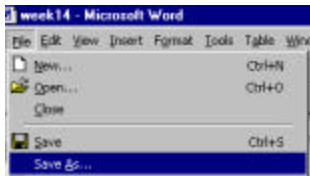


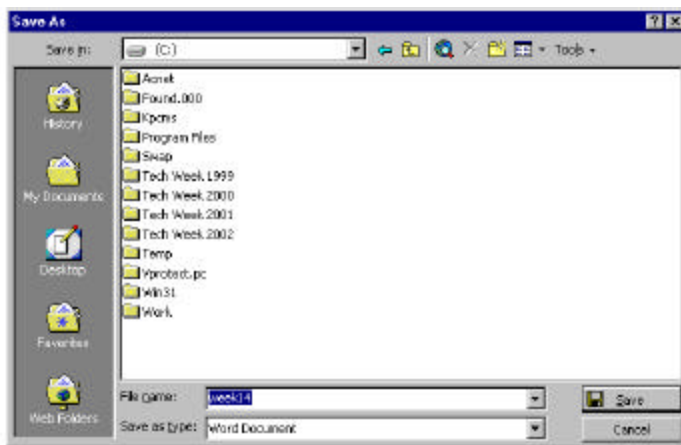
Taste of Tech

Get To Know Your 'Save' and 'Save As' Functions



When you are working on a file, it is a good idea to save your work every couple of minutes. In the **F**ile menu of the program, you will typically find the "**S**ave" and "**S**ave **A**s..." options.

The first time you use "**S**ave," the "**S**ave **A**s" dialog box appears allowing you to provide a name and location for the file you are saving. Subsequently, choosing "**S**ave" simply saves your work by updating the last saved version of the file to match the current version you see on your screen.



Choosing "**S**ave **A**s..." brings up a prompt to save your work as a file with a different name. For example, you might choose to save a document called "*Paper - rev3*" as "*Paper - rev4*". This way, you can save your file at different stages and keep multiple versions on your hard drive.

Tip:

Choosing "**S**ave" and then "**S**ave **A**s..." is also a good way to make a backup of your file. Just be sure to rename the file something new when you choose "**S**ave **A**s..." or you will overwrite the current saved version just like choosing the "**S**ave" command would do.