

Word 365 with JAWS

Changing the Default Save Format



When Word 365 is first installed, the default save format is set to Open Document Text (.odt). This format is compatible with open source applications such as Open Office and Libra Office. However, not all of the features in Word can be used when saving files in .odt format. Therefore, it might be better to change the save format to be .docx, which is the format associated with Microsoft Word. In this format, all features of Word can be used!

To change the default save format in Word 365 to .docx, in conjunction with JAWS, follow these suggested steps:

1. In Word 365, press **ALT and F**. Upon doing this, the **File** dropdown menu will be displayed.
2. Press **UP ARROW** until the More Options menu option is selected and press **ENTER** to display its sub-menu.
3. Press **DOWN ARROW** until the **Options...** menu option is selected and then press **ENTER**. Upon doing this, the **Word Options** dialog box will be displayed.
4. In the **Word Options** dialog box, focus will be in a list of categories. By default, the currently selected category will be **General**. Press **DOWN ARROW**, or the letter **S**, until **Save is selected**. Upon doing this, the options related to the **Save** category will be displayed on the right side of the dialog box.
5. Press **TAB** until the "**Save files in this format**" **combo box is selected**. Upon doing this, JAWS will announce the current save format.

6. Press **ALT and DOWN ARROW** to open the list of options and then press **DOWN ARROW** until the **Word Document (*.docx)** option is selected and then press **ENTER** to choose it.
7. Finally, press **SHIFT and TAB** until the OK button is selected and then press **ENTER**. Upon doing this, the Word Options dialog box will close and focus will return to your document.

That's it, from now on, all of your documents will be saved in the .docx format by default.