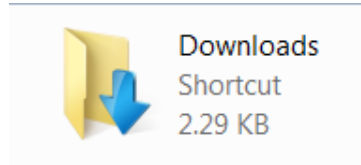


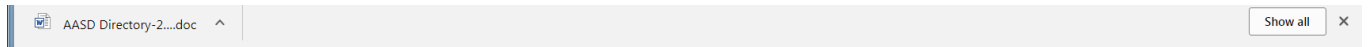
Appleton Area School District
Training Document
Image Version: RR7A
OS/Office: Windows 7/Office2016

Title: Managing Your Downloads
Date: 11/22/17
Author: Paul Stinson
Revision Date:

Your Download Folder is **TEMPORARY**



1. When you download anything from the web or a program, it is by default put in your Download Folder. This is a temporary location and is not suitable for long term storage.



- a. When district computers are reimaged annually, the contents of this folder are erased.
 - b. If your computer experiences an issue during the year, the contents of the Download folder could be lost.
2. Move your files to a safe location if you are hoping to use them long term or wish to not have to locate and download again.
 - a. Move to your H Drive
 - i. Click and drag the item to the folder you want to organize it in
 - ii. Or, open it and use the "Save As" option and choose your location then.
 - b. Move to Google Drive
 - i. Click and drag into a window with Google Drive open
 - ii. Or, use the File Upload option and choose the file in the download folder.