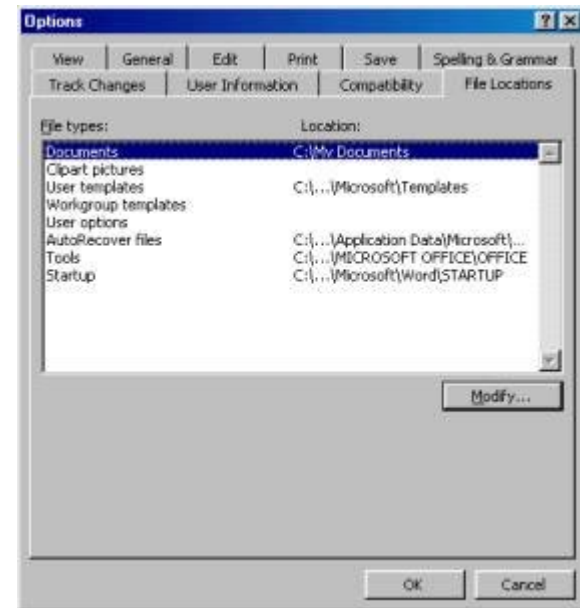
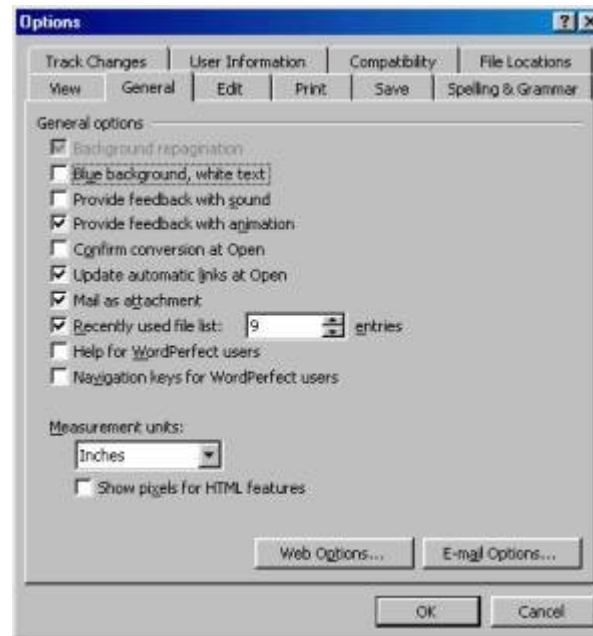
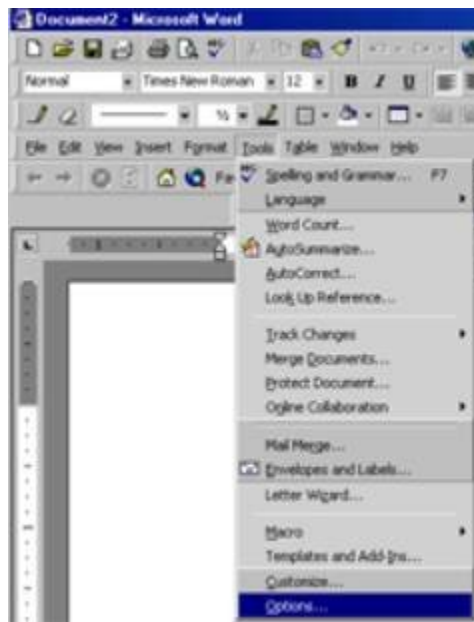


Microsoft Word

Step 1) go to **Options** in the **Tools** Menu

Step 2) **click on the File Locations Tab**

Step 3) Check to see where the file type "documents" is defaulting to now. Generally, it will go to the "My Documents" folder as the default. If you want to change where these documents default to when you "Save As", click on the Modify button and then select the directory you want them to default to.



Microsoft Excel

Step 1) Go to **Tools Menu, Options**,
then you should be at the **General Tab**.

Step 2) Check **Default file location field** for the
directory you want to save your files to by default.



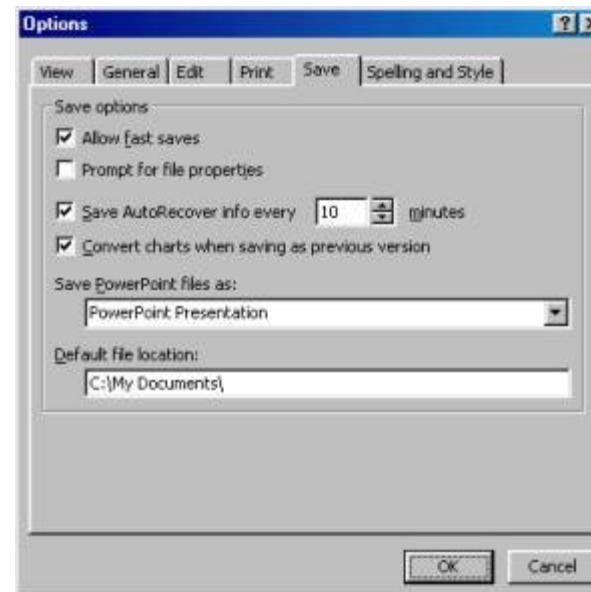
Microsoft Publisher

Step 1) Go to **Tools Menu, Options**,

Microsoft Power Point

Step 1) Go to **Tools Menu, Options**,
then change to the **Save Tab**.

Step 2) Check **Default file location field** for the
directory you want to save your files to by default.

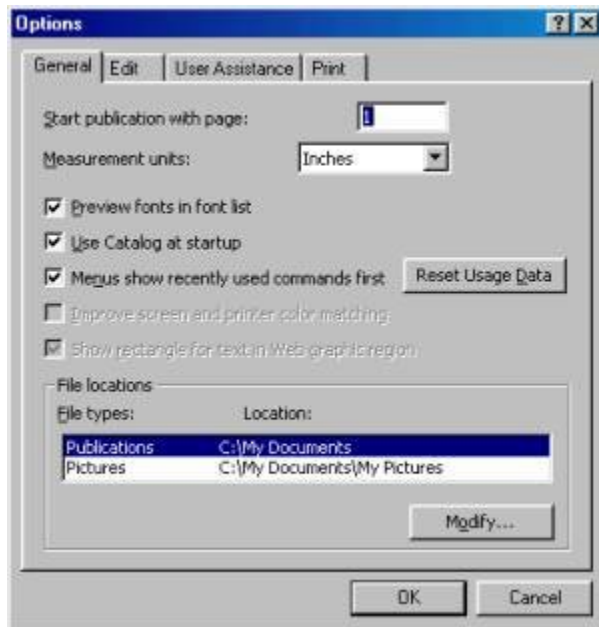


Microsoft Access

Step 1) Go to **Tools Menu, Options**,

then you should be at the **General Tab**.

Step 2) Check **Default file location field** for the directory you want to save your files to by default.



then change to the **General Tab**.

Step 2) Check **Default database folder** for the directory you want to save your files to by default.

