

Accessing Save Locations Other than the Temporary Patron Drive

The PACs' hard drives are locked down to prevent patrons from tampering with them. The "Temporary Patron Drive" is meant to be the only place that patrons can save files to. However, there are some other locations on the computer which are accessible to various degrees. It's important to be aware of them in case a patron accidentally saves a file to one of these locations, and needs to access it again.

1. "Temp" Folder

When you download a file from the Internet and select the "Open" option (as opposed to "Save" or "Save As"), the file may be saved to a "temp" folder, depending on what browser was used and how it was saved.

The location of the temp folder is different depending on what browser was used to download the file:

- **Firefox:** C:\Users\all\AppData\Local\Temp
- **Internet Explorer:** C:\Users\all\AppData\Local\Microsoft\Windows\INetCache\IE\JS85WAC

How to Access the "Temp" Folder

This folder is not accessible from the PACs. This means that, once you close the downloaded file, it cannot be accessed again from the PAC unless you re-download it.

However, it is possible to access this folder from a staff computer, as described below:

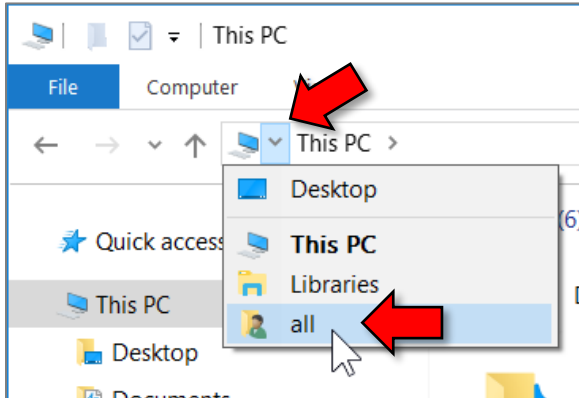
1. On a staff machine, open File Explorer window.
2. Click in an empty area in the Address Bar. This will turn the Address Bar into a textbox.
3. **If downloaded from Firefox:** Type "\\gates01\c\$\Users\all\AppData\Local\Temp" and press Enter. Replace "01" with the number of the computer you want to access. Note that the slashes are backslashes—use the key below "Backspace" on the keyboard to type them.
4. **If downloaded from IE:** Type "\\gates01\c\$\Users\all\AppData\Local\Microsoft\Windows\INetCache\IE\JS85WACC" and press Enter. Replace "01" with the number of the computer you want to access. Note that the slashes are backslashes—use the key below "Backspace" on the keyboard to type them.

2. “all” folder

There is a folder called “all” that can be saved to. Patrons have been known to save to this folder occasionally. This is the directory of the Windows profile—denying access to this folder prevents Windows from booting up, which is why you can access this folder and save files to it.

This folder can be accessed through File Explorer, as well as any “Open” or “Save As” dialog box:

1. Open File Explorer by clicking the icon in the taskbar.
2. Click the **first chevron** in the Address Bar and select “all” from the pull-down list that appears.

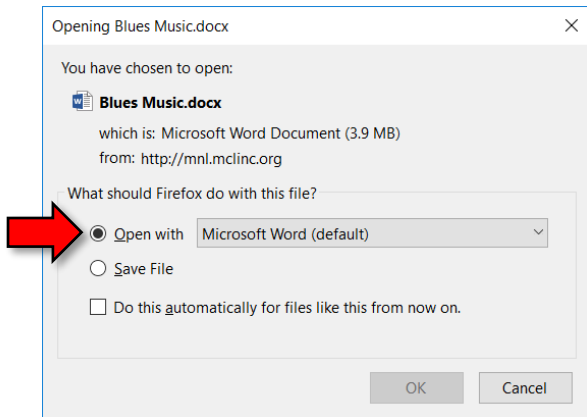


3. The contents of the folder appears. You can open and save files to this folder.

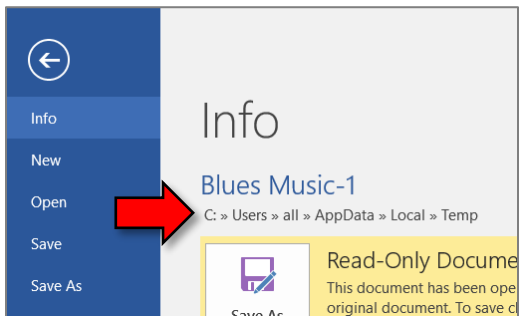
Demonstrations

Demonstration of how to tell where an “Opened” file was saved to

1. Open Firefox (do not use IE, see note at end of instructions).
2. Go to the Class Resources page: <http://www.mc-npl.org/class-resources/>
3. In the section for the Word class, click on a Word document such as “Blues Music.docx”
4. Select “Open with” in the dialog box that appears and click OK.



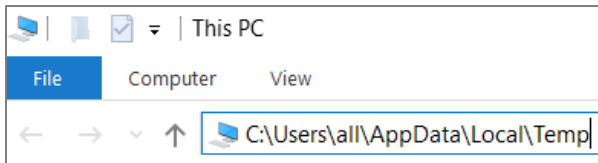
5. Microsoft Word opens. Click on the “File” tab and then click “Info” on the left. The directory that the file was saved to is displayed near the top of the screen.



This has been tested in Firefox. When testing this in IE, Microsoft Word displays the URL of the downloaded document instead of its file location.

Demonstration of the “Temp” folder being inaccessible from a PAC

1. Open File Explorer on a patron machine.
2. Click into an **empty area** in the Address Bar so that the Address Bar turns into a **textbox**. Type “C:\Users\all\AppData\Local\Temp” into the textbox and press Enter.



3. An error message that appears.

