

Default Formats For Word Processors

There are many different Word Processors being used today. Each has different formats (extensions - those 3 letters after the dot at the end of a file name) in which a file may be saved. If you share a file for example from MSWORD with someone who only has MSWORKS, they may be unable to open and read your file. To get around this, I changed my DEFAULT format for MSWORD to be .rtf (rich text format) because any word processor is able to open and view this type of text file. I am able to share files created in my MSWORD with anyone no matter which word processor they use.

To change default file save options in Office Word 2007

1. Open Microsoft Office Word 2007, double-click Word Options at the bottom of the box, and click Save in the left column..
2. In the right pane, click Save files in this format.
3. In Save files in this format, click the down arrow.
4. In the drop-down box, select a default file save format, such as .rtf (rich text format)
5. Click OK at the bottom of the screen to save the settings.

Note:For Pictures, I save all pictures as .jpg files because almost any photo program can open and view pictures saved as a .jpg file

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