

# How to change the folder to save the default Excel file

The default Excel file storage directory is Documents. So how to change that directory?

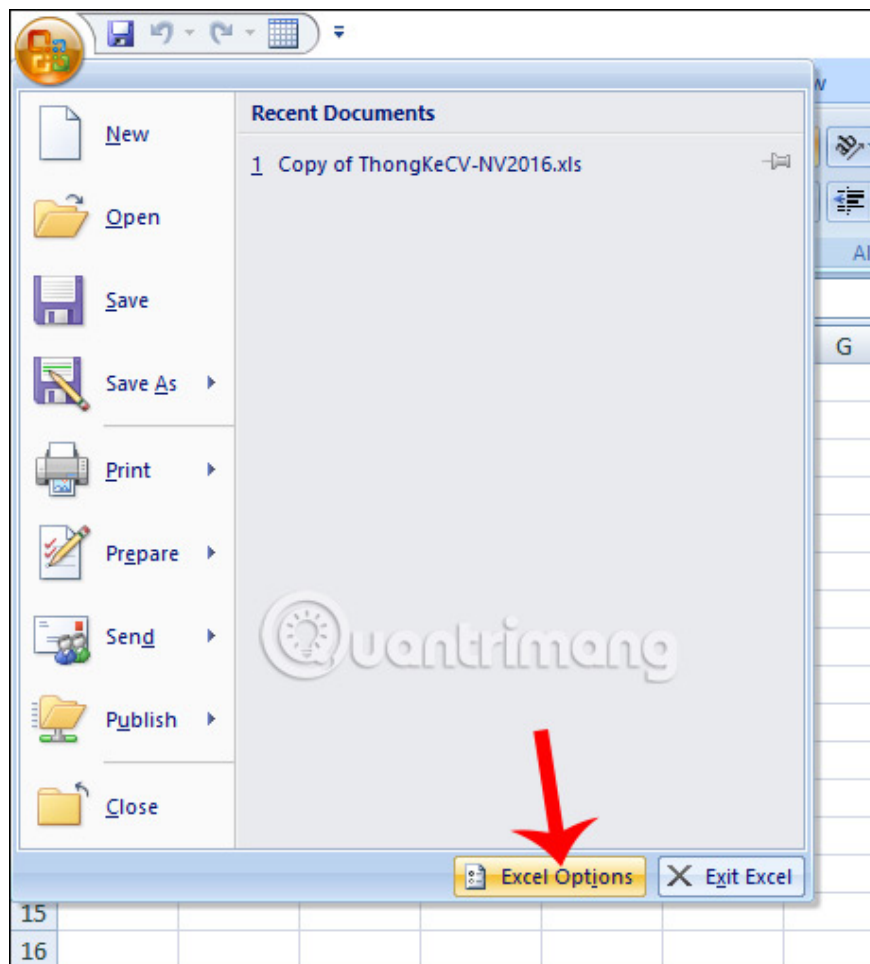
The Office toolkit defaults to the file saving folder is Document, so when the new file is saved, it will be transferred directly to the Document. If we want to switch to a folder that frequently works with text documents, we have to do a copy operation, which is quite time consuming. In case you want to move the Excel file to a fixed folder that is often working, we refer to the following article of Network Administration. Excel does not limit changes to the default file storage directory, so we can change it freely for our work.

1. How to change the default save file format in Word, Excel and Powerpoint 2016?
2. How to save Office documents to This PC by default
3. How to save Excel file containing Macros VBA code
4. MS Excel 2007 - Lesson 2: Customizing in Excel

## 1. Change the directory to save Excel 2007 files or less

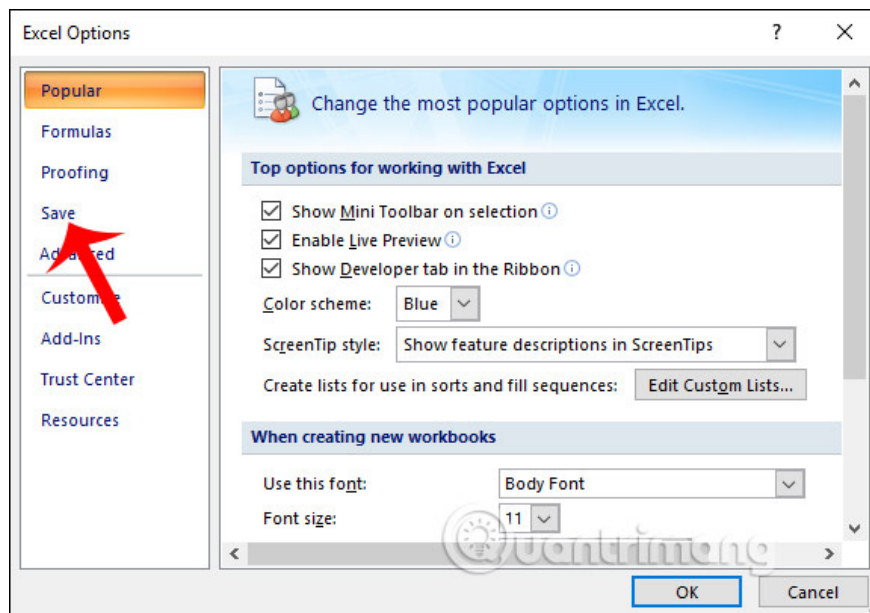
### Step 1:

At Excel 2007 interface, click on **the Office icon** and select **Excel Options** .



