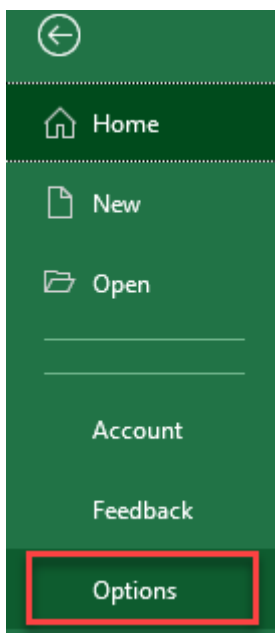


Change the Default Save Directory

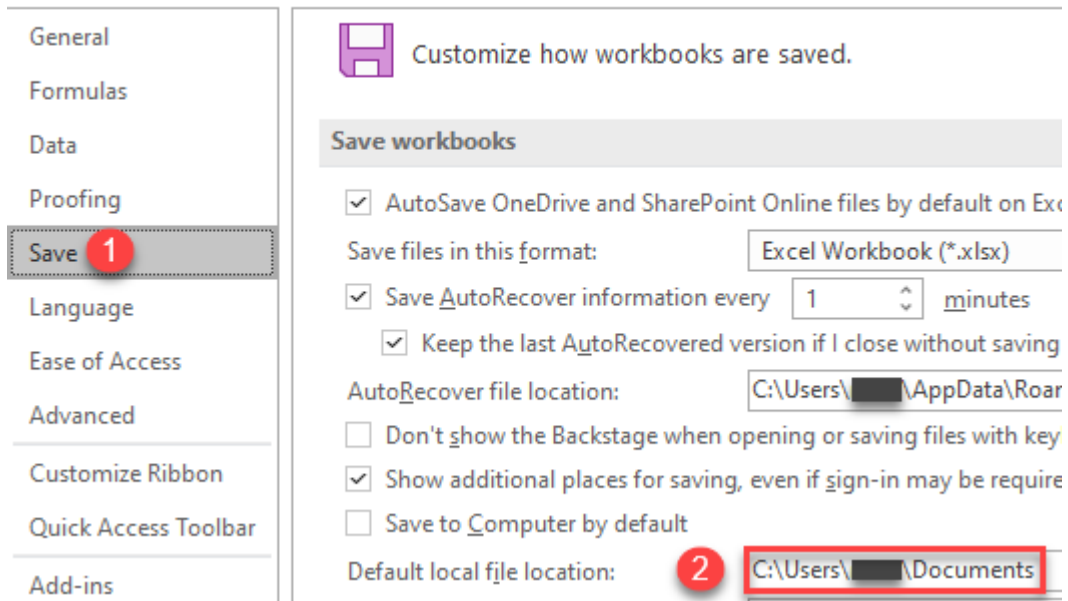
Roland Nowak - 2025-04-24 - Excel

Excel, by default, [saves](#) all files in the folder: **C:\Users*username*\Documents**. To change this, in the **Ribbon**, go to **File > Options**.



1. In the Excel Options screen, choose **Save**.
2. Then change the **Default local file location** (under **Save Workbooks**) to the desired directory.

Excel Options



The screenshot shows the 'Excel Options' dialog box with the 'Save' category selected. The 'Save workbooks' section is expanded, showing various settings. A red circle with the number '1' highlights the 'Save' category in the left-hand menu. Another red circle with the number '2' highlights the 'Default local file location' text box, which contains the path 'C:\Users\...Documents'.

General
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Proofing
Save 1
Language
Ease of Access
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Customize Ribbon
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Add-ins

Customize how workbooks are saved.

Save workbooks

- AutoSave OneDrive and SharePoint Online files by default on Excel
- Save files in this format: Excel Workbook (*.xlsx)
- Save AutoRecover information every 1 minutes
- Keep the last AutoRecovered version if I close without saving
- AutoRecover file location: C:\Users\...\AppData\Roaming
- Don't show the Backstage when opening or saving files with key
- Show additional places for saving, even if sign-in may be required
- Save to Computer by default
- Default local file location: 2 C:\Users\...\Documents

Excel files are now, by default, saved in the new folder specified in Excel Options.

From: [How to Change the Default Directory in Excel - Automate Excel](#)