

## Re: How specify location for automatically recovered documents in Word 2004?

**Source:** <http://www.tech-archive.net/Archive/Mac/microsoft.public.mac.office.word/2004-06/0185.html>

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**From:** Norman R. Nager, Ph.D. (*nnager\_at\_vnoxspaxmv.fullerton.edu*)

**Date:** 06/04/04

Date: Fri, 04 Jun 2004 16:50:09 -0700

Thanks, Beth,

It's different. I couldn't find an autorecover documents specify-locations link as you did in Word 2001. Here's the closest I got in Word 2004 Help (which, unfortunately, doesn't allow copy and paste to another document), so, from my notes:

1. On the Word [not the Edit] menu, click Preferences and then click File Location.
2. In the File Types box, click Documents and then click Modify.
3. Locate and click the folder you want to choose as the default.

I modified that somewhat for my purposes and in #2's File Types box, clicked on Auto Recover Files, instead of Documents. The rest worked fine.

Now, if Office 2006 would allow one to command-c copy from Word, Entourage or Excel Help and paste into other documents, such as messages posted in these newsgroups or into customers' Entourage Notes, that would be cool.

Respectfully, Norm

On 6/4/04 3:38 PM, in article BCE647F1.3E778%bethrosengard@earthlink.net, "Beth Rosengard" <bethrosengard@earthlink.net> wrote:

- > *Hi Norman,*
- >
- > *I just searched the Word 2001 Help under "autorecover documents" and that*
- > *was the first result that came up. I've reproduced what it says below but*
- > *I'd appreciate it if you'd check the Word 2004 Help to be sure the info is*
- > *still there. Some topics were dropped from Help (for some inexplicable*
- > *reason) and we're lobbying to get them put back. Here it is:*
- >
- >
- > *Specify a location for automatically recovered documents*
- > *1. On the Edit menu, click Preferences, and then click the File Locations*
- > *tab.*

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- > 2. *In the File types box, click AutoRecover files.*
- > 3. *Click Modify.*
- > 4. *To specify a location for automatically recovered documents, click a*  
*> different folder or shared disk in the box at the top of the dialog box, or*  
*> double-click a different folder in the folder list.*
- > *To specify a new folder, click New, type a name in the Name of new folder*  
*> box, and click Create.*
- > 5. *Click Choose.*