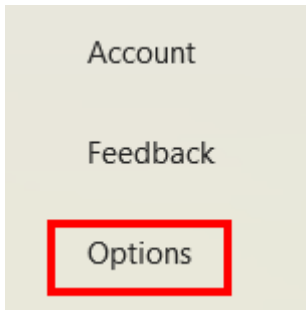


## Change Word's default save location <sup>[1]</sup>

February 5, 2024 by [ES and UIS Communications](#) <sup>[2]</sup>

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

Display

Proofing

**Save**

Language

Accessibility

Advanced

Customize Ribbon

Quick Access Toolbar

Add-ins

Trust Center



General options for working with Word.

### User Interface options

When using multiple displays: [i](#)

☒ Optimize for best appearance

☐ Optimize for compatibility (application restart required)

☒ Show Mini Toolbar on selection [i](#)

☒ Enable Live Preview [i](#)

☒ Update document content while dragging [i](#)

☐ Collapse the ribbon automatically [i](#)

☐ Collapse the Microsoft Search box by default [i](#)

☒ Enable modern comments [i](#)

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 [i](#)

### Privacy Settings

[Privacy Settings...](#)

### Start up options

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

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 [i](#)

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 [i](#)

☐ 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\Documents\

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\SharePoint\

Preserve fidelity when sharing this document: [i](#) TECH TIP NEWSLETTER AND BLOG POST T

☐ Embed fonts in the file [i](#)

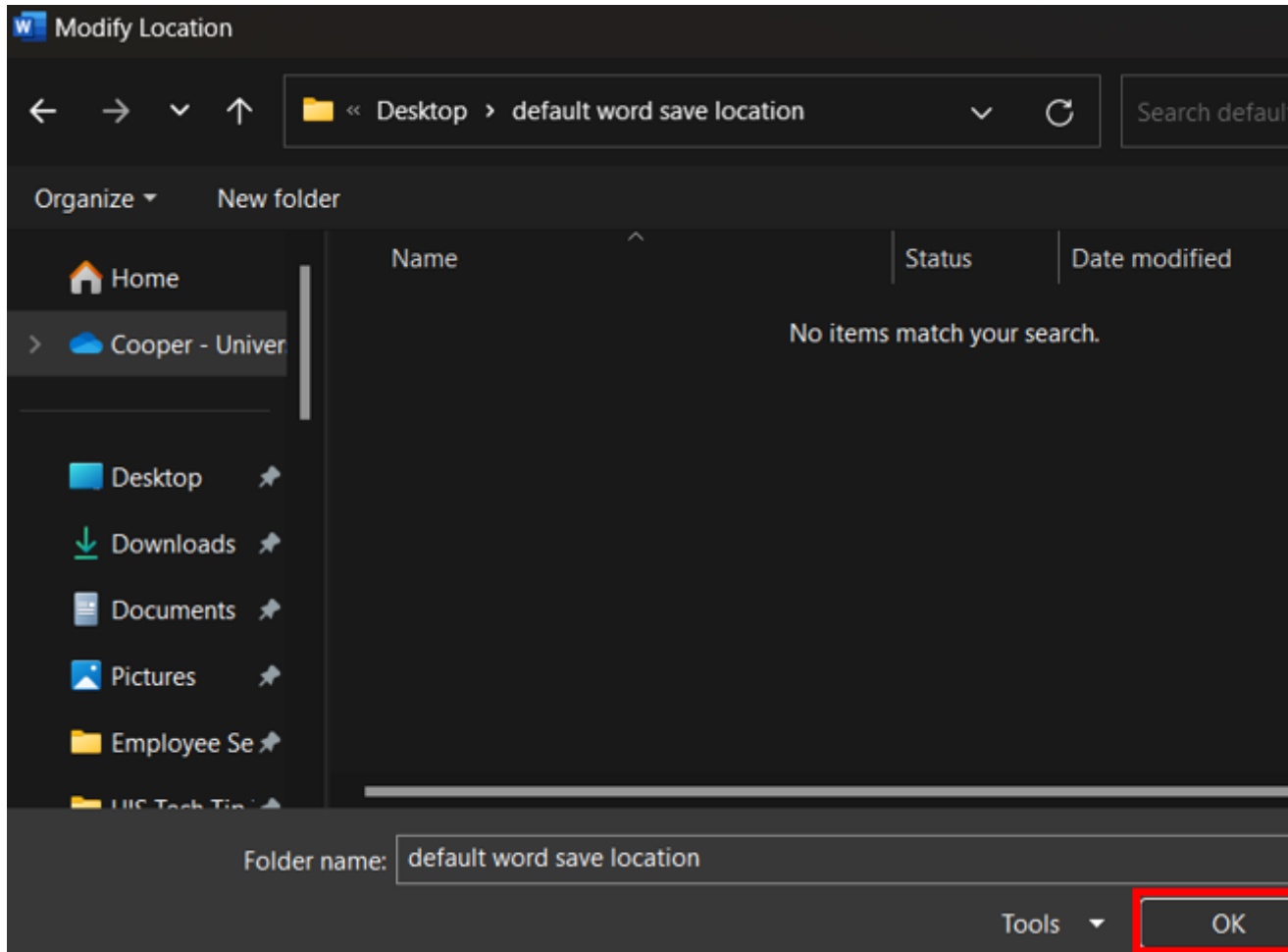
☐ Embed only the characters used in the document (best for reducing file size)

☒ 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

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)

☒ 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 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**

Microsoft <sup>[3]</sup>

### 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>