

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.)

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	Embed only the char	racters used in the document (best for reduc	cing file size)	

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."
- Lastly, click the button from the option labeled "Save Word files as:" and from the resulting dropunder menu select the "Word 97-2004 Document (.doc)" option. Click OK to close the preference editor dialogue box.

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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 dropunder menu, select the option labeled "Microsoft Word 97/2000/XP" then click "Ok."

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		Pocket Word



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 dropunder menu, select the option labeled "Microsoft Word 97/2000/XP" then click "Ok."

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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 o n your PC or MAC where you want the file to be stored and click "**Save**."



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