to which you want to add the folder.



Note: If you don't see the **Include in library** option for a network folder, it means the folder isn't indexed. Folders on removable media (such as CDs and DVDs), network-attached storage (NAS) devices, and some USB flash drives can't be included in a library.

TO REMOVE A FOLDER FROM A LIBRARY

- Open File Explorer by swiping in from the right edge of the screen, tapping **Search** (or if you're using a mouse, pointing to the upper-right corner of the screen, moving the mouse pointer down, and then clicking **Search**), entering **File Explorer** in the search box, tapping or clicking **Apps**, and then tapping or clicking **File Explorer**.
- Select the library where you want to remove a folder.
- Tap or click the **Library Tools** tab, and then tap or click **Manage library**.
- In the dialog box that appears, select the folder you want to remove, tap or click **Remove**, and then tap or click **OK**.

TO CHANGE A LIBRARY'S DEFAULT SAVE LOCATION

A library's default save location determines where an item will be stored when it's copied, moved, or saved to the library.

1. Open File Explorer by swiping in from the right edge of the screen, tapping **Search** (or if you're using a mouse, pointing to the upper-right corner of the screen, moving the mouse pointer down, and then clicking **Search**), entering **File Explorer** in the search box, tapping or clicking **Apps**, and then tapping or clicking **File Explorer**.
2. Select the library you want to change.
3. Tap or click the **Library Tools** tab, and then do one of the following:
 - a. Tap or click **Set save location** and pick a new location.
 - b. Tap or click **Optimize library for** and pick a different kind of file.