



# ResNet @ *Saint Mary's College*

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## **Saint Mary's College and Microsoft Office 2008 Changing the Default File Save Formats and Extensions**



### **To change default file save options in Microsoft Word 2008:**

1. Launch Microsoft Word 2008.
2. Click on the Word menu at the top of the screen and select Preferences....
3. In the Output and Sharing section, click on the Save icon.
4. In the Save Word files as: pop-up, select Word 97-2004 Document (.doc).
5. Click OK.



### **To change default file save options in Microsoft Excel 2008:**

1. Launch Microsoft Excel 2008.
2. Click on the Excel menu at the top of the screen and select Preferences....
3. In the Sharing and Privacy section, click on the Compatibility icon.
4. In the Transition section, Save files in this format: pop-up, select Excel 97-2004 Workbook (.xls).
5. Click OK.



### **To change default file save options in Microsoft PowerPoint 2008:**

1. Launch Microsoft PowerPoint 2008.
2. Click on the PowerPoint menu at the top of the screen and select Preferences...
3. Click on the Save icon.
4. In the Save PowerPoint files as: pop-up, select PowerPoint 97-2004 Presentation (.ppt)
5. Click OK.