

Where the heck is that file??

Do you have trouble locating documents in your computer? **Even** when you have a copy of it **in your hand**?

I do. I can't always remember **the exact folder name** where I save a document. I end up using the Windows search feature to find documents. **That takes time**, even if I use the right search words.

Ever wish for an easier way? **There is!**

Have you seen a line of text like this at the bottom of a document?

C:\MyFiles\Work\Technology\Resources\TopTenWebDesignMistakes.doc

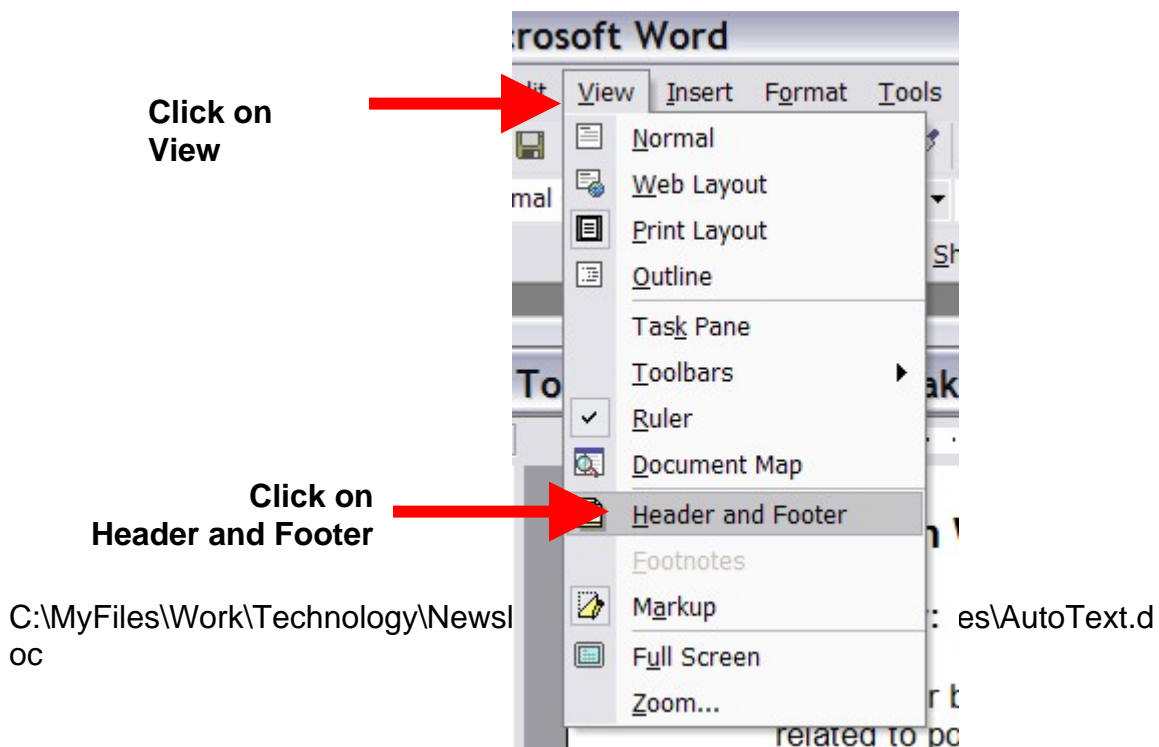
It's a notation reminding you **where that document** is in your computer. Let's call it a **document path**.

How handy!

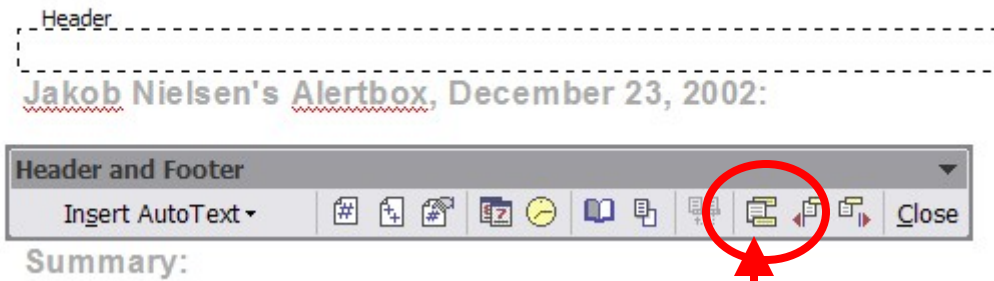
The best part is that **you don't actually have to type it in yourself**. Word has a feature called **AutoText** that will create the **document path** for you.

Here's how...

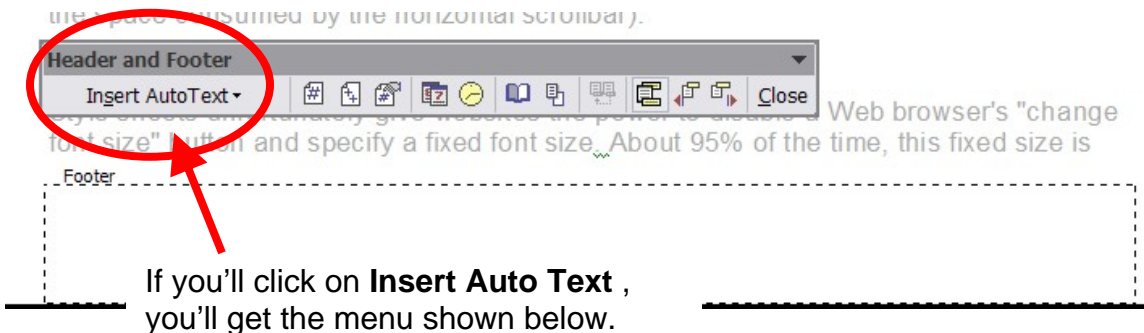
Open MS Word, then open an existing document. **Any document will do**.



The box below will appear with a Header outlined above it. I'd prefer that the document path appear **in the footer** so...

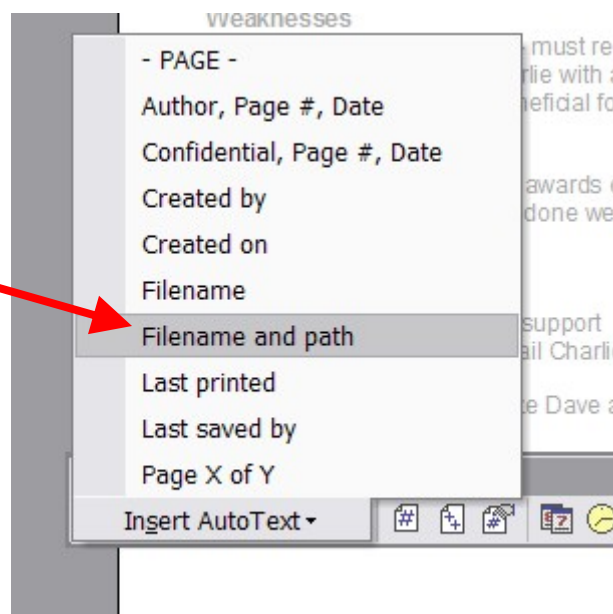


...click on this symbol to **switch the placement** of the document path from the Header **to the Footer**, like the image below shows.



Click on **Filename and Path...** there's your document path!

All that's left is to click the **close** button.



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