

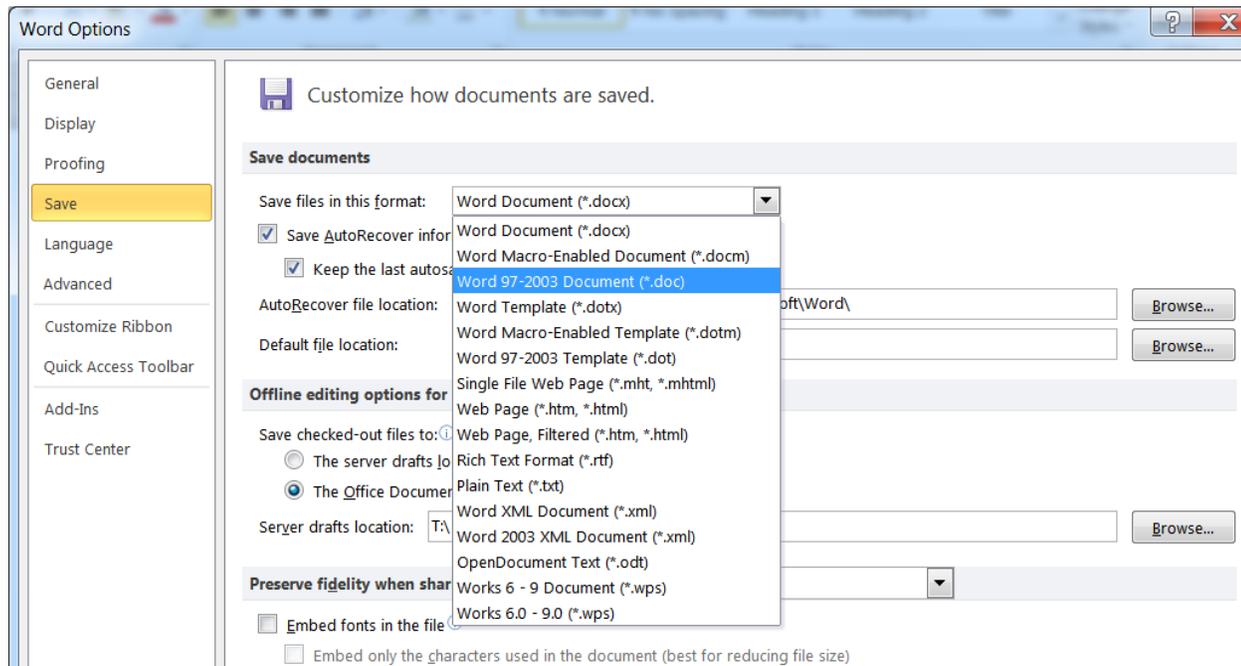


## CHANGING THE DEFAULT SAVE FORMAT

### DOCUMENT EDITORS

#### Word 2010

- 1) Click the File tab.
- 2) Click the Options link.
- 3) In the Word Options dialog box, choose the format you wish to save in automatically. (The **Word 97-2003 Document (\*.doc)** option works with most word processing applications.)