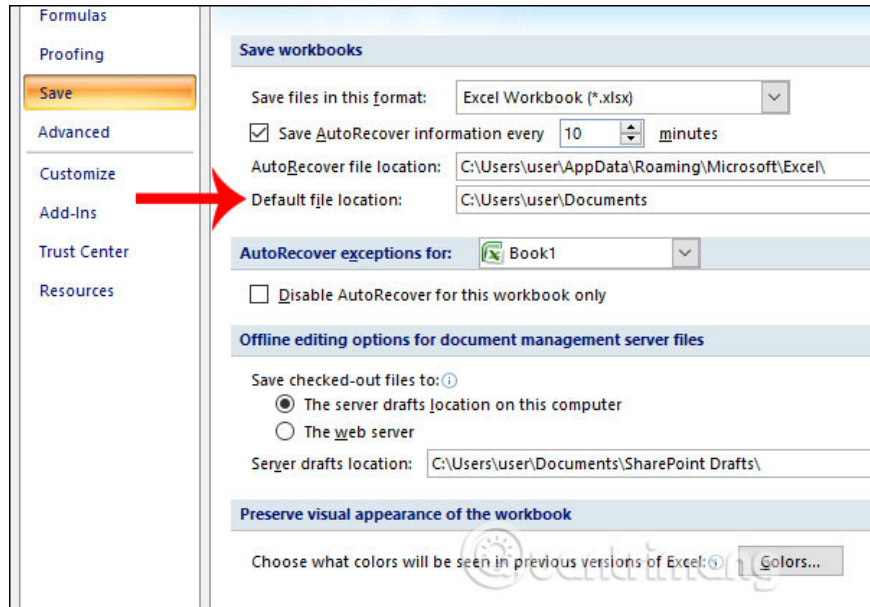
## Step 2:

Display the Excel interface, click **the Save button** to change the file saving settings in Excel.

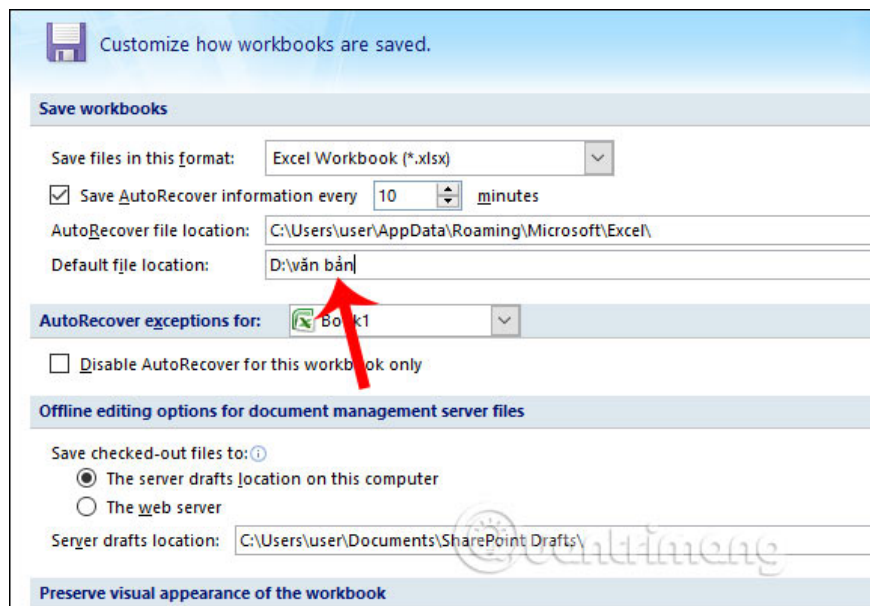


### Step 3:

Look to the right in the **Default file location section**, we will see the default folder for downloading new files is Document. To change to another directory, just paste the new directory path into this content.



