

Save My Settings Wizard

If you customize your toolbars or change the options in any of the Office applications (Word, Outlook, Excel, PowerPoint, Access), use the **Save My Settings Wizard** to save your customizations. If your computer has to be re-imaged or Office upgraded, you can then use your saved settings to easily restore your customizations.

To save your settings:

1. Close all your Office applications (including Outlook).
2. Click **Start, All Programs, Microsoft Office Tools, Save My Settings Wizard**.

The *Save My Settings Wizard* dialog box appears.



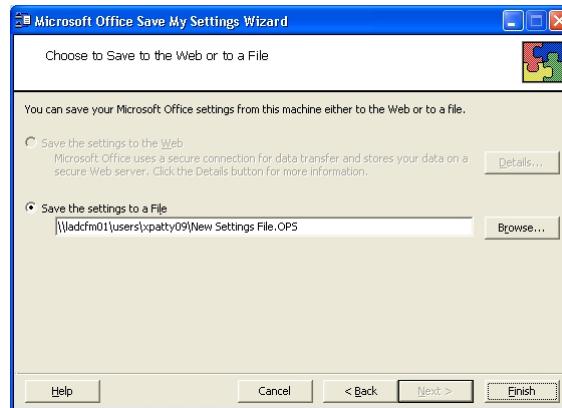
3. Click **Next**.

The wizard searches for open applications, then displays the *Save or Restore Settings* page.



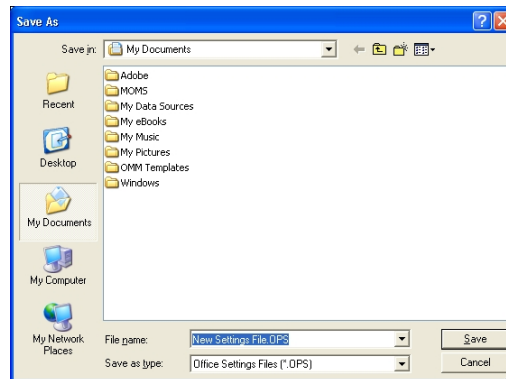
4. Leave **Save the settings** selected and click **Next**.

The wizard displays the **Choose to Save to the Web or to a File** page.



5. Click **Browse**.

The *Save As* dialog box appears.



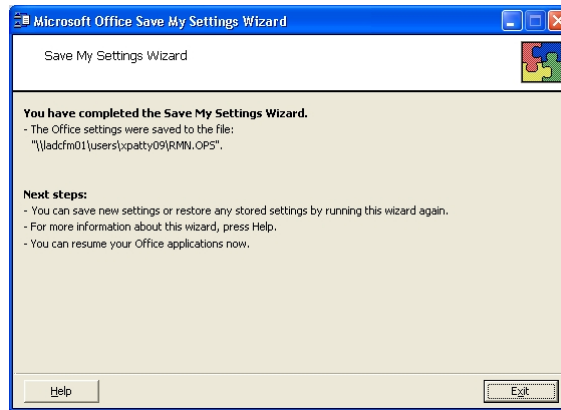
6. Select a folder, type a descriptive name (such as your initials) and click **Save**.

The name is entered in the **Save the settings to a File** box.



7. Click **Finish**.

The wizard saves the settings and displays the completion page.



8. Click **Exit**.

Your settings are saved. (If you change your settings or customize toolbars, remember to run the wizard again.)

To restore your settings:

If Office has been upgraded or your computer re-imaged, you can restore your settings from your saved ".ops" file.

1. Close all open Office applications (including Outlook).
2. Click **Start, All Programs, Microsoft Office Tools, Save My Settings Wizard**.

The *Save My Settings Wizard* dialog box appears.

3. Click **Next**.

The wizard searches for open applications, then displays the *Save or Restore Settings* page.



4. Select **Restore previously saved settings to the machine** and click **Next**.

The wizard displays the **Choose to Restore from the Web or from a File** page, with the previous “.ops” file that you created selected.



5. If necessary, click **Browse** and select the “.ops” file you want to restore.
6. Click **Finish**.

The wizard applies your customized settings to all the Office applications and displays the completion page.

