How to Locate and Change the Settings for Downloads on Google Chrome for Mac and Windows

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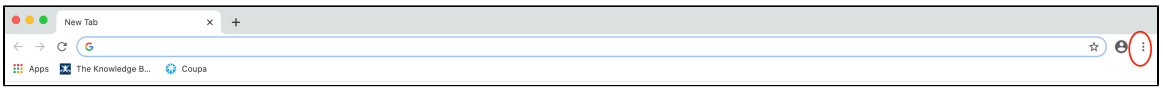
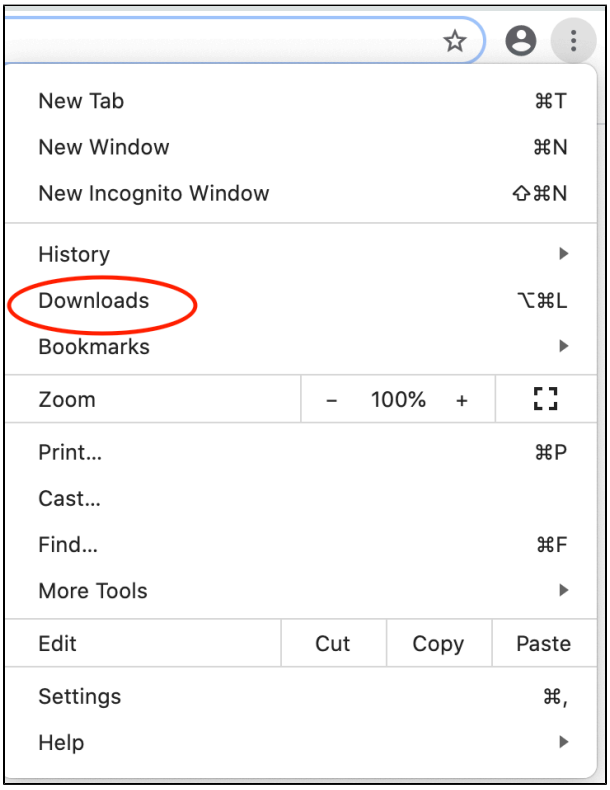
How to Locate Downloads

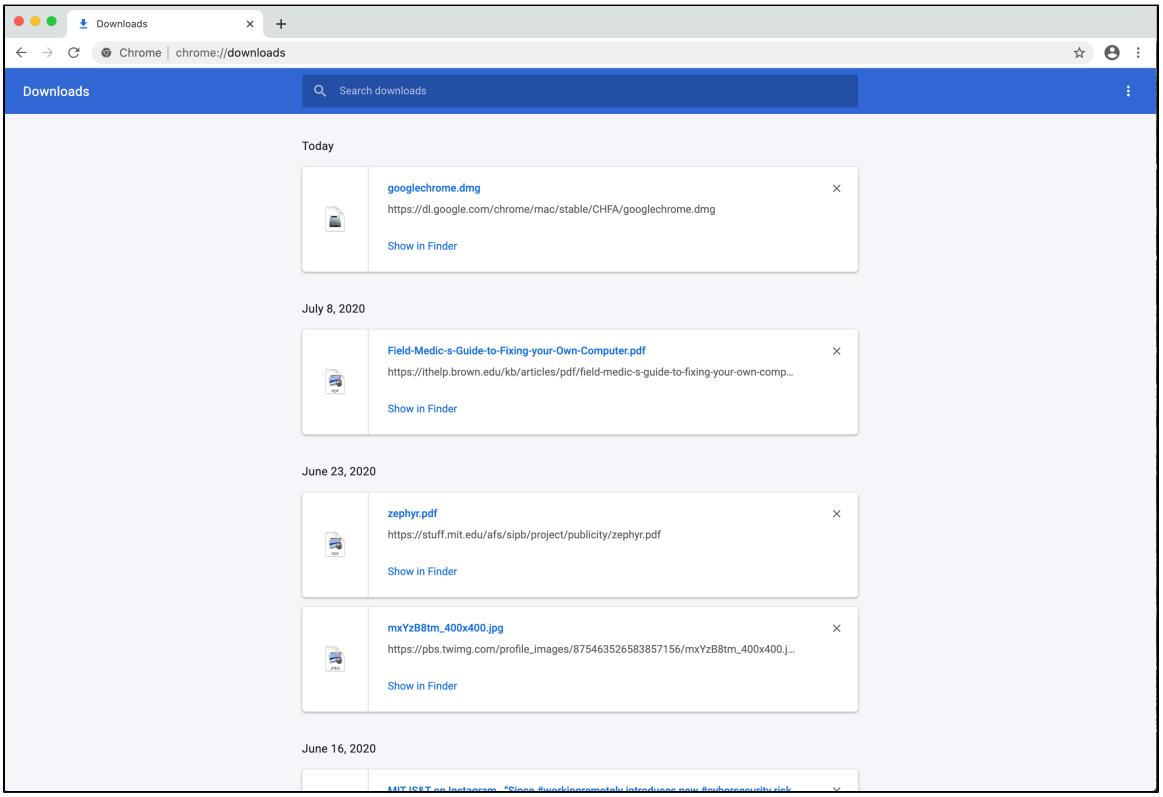
1. Once you have downloaded an item on Google Chrome, navigate to the top right corner of your window, and click on the icon located in the toolbar that is three dots stacked on top of one another.
   Result: A dropdown list will appear under the icon.



