

Change Default Save Location To The “Mapped My Documents Folder” In Windows 7

- 1) Click on the “Start Button” and find “Documents” and right-click on it, and go to “Properties”
- 2) Now under “Library Locations” find the “Mapped” Location and click on it one time, and then choose “Set Save Location”. A “Check Mark” should be next to that folder now.
- 3) Click “Apply” and “Ok”
- 4) Now when a user goes to File/Save from within an application it should default to your “Mapped” Location automatically.