



# **How to change the default document folder in WordPerfect**

- WordPerfect Office Suite

**This tutorial will guide you through changing the default document folder in WordPerfect.**

## **Change the Default Document Folder**

1. Click on the Tools Menu and select Settings
2. Click on the Files option
3. Within the Default Document Folder box, type the location of the new folder or click on the Folder button and browse to the location and hit Select
4. Hit OK
5. Hit Close

To see a video of this feature in action, click [here](#). 175 Kb (Requires Windows Media Player 9)