2. Select the **Downloads** option from the dropdown menu.
   Result: A new tab labeled **Downloads** will open with a list of items that have been downloaded in the browser, organized by date in descending order.

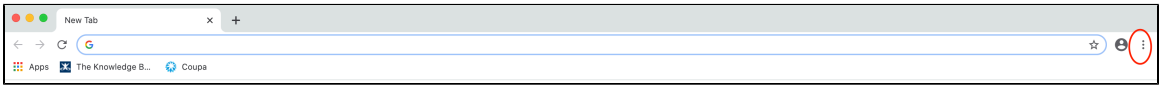


3. In the Downloads tab, select the downloaded item that you want to open.
   Result: The item that you select will open.

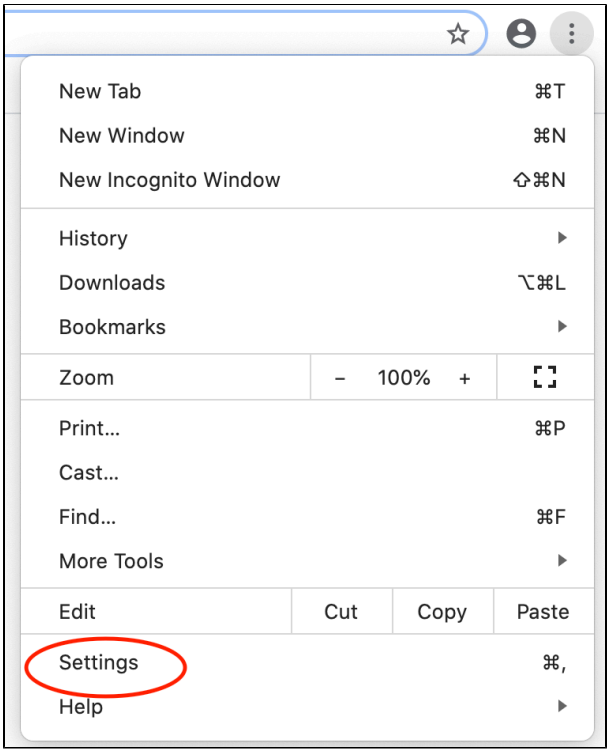


How to Adjust the Settings for Downloads

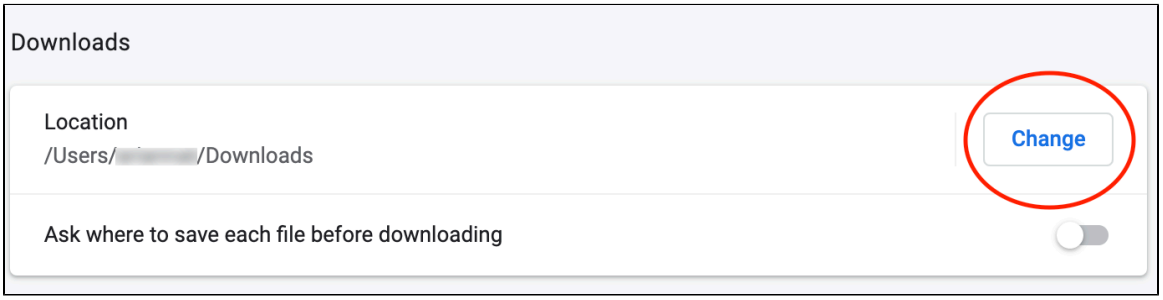
1. Navigate to the top right corner of your window, and click on the icon located in the toolbar that is three dots stacked on top of one another.
   Result: A dropdown list will appear under the icon.



