

SETTING THE DEFAULT FOLDERS FOR SAVING FILES

If you support Word users on a network, one of the first questions those users have is how to change the default location for their Word documents. For instance, users may not want to click through to a Personal folder five or six level off the root directory. Or, other users, who are guest users of a kiosk-style machine, may want to work exclusively from drive A during their work session.

In both those circumstances, your users can set their defaults any way they like them.

Go to Tools | Options | File Locations. From there you can tell Word where to look for Documents, Clipart Pictures, User Templates, Workgroup Templates, User Options, AutoRecover Files, Tools, and Startup options.

To set the default location for Document files, for example, double-click "Documents", or select that option and click the Modify button. When the Modify Location dialog box appears, just navigate to the folder you want to use as the default when you open or save document files.