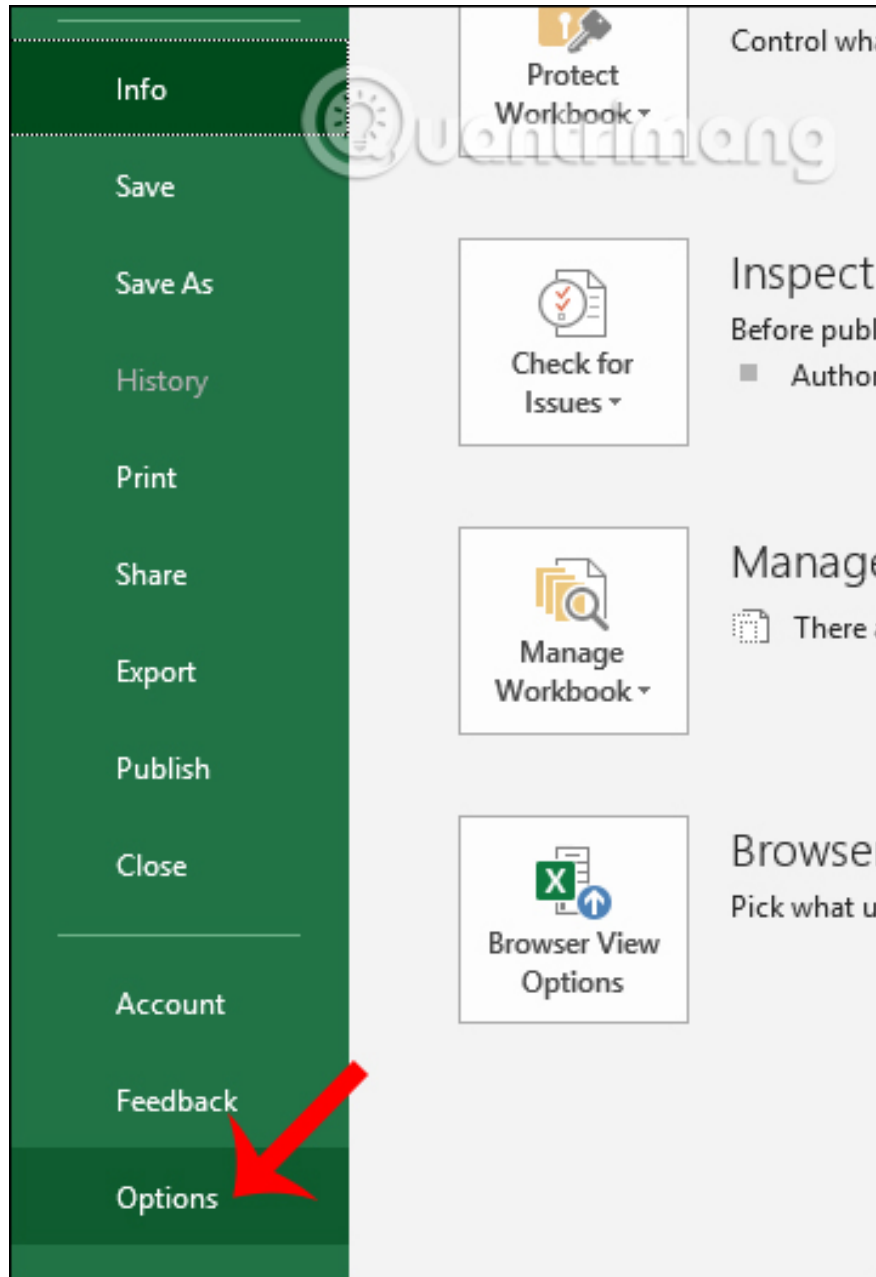
Enter the new directory path and click OK to save.



## 2. How to change the directory to save Excel 2010 and above files

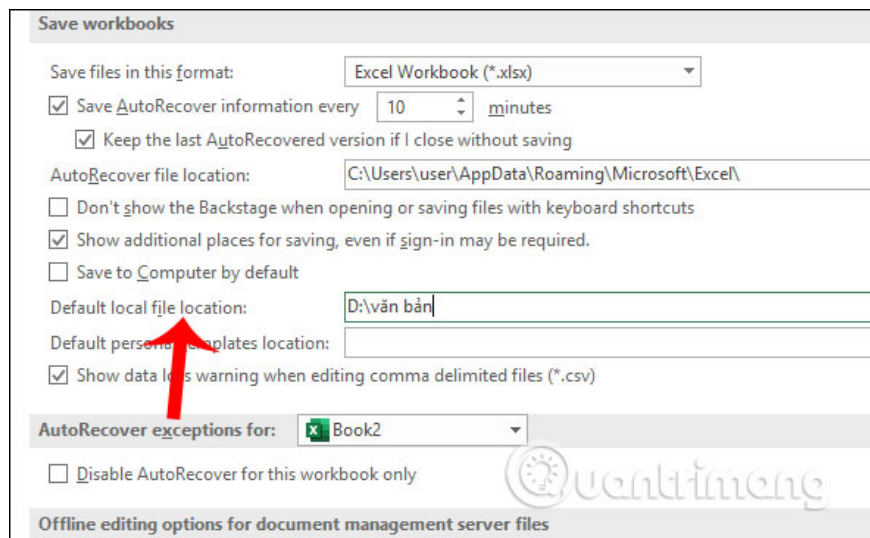
### Step 1:

At Excel interface, users click on **File** and then select **Options** in the list displayed in the new interface.



**Step 2:**

Switch to the new user interface, click on the Save management section, then look to the right, click **the Default local file location** , then we also **paste the path of the new default Excel file folder** we want to change.



After you change to the new folder, when you save the new Excel file, it will be moved to the same location that we chose to change.

I wish you successful implementation!

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