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



General

Display

Proofing

Language

Save

Account

Options

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].

General	Customize how documents are saved.	
Display		
Proofing	Save documents	
Save	Save files in this format: Word Document (*.docx)	
Language	Save AutoRecover information every 10 💼 minutes	
Advanced	Keep the last autosaved version if I close without saving	
Customize Ribbon	AutoBecover file location: C:\Users\awhitfield\AppData\Roaming\Microsoft\Word\ Brow	se
Ouick Access Toolbar	Don't show the Backstage when opening or saving files	
	Show additional places for saving, even if sign-in may be required.	
Add-Ins	Save to <u>C</u> omputer by default	$ \rightarrow $
Trust Center	Default local file location: H\ Brow	se
	Default personal templates location:	

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.

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