

How to set the default save file in WordPerfect Office X5

• WordPerfect Office Suite

From time to time, you may find that you need to save multiple documents in WordPerfect in a single format. Here is how you can set WordPerfect Office to save documents to your desired format by default:

- 1. Open WordPerfect Office X5
- 2. On the "Menu bar", select "Tools"
- 3. On the drop down list, click on select "Settings"
- 4. On the settings window, click on "Files"
- 5. On the files settings window, click on "Document"
- 6. Change the default save file format to the format of your choice.
- 7. Click "Apply" then "Ok"

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