

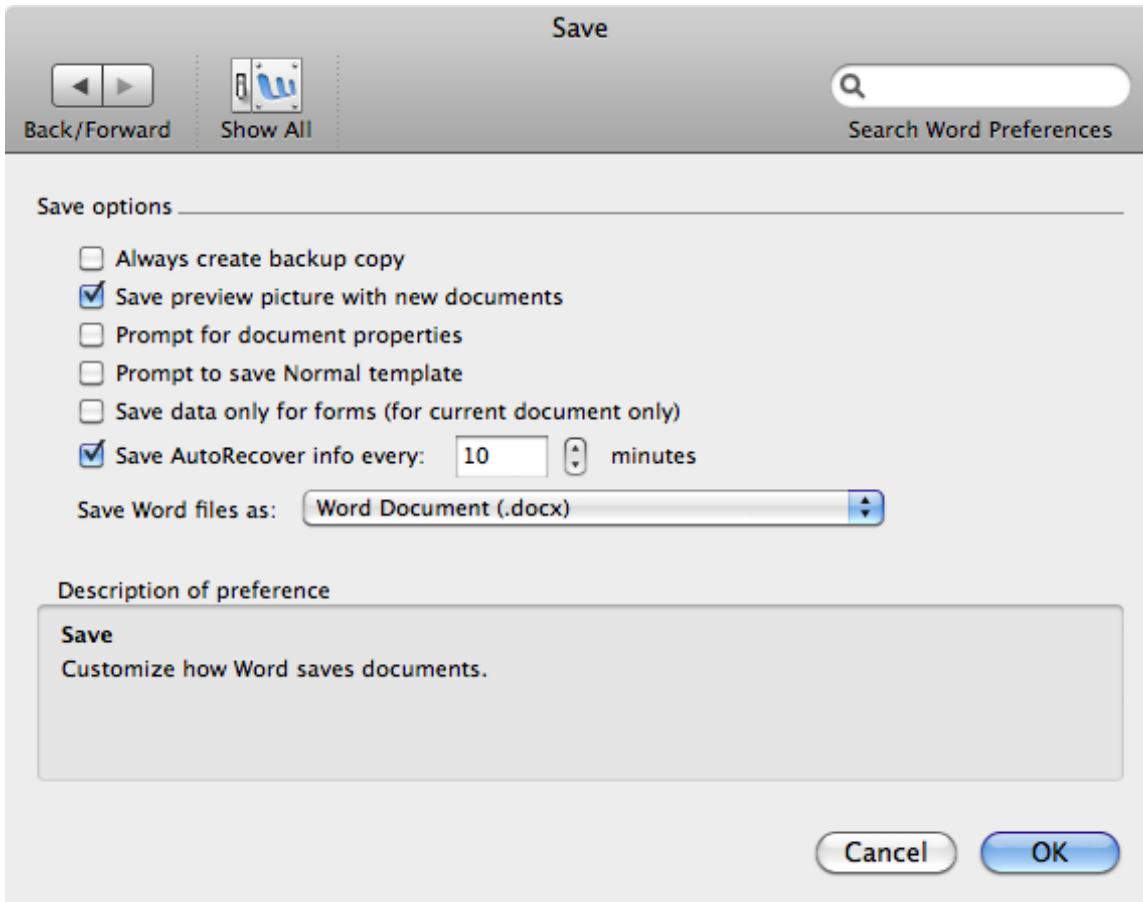
## Change Office 2008 default save as format.

The default format must be changed in each application: Word, Excel, and PowerPoint

