

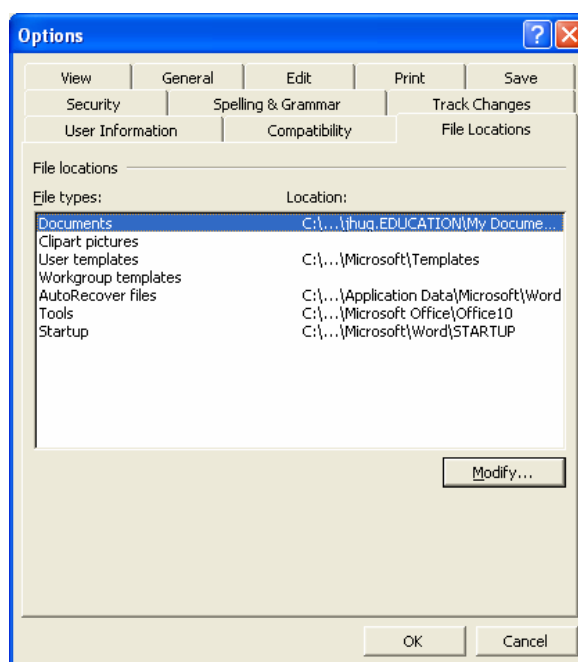
Changing file locations

This guide shows you how to change Microsoft Office settings so that the computer, by default, will save or look for work in a chosen folder on a chosen drive.

For example, when you insert a picture from file you may want to go straight to a folder of digital photographs, or direct pupils to a class folder when saving their work.

Instructions

1. Open a Microsoft Office program (we use Word in this example)
2. Click on **Tools** (top menu bar)
3. Click on **Options**
4. Click on the **File Locations** tab



5. To change the default location for saving/opening documents highlight Documents; to change the default location for your digital photographs highlight Clipart pictures
6. Click on **Modify**
7. Browse for the folder you want to default to
8. Click on **OK**