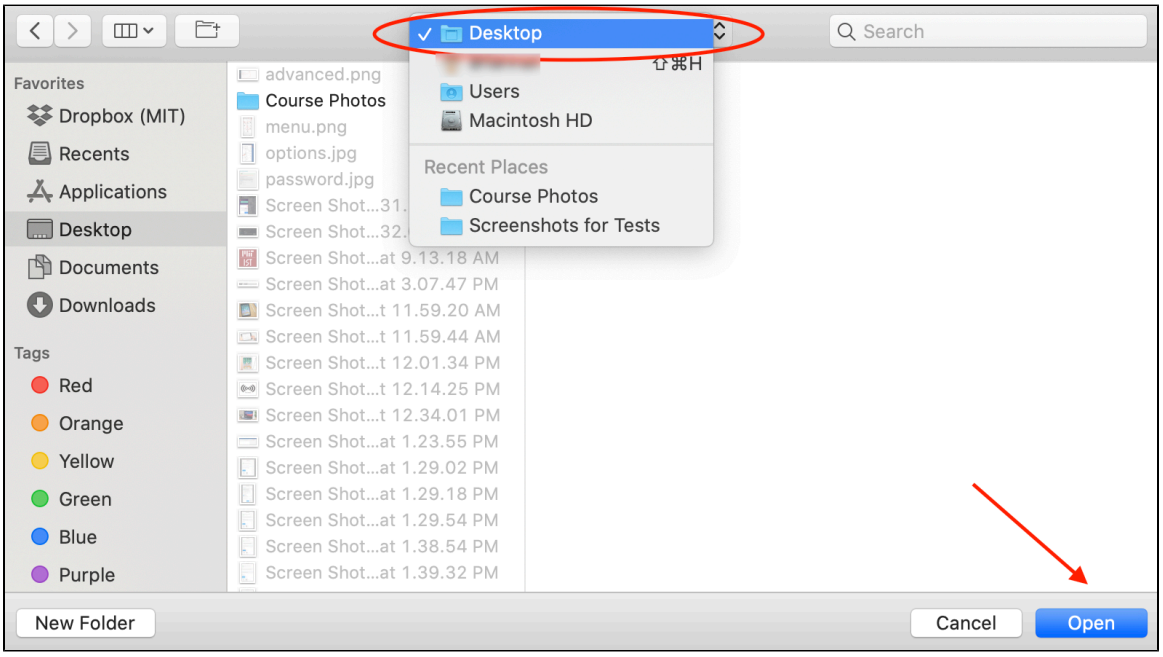
2. Select the **Settings** option from the dropdown menu.
   Result: A new tab labeled **Settings** will open.



3. In the **Settings** tab, scroll down to the section labeled **Downloads**. Click on the button labeled **Change**.
   Note: In order to see the **Downloads** option, you need to click on **Advanced** at the bottom of the **Settings** tab.
   Result: A new window will open where you can select a location on your computer for downloads to be saved to.



4. Select the folder to which you would like your downloads to be saved from the dropdown menu in the top center of the window, then click the blue **Open** button in the bottom right corner of the window.
   Result: The folder that you selected will become the folder where downloads are saved, and you will be brought back to the **Settings** tab in your Google Chrome browser.


Desktop
Search
Favorites
Dropbox (MIT)
Recents
Applications
Desktop
Documents
Downloads
Tags
Red
Orange
Yellow
Green
Blue
Purple
advanced.png
Course Photos
menu.png
options.jpg
password.jpg
Screen Shot...31.
Screen Shot...32.
Screen Shot...at 9.13.18 AM
Screen Shot...at 3.07.47 PM
Screen Shot...t 11.59.20 AM
Screen Shot...t 11.59.44 AM
Screen Shot...t 12.01.34 PM
Screen Shot...t 12.14.25 PM
Screen Shot...t 12.34.01 PM
Screen Shot...at 1.23.55 PM
Screen Shot...at 1.29.02 PM
Screen Shot...at 1.29.18 PM
Screen Shot...at 1.29.54 PM
Screen Shot...at 1.38.54 PM
Screen Shot...at 1.39.32 PM
⇧⌘H
Users
Macintosh HD
Recent Places
Course Photos
Screenshots for Tests
New Folder
Cancel
Open