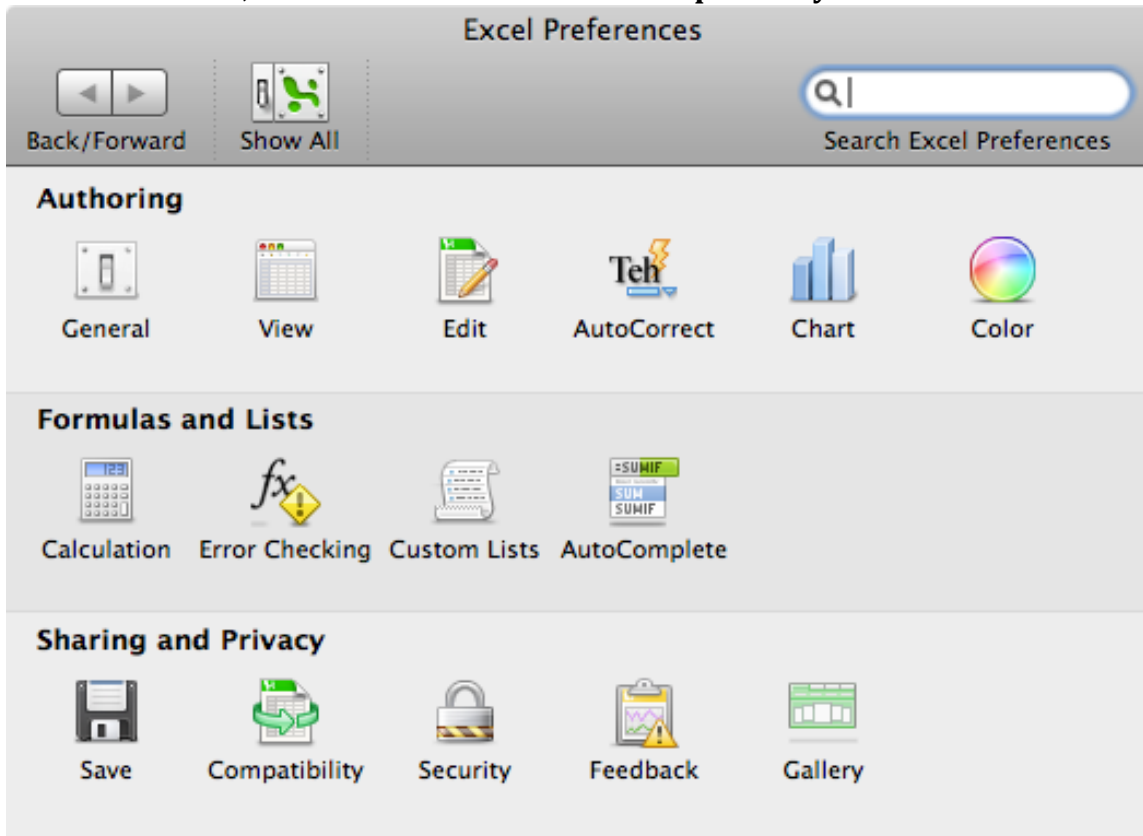
From **Word** menu, choose **Preferences**. Click **Save**.



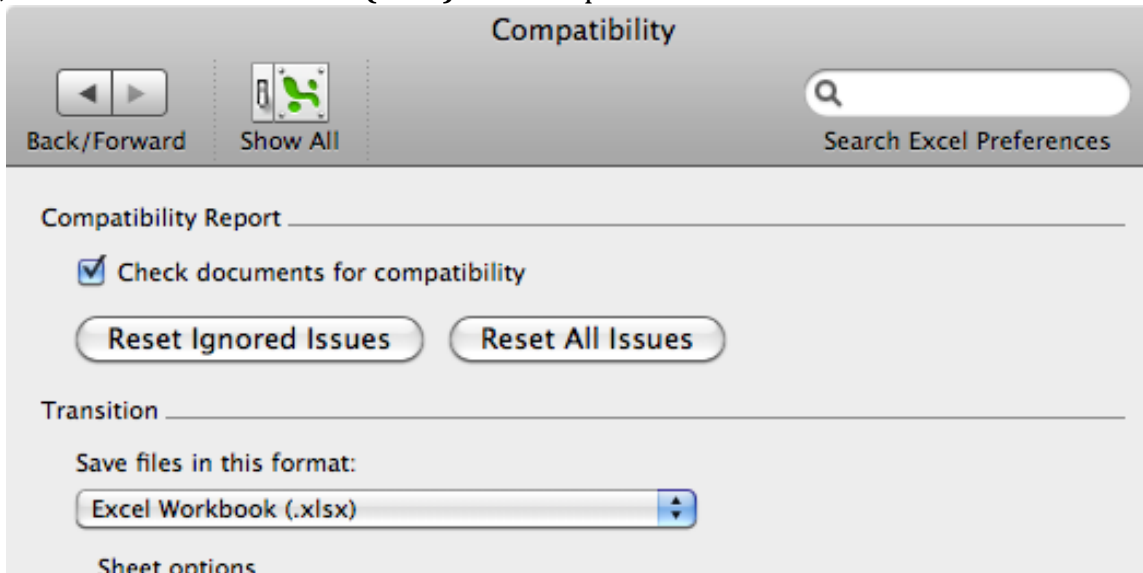
Choose **Word Document (.docx)** from drop down menu. Click **OK** to close.



From **Excel** menu, choose **Preferences**. Click **Compatibility**.



, choose **Excel Workbook (.xlsx)** from drop down. Click **OK** to close



From **PowerPoint** menu, choose **Preferences**, click **Save**.  
Choose **PowerPoint Presentation (.pptx)** from drop-down. Click **OK** to close.

