

From: dopmannouncement
Sent: Thursday, August 03, 2017 2:17 PM
To: DOPM All Users <DOPMAILUsers@uabmc.edu>
Subject: Computer Tip of the Week -- Change the default save location in Word

How to change the default save location in Microsoft Word to the H Drive

Brought to you by
Andrew Whitfield
- one of the Student Techs in MT-403

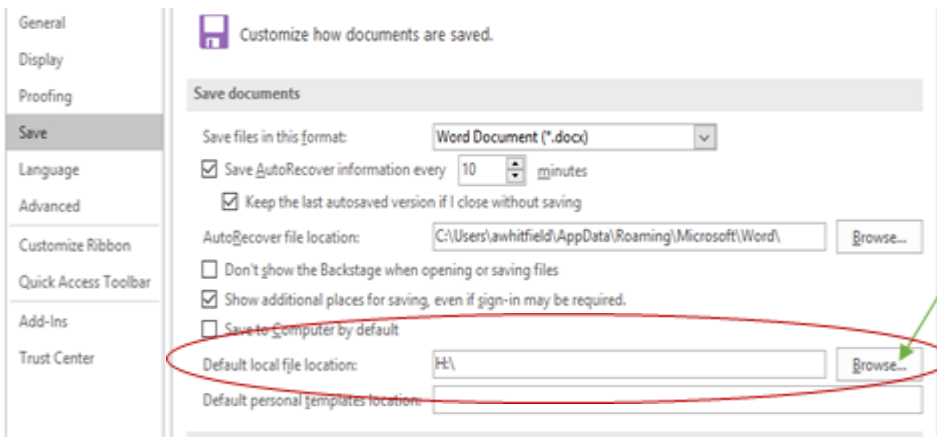
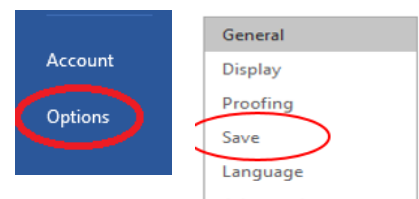


Situation:

Your H drive is a network drive that is backed up periodically. Saving to your H drive means that any document saved there will not be lost due to computer issues or other means. Also, saving to your H drive means any computer on the network you log into will have those documents as well.

Solution:

1. Open a new document, and click [File] on the top right.
2. Look for the [Options] selection. Click [Options].
3. Next, a new, smaller window will open up called “Word Options”. Look on the left-hand side of that window and click [Save].
4. Look for the text box next “Default local file location:” Click [Browse].



5. A new Window will open that looks like the File Explorer. On the left-hand side of that window, select [Computer]. And then select your H Drive and hit ok.

NOTE: This also works for any location you would like; I used the H drive as an example.

Was this helpful? Do you have suggestions for a future Tip of the Week? Do you have any other comments?

Let us know at dopmHelp@uabmc.edu

To see an archive of past Tips of the Week: <http://www.uab.edu/medicine/dopm/help/totw>