

Save ... vs Save As...



SAVE...

This is used when you *first* create a file. Before you have saved it the first time, your file generally has the name "untitled1" or "Document1".

You must save a file in order to be able to retrieve it again at a later date. If you do not save it and you turn off your computer, it is lost forever. After it has been saved for the first time, future "saves" will overwrite the file with any changes you have made (and the earlier versions will be lost.) Choosing the Save command once you have already saved a document does not require you to rename the file (you will not see a dialog box).

HINT: Using Save...you always end up with **one** file.



SAVE AS...

If you wish to save your changes to a file, but you also want to *keep the original*, use the Save As command. You will be required to rename the file...two files with the same name cannot reside in the same folder (a dialog box will appear).

You may, however save the file with the same name of the original if you place it in a *different* location. Save As is handy if you want to amend a document and keep the original, but also save a copy with the changes. It is also a handy way to back up a file to another location such as the server or a flash drive.

HINT: Using Save As...you end up with **two** files, unless you replace the original when asked through a dialog box.