

MAKING WINDOWS.. STORE DOCUMENTS & PHOTOS ON A DIFFERENT DRIVE

by Francis Chao
fchao2@yahoo.com

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"Meeting Notes"

"KNOWN FOLDERS"

- Windows.. defaults to storing your stuff in "Known Folders"
- A "Known Folder" is not a real folder since a "Known Folder" is a pointer to a real folder
- With the current small, expensive SSDs, the real folder that is associated with a "Known Folder" fills up fast

"KNOWN FOLDERS" (continued)

- "Desktop", "Documents", "Downloads", "Music", "Pictures", and "Videos"
- Located under "This PC" in "File Explorer"
- Located in all "Save as.." windows of all "apps"

"KNOWN FOLDERS" (continued)

- Most computer users will want to re-point some of their "Known Folders" from the C: drive to a larger spinning hard drive
- You can only move one "Known Folder" at a time
- Lots of your "apps" will also make mandatory sub-folders in your "Documents" known folder

PREPARE A NEW FOLDER ON A DIFFERENT DRIVE FIRST!

- Use "Disk Management" to check the target hard drive to make sure that it has enough space
- Make a new folder for the location of the "Known Folder" that you wish to re-locate

DO THE ACTUAL MOVE OF THE "KNOWN FOLDER"

- RIGHT-CLICK on the specific "Known Folder" that you want to move
- Click on "Properties" in the pop-up utility menu
- Use the "Location" tab of the "Known" folder to make the move to the new location
- Reboot the computer and use "File Explorer" to verify the move

