

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)

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