M.E.O.C. Tech Worksheets

How To Change The Default Save Location

Since we all have had our files moved to the new server location, our old default save location needs to be changed to the new location. Here's how to do that.

1. In **Microsoft Word**, click the **Office Button** in the upper-left corner.
2. At the bottom of the Pop-out menu, click, "**Word Options**".
3. In the Panel o the left, click, "**Save**".
4. Next to, "Default file location:", click the "**Browse**" button and navigate to the new drive letter location that you had previously mapped to.
5. Click on that drive then click, "**OK**". Your new mapped drive letter now shows in the, "Default file location".
6. Click "**OK**" on this window and you're done.

For Microsoft Excel and PowerPoint:

1. In step #4 above, there is no, "Browse" button so this is what you need to do:
   a. Place your cursor in the text box with your mouse.
   b. Delete the old drive letter, (only the letter and not the :\).
   c. Replace the old letter with your new mapped drive letter.
   d. Click "**OK**".

For Microsoft Publisher:

You cannot change the Default Working Folder in Publisher. You must go through the usual, "File/Save As – navigate to the location you want to save in" routine.