

CHANGE THE DEFAULT LOCATION OF YOUR MICROSOFT WORD DOCUMENTS

How can you change the default location for your Microsoft Word documents? Follow these simple steps to accomplish your objective.

1. Launch Word.
2. Click File, then Options (see graphic below).
3. Click on the Save tab along the left column.
4. In the Default local file location, browse to the file folder of your choice.
5. Enter the new folder location and click OK.
6. Word should now save subsequent files to the new location without you having to navigate to that folder manually each time.

