Changing the Default Location for Dowloading Files in Google CHROME (for Illuminate or Synergy)

The servers where your data is saved do not have an infinite amount of storage space. Your default storage limit is 100mb. When trying to download files, you might receive an error stating that the download has been interrupted, the download stays in an endless loop or not all pages print from your download. This problem happens because the default location that files are downloaded to is in your "My Documents" folder, which is on the server. If you have reached your storage limit, the file can't save. You will need to change the location of where the files download. The directions for changing the location follow.

Create Storage Folder

You will need to create a folder on your hard drive for storage. Since these files are temporary and can be recreated, they will not be backed up unless you manually back them up.

1. Open "My Computer" or "Computer"

2. Double-click "Local Disk C:" or "OSDISK (C:)

3. Go to File → New → Folder, or Click on "New Folder"
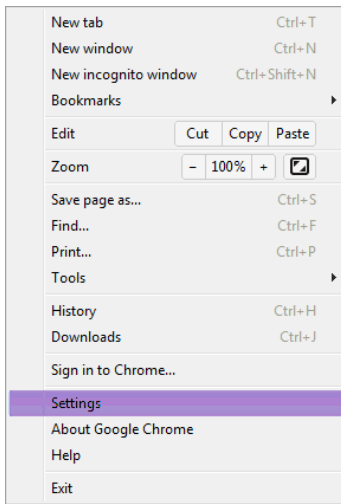

4. A new folder will be created

5. Type the name of the new folder- we are using "Illuminate Files" in this example – push the "Enter" key

Change Setting in CHROME

Next, you will need to change a setting in CHROME to point to the new folder.
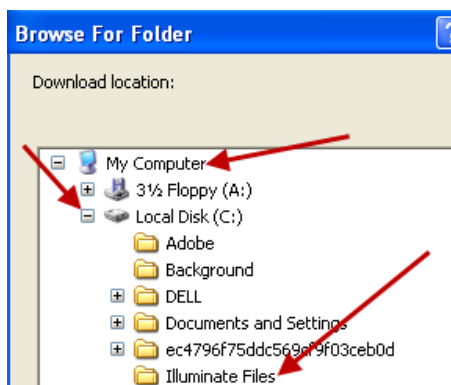
1. Open Google CHROME

New tab	Ctrl+T
New window	Ctrl+N
New incognito window	Ctrl+Shift+N
Bookmarks	▸
Edit	Cut Copy Paste
Zoom	− 100% + ▢
Save page as...	Ctrl+S
Find...	Ctrl+F
Print...	Ctrl+P
Tools	▸
History	Ctrl+H
Downloads	Ctrl+J
Sign in to Chrome...	
Settings	
About Google Chrome	
Help	
Exit	

2. Click the Chrome menu ☰ on the browser toolbar.

3. Select "Settings"

4. Click on "Show Advanced Settings" (you might have to arrow down to find this)

Show advanced settings...

5. Find the section labeled "Downloads" (again, you might need to arrow down) and click on "Change"

Downloads   Download location: \\decnas03\Staff Home$\root\IT Tech\My D   Change...

Browse For Folder

Download location:

- 🖳 My Computer
  - 💾 3½ Floppy (A:)
  - 💿 Local Disk (C:)
    - 📁 Adobe
    - 📁 Background
    - 📁 DELL
    - 📁 Documents and Settings
    - 📁 ec4796f75ddc569cf9f03ceb0d
    - 📁 Illuminate Files

6. Expand (click the +) "My Computer" → "Local Disk (C:) click on "Illuminate Files"

7. Click "OK" the Download location will now show as C:\Illuminate Files

Download location: C:\Illuminate Files

8. Close the browser and open CHROME

All of the files you download from CHROME will now be in this new location. These files are not backed up; they can be recreated if you need them again. Follow your usual procedure for backing up your files if you wish to back them up.