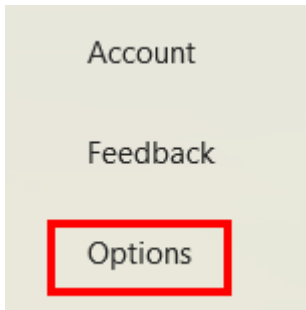


Change Word's default save location ^[1]

February 5, 2024 by [ES and UIS Communications](#) ^[2]

Recently, CU System's default file-saving location for Microsoft Word changed to the Cloud. While this default is the safest backup location, if you use the S drive for collaborative work, it can be more advantageous for Word to save there. Switch your default file-saving location in Word with these quick steps.

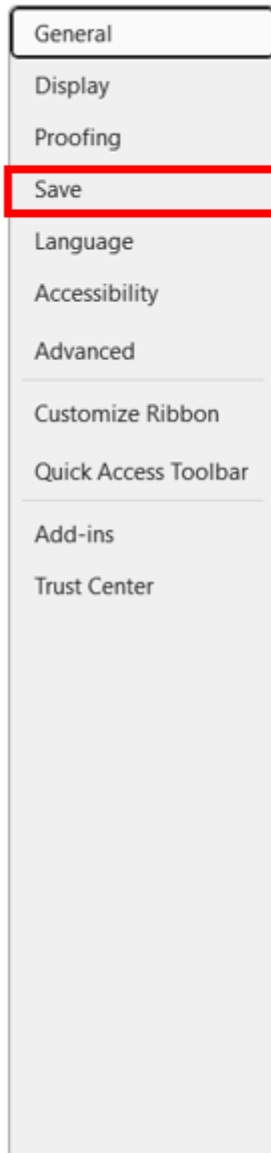
1. Open Word
2. Select **File** and click on **Options** in the bottom left corner



3. Select the **Save**

tab on the left sidebar

Word Options



General options for working with Word.

User Interface options

When using multiple displays: [?](#)

- Optimize for best appearance
- Optimize for compatibility (application restart required)

- Show Mini Toolbar on selection [?](#)
- Enable Live Preview [?](#)
- Update document content while dragging [?](#)
- Collapse the ribbon automatically [?](#)
- Collapse the Microsoft Search box by default [?](#)
- Enable modern comments [?](#)

ScreenTip style:

Personalize your copy of Microsoft Office

User name:

Initials:

Always use these values regardless of sign in to Office.

Office Background:

Office Theme:

Never change the document page color [?](#)

Privacy Settings

Start up options

Open e-mail attachments and other uneditable files in reading view [?](#)

4. Select the **Save to Computer by default**

checkbox Word Options

- General
- Display
- Proofing
- Save**
- Language
- Accessibility
- Advanced
- Customize Ribbon
- Quick Access Toolbar
- Add-ins
- Trust Center



Customize how documents are saved.

Save documents

AutoSave files stored in the Cloud by default in Word ⓘ

Save files in this format: Word Document (*.docx)

Save AutoRecover information every 10 minutes

Keep the last AutoRecovered version if I close without saving

AutoRecover file location: C:\Users\baldwinc\AppData\Roaming\Microsoft\Word\

Don't show the Backstage when opening or saving files with keyboard shortcuts

Show additional places for saving, even if sign-in may be required.

Save to Computer by default

Default local file location: C:\Users\baldwinc\OneDrive - University of Colorado - System\

Default personal templates location:

Offline editing options for document management server files

Saving checked out files to server drafts is no longer supported. Checked out files are now saved to Document Cache.

[Learn more](#)

Server drafts location: C:\Users\baldwinc\OneDrive - University of Colorado - System\Documents\Share

Preserve fidelity when sharing this document: TECH TIP NEWSLETTER AND BLOG POST

Embed fonts in the file ⓘ

Embed only the characters used in the document (best for reducing file size)

Do not embed common system fonts

Cache Settings

5. Choose your desired location by clicking **Browse** under the **Default local file location**

setting

- General
- Display
- Proofing
- Save**
- Language
- Accessibility
- Advanced
- Customize Ribbon
- Quick Access Toolbar
- Add-ins
- Trust Center



Customize how documents are saved.

Save documents

AutoSave files stored in the Cloud by default in Word [i](#)

Save files in this format: Word Document (*.docx) [v](#)

Save AutoRecover information every 10 minutes

Keep the last AutoRecovered version if I close without saving

AutoRecover file location: C:\Users\baldwinc\AppData\Roaming\Microsoft\Word\

Don't show the Backstage when opening or saving files with keyboard shortcuts

Show additional places for saving, even if sign-in may be required.

Save to Computer by default

Default local file location: C:\Users\baldwinc\OneDrive - University of Colorado - System\D

Default personal templates location:

Offline editing options for document management server files

Saving checked out files to server drafts is no longer supported. Checked out files are now saved to Document Cache.