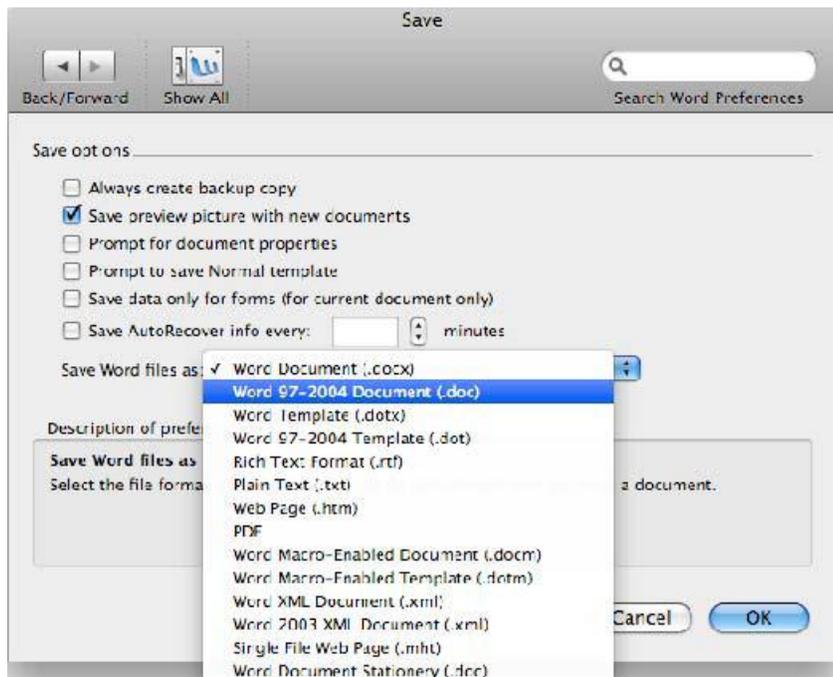


#### Word 2007 (PC Instructions)

- 1) Click the Office button found in the upper left hand corner of the Word screen.
- 2) Then follow the instructions for Office 2010.

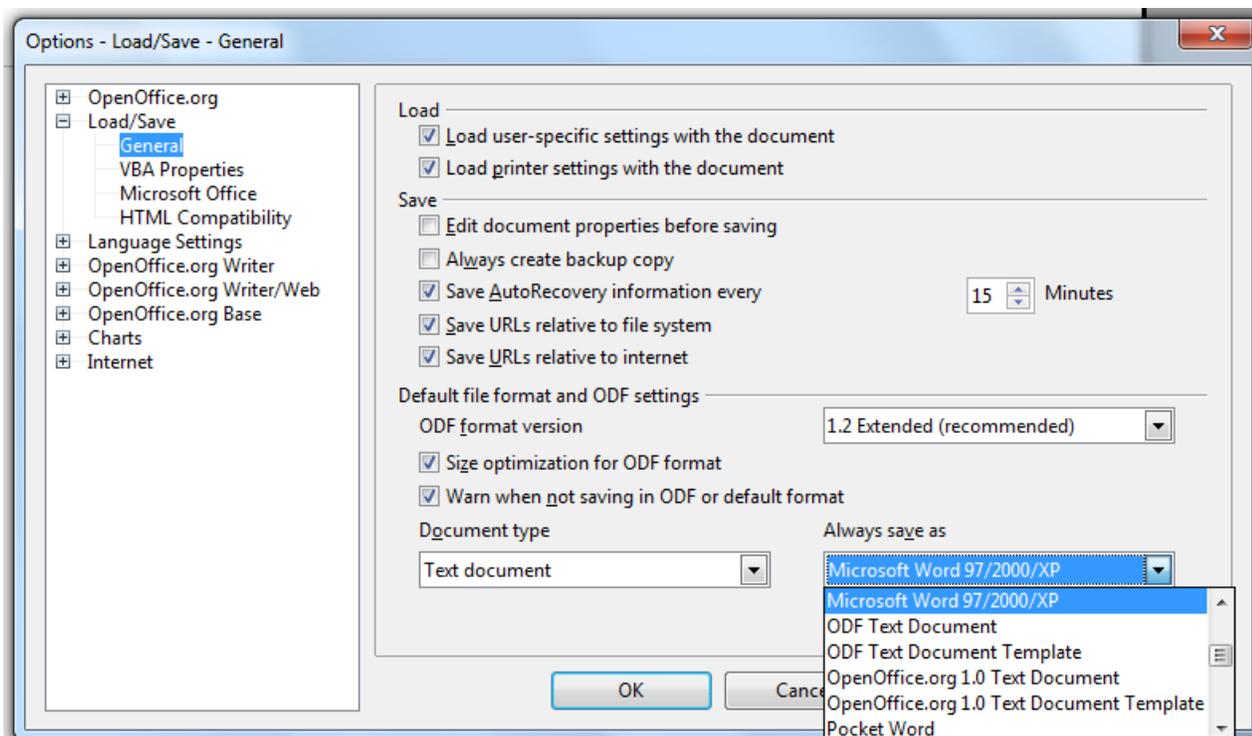
#### Word 2011 and 2008 (MAC Instructions)

- 1) Select **“Word”** from the toolbar, then **“Preferences”** from the resulting drop under menu.
- 2) Under the **“Output and Sharing”** category, select the option labeled **“Save.”**
- 3) Lastly, click the button from the option labeled **“Save Word files as:”** and from the resulting drop-under menu select the **“Word 97-2004 Document (.doc)”** option. Click OK to close the preference editor dialogue box.



