

Microsoft Word File Locations



File Locations

The file location can be chosen by

- Selecting from the options on the left hand side of the dialog box where choices such as the desktop and my documents can be selected.
- From the Save in drop down – where you could explore the folder structure.
- Use the buttons on the right hand side to go up levels in the file structure and then double clicking on a folder name to go down a level.
- Creating a new folder

Creating a new Folder

If a document needs to be saved into a new folder, then before the save procedure can be completed , the new folder needs to be created.

1. Get to the folder structure position where the new folder is required.
2. Click on the new folder button
3. This opens up a new folder dialog box.
4. Give the folder a name.