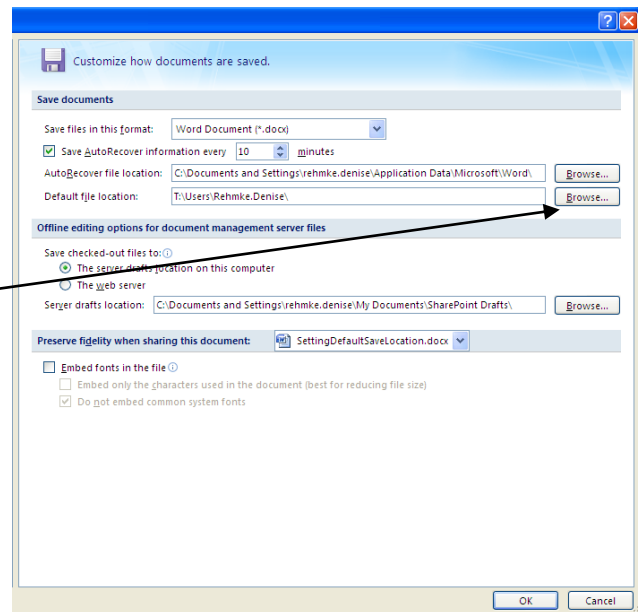


Setting the Default File Save Location

It is possible to change the **default location** for **saving files** that you create with **Office 2007** programs. For example, if you typically save files into your user folder on the server, you can set this as your default location, so that when you **Save As**, the window will default to this location. This saves some navigating and clicking! Do this:

1. Launch **Word 2007**
2. Click the **Office Button** (upper left)
3. Click **Word Options** button (lower right)
4. Click **Save** (left side)
5. Find **Default File Location**. Click the **Browse** button next to this.
6. Navigate to the folder you want to be the default. OK.



Interestingly, in **Excel 2007** and **PowerPoint 2007**, you do not have a Browse button. You have to manually type in the file location path. For example **T:\Users\Smith.Jane**

Or try this:

Repeat steps 1-2-3-4 above. Highlight and copy the “path” to the desired default save location in **Word**, and paste it into the box in both **Excel** and **PowerPoint**. (You find the **Excel** Options and **PowerPoint** Options in the same location as in **Word**.)

Note: If you are using **Office 2003** (older version), the process is similar, but you need to start in a different location:

1. Under **Tools** select **Options**.
2. Click **File Locations** tab.
3. Select **Document**, then click the **Modify** button.
4. Navigate to the folder you want to be your default file location. OK.