

How To Remap My Documents Folder In Windows 7

Under New Profile

- 1) Right-click on the desktop and go to "Personalize"
- 2) On the Left-Hand side click on "Change Desktop Icons"
- 3) Put a check mark in the box beside "User's Files"
- 4) Click "Apply" and "Ok" and close any windows that remain open
- 5) Double-click on "My Computer" and go to the following path. C:\users\username\
(Where username is the user that you are currently logged in as).
- 6) Right-Click on "My Documents" and go to "Properties".
- 7) Click on the "Location Tab" then click on the "Move Button" and choose the new path for the "My Documents" Folder. Then click "Select Folder"
- 8) Now click "Apply" and you will be prompted with the following message. (Do you want to move all of the files from the old location to the new location? (Old Location C:\users\username\Documents, New Location XYZ:\...\My Documents. (We recommend moving all of the files so that programs needing to access the folders content can do so))). Click "No" and then "Ok" and close all open windows.
- 9) Now Double-Click on the "User's Files" folder on the desktop.
- 10) You will now see two "My Documents" folders, and you will need to figure out which one is to the new path you just created (Should be the one on the left).
- 11) Right-Click on that one and go to "Send to" the "Desktop (Create Shortcut)", and close all open windows.
- 12) Now right-click on the desktop and go to "Personalize"
- 13) On the left-hand side click on "Change Desktop Icons"
- 14) Remove the check mark in the box beside "User's Files"
- 15) Click "Apply" and "Ok" and close any open windows.
- 16) That's it.

Note: You should be left with only the shortcut to the "My Documents" folder on the desktop, and the "User's Files" folder should be gone.