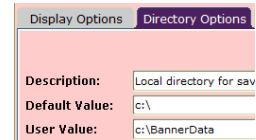# Banner 9 – Where did my data go?
Saving/exporting your data from the system

In the Banner 9 system, data is not saved under your c:\BannerData that you created previously in Banner 8 (right top image). The setting on GUAUPRF (General User Preferences Maintenance) is ignored. Data is saved in Banner 9 based on your internet **browser** (Chrome, Internet Explorer, or Firefox) and **setting controls** within your internet browser (right bottom image).

Display Options	Directory Options
Description:	Local directory for sav
Default Value:	c:\
User Value:	c:\BannerData

Banner
Output glrletr_2605309.doc saved to browser-specified download folder. Select OK to complete Save.
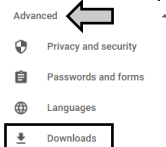
To review and/or change your **setting controls** on your internet **browser**, please see below instructions. (**_NOTE:_** If you change your **_default setting controls_** to c:\Banner Data, **EVERYTHING** will be saved from the internet into this folder – not just Banner information). You have the option(s) to:

1. Leave your **setting controls** as they are currently set, note where data will be saved
2. Change your **setting controls** to a different folder (remember the above **_NOTE_**)
3. Turn on/off "ask where to save each file before downloading" – select every time you save data
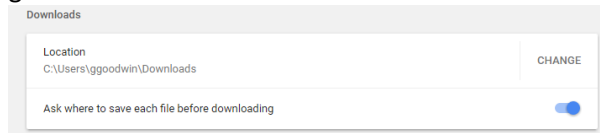
INSTRUCTIONS _by internet browser_:

chrome

1. Click the button on the right: ⋮
2. Select Setting/Click the below button to open the menu: ≡ Settings
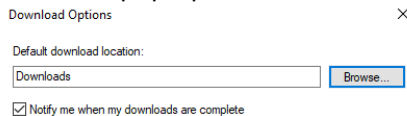3. Select Downloads (Under Advanced)

   Advanced ⌄
   - 🛡 Privacy and security
   - 📋 Passwords and forms
   - 🌐 Languages
   - ⬇ Downloads

4. Change the Location OR Slide circle to ask where to save

   Downloads

   Location
   C:\Users\ggoodwin\Downloads   CHANGE

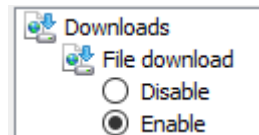   Ask where to save each file before downloading   ◉

Internet Explorer

Change Default download location:

1. Click the button on the right: ⚙
2. Select View Downloads-Options (bottom left)
3. The below will pop-up:

   Download Options   ×

   Default download location:
   Downloads   Browse...

   ☑ Notify me when my downloads are complete

4. Select Browse…chage download location

Enable for automatic prompting:

1. Click the button on the right: ⚙
2. Select Internet Options – Security Tab
3. Select   Custom level...
4. Scroll to Downloads Section (Enable):

   📥 Downloads
     📥 File download
       ○ Disable
       ◉ Enable

Firefox

Change location or always ask me (Under Options-General-Downloads):

General

Startup

☑ Always check if Firefox is your default browser

Firefox is currently your default browser

When Firefox starts: [Show my home page ▾]

Home Page: [http://www.google.com/]

[Use Current Pages] [Use Bookmark...] [Restore to Default]

Downloads

○ Save files to [📁 Downloads] [Browse...]

◉ Always ask me where to save files