

Norton City Schools

Managing Downloads Folder

1 2 1 Chromebook Initiative



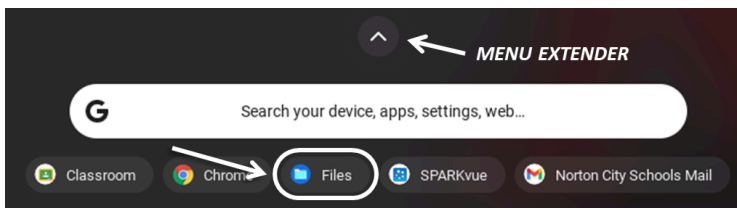
Chromebooks come with a locally-stored downloads folder likewise of a Windows or MacOS machine. Many are unaware of this feature and often allow the folder to become heavily stored in. As a result, this may slow down the device. The steps below outline how to identify and clean out a downloads folder.

How to Access the Downloads Folder

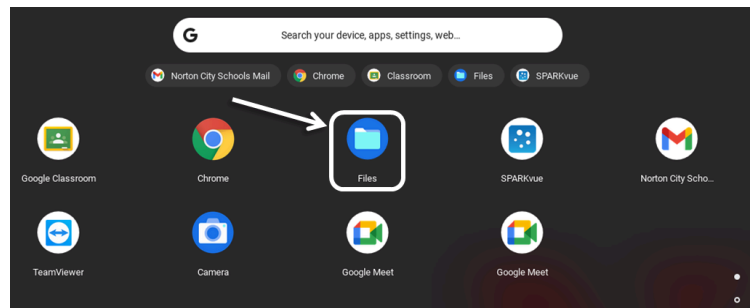
01. Open the finder from the bottom-left of the taskbar.



02. If present, select the “Files” application. If not, click the menu extender to view more applications.



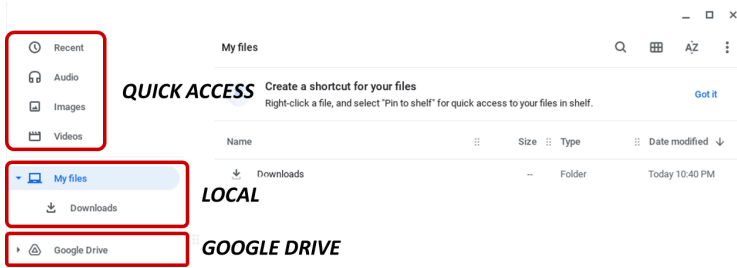
03. In the extended menu (if open), select the “Files” application.



Continued on the next page.

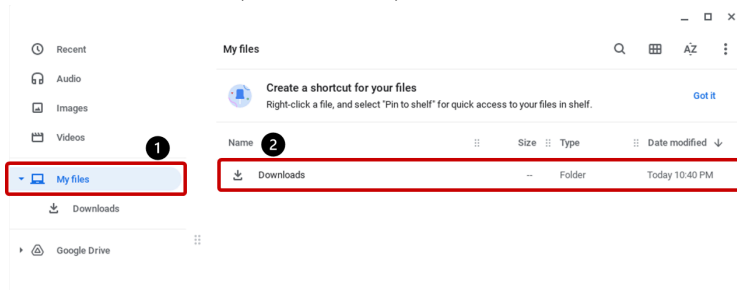
Navigating “Files”

01. On the left sidebar, you will see it broken down into three different categories. Each is identified and described below.



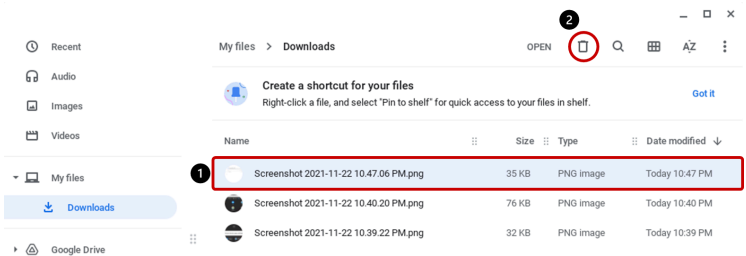
- **Quick Access:** These break down local files into their respective categories.
- **Local:** These files are stored locally (NOT backed up/in Google Drive).
- **Google Drive:** This gives access to your Google Drive (including folders).

02. To view your downloads folder, click “My Files” then “Downloads” (if collapsed).



You will see all of your downloads here.

03. To delete a file, click on the desired file, then the trash can icon.



04. To move a file to Google Drive, click and drag the file to the “Google Drive” section.