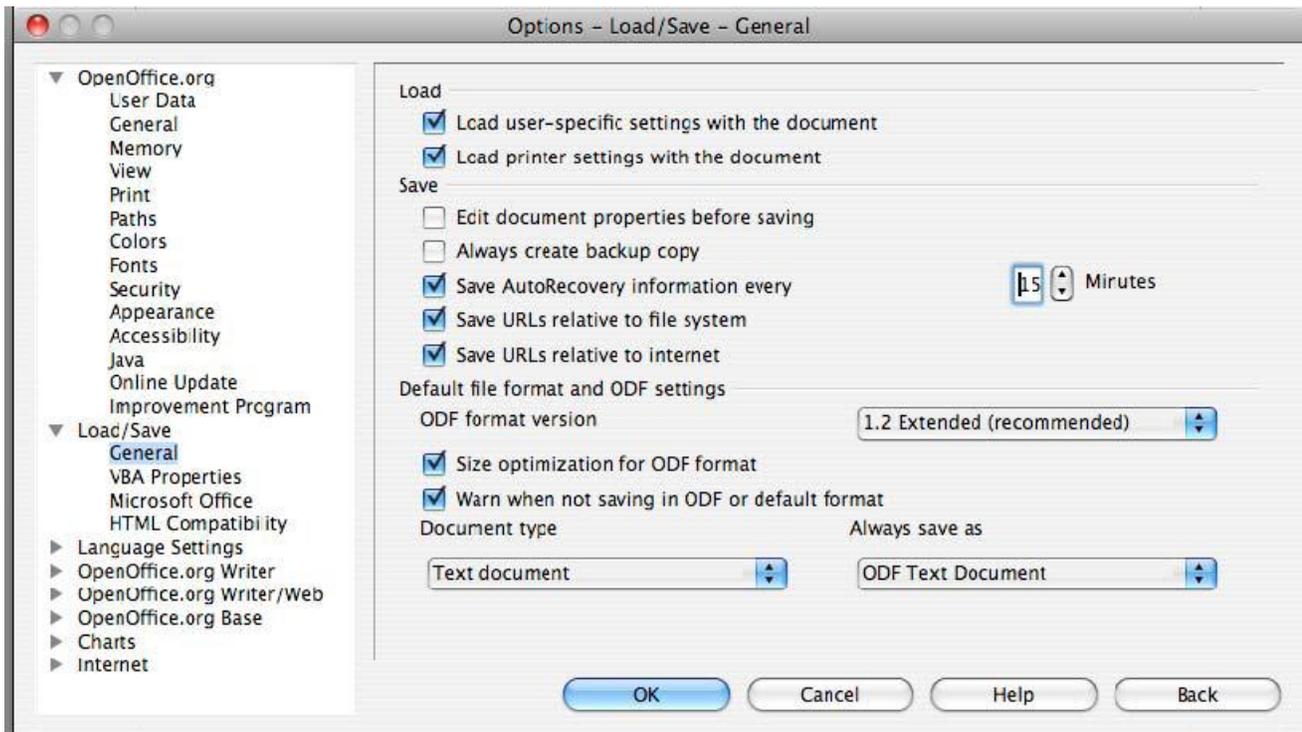
### OpenOffice (PC Instructions)

- 1) Select the option labeled **“Tools”** from the toolbar, then **“Options.”**
- 2) From the left hand frame, select the option labeled **“Load/Save”**
- 3) Click the button labeled **“Always save as.”** From the resulting drop-down menu, select the option labeled **“Microsoft Word 97/2000/XP”** then click **“Ok.”**



## OpenOffice (MAC Instructions)

- 1) Select the option labeled “**OpenOffice.org**” from the toolbar, then “**Options.**”
- 2) From the left hand frame, select the option labeled “**Load/Save**”
- 3) Click the button labeled “**Always save as.**” From the resulting drop-under menu, select the option labeled “**Microsoft Word 97/2000/XP**” then click “**Ok.**”



## Google Docs

- 1) Select “**File**” from the toolbar
- 2) Next, select the option labeled “**Download as**” then “**Word**”
- 3) From the resulting “**File Download**” window select the option labeled “**Save.**” Select the location on your PC or MAC where you want the file to be stored and click “**Save.**”

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