

SAVE OR SAVE AS

2 Commands to Save a File: SAVE and SAVE AS.

You may use either to Save a File. The choice is yours.

Here is how I make use of the two different commands:

When I first SAVE a file, I click SAVE, select the folder where I want it stored, give it a name and select the format I wish it to be saved as. Such as, .rtf (rich text format)

Later if I wish to use that file again but want to change some things without changing the original document, I click SAVE AS and give it a different name.

Once a file is SAVED whether you use SAVE or SAVE AS, and you bring it up and make changes and click SAVE it will not bring up the box asking for the folder or the name. IT will SAVE it under the name and in the folder that it was in when you opened it to work on it. IF you want to save it someplace else or under a different name, then you must use the SAVE AS command.

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