[Learn more](#)

Server drafts location: C:\Users\baldwinc\OneDrive - University of Colorado - System\Documents\ShareP

Preserve fidelity when sharing this document: TECH TIP NEWSLETTER AND BLOG POST T

Embed fonts in the file [i](#)

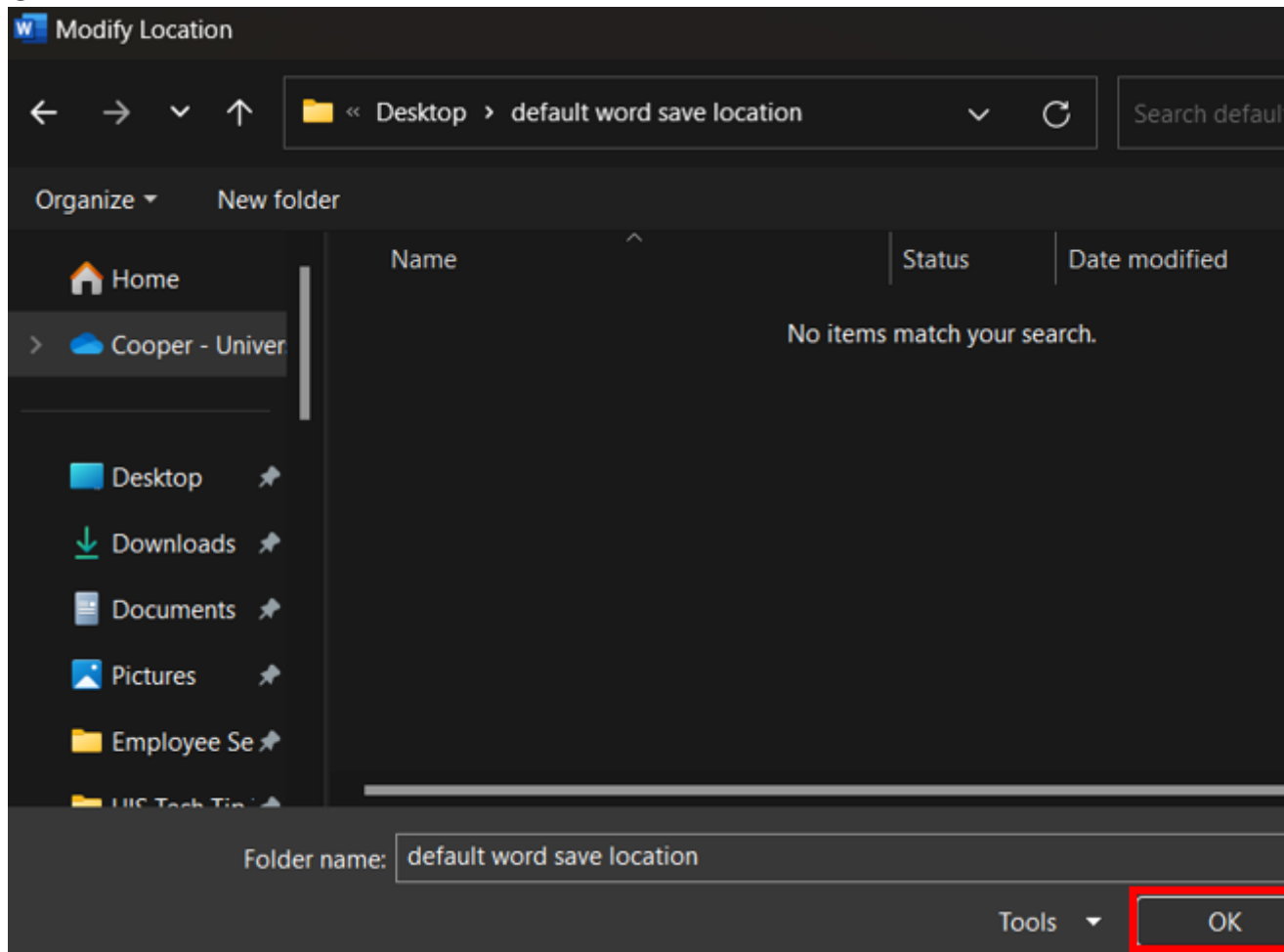
Embed only the characters used in the document (best for reducing file size)

Do not embed common system fonts

Cache Settings

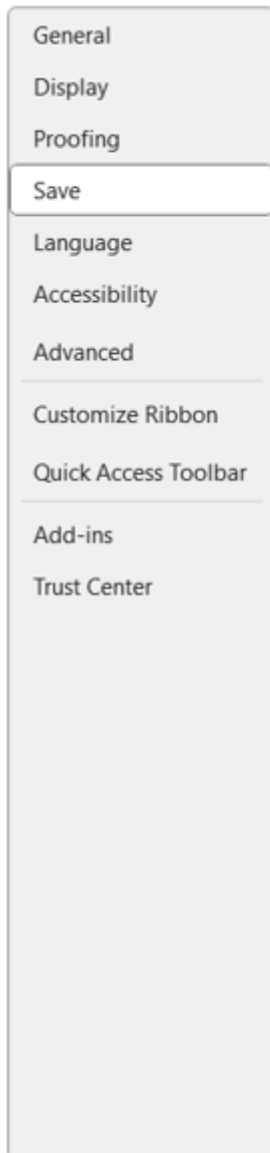
6. Select your desired location in the File Explorer pop-up and select

OK



7. Select **OK**

to finalize the changes



Customize how documents are saved.

Save documents

AutoSave files stored in the Cloud by default in Word [i](#)

Save files in this format: Word Document (*.docx) [v](#)

Save AutoRecover information every 10 minutes

Keep the last AutoRecovered version if I close without saving

AutoRecover file location: C:\Users\baldwinc\AppData\Roaming\Microsoft\Word\

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Preserve fidelity when sharing this document: TECH TIP NEWSLETTER AND BLOG POST T

Embed fonts in the file [i](#)

Embed only the characters used in the document (best for reducing file size)

Do not embed common system fonts

Cache Settings

Microsoft ^[3]

Display Title:

Change Word's default save location

Send email when Published:

No

Source URL: <https://www.cu.edu/blog/tech-tips/change-word%E2%80%99s-default-save-location>

Links

[1] <https://www.cu.edu/blog/tech-tips/change-word%E2%80%99s-default-save-location>

[2] <https://www.cu.edu/blog/tech-tips/author/110439> [3] <https://www.cu.edu/blog/tech-tips/tag/microsoft>