

Macintosh Learning Center --- Shell Weinberg

Hours: 9:00 a.m. to 3:00 p.m., Monday thru Friday

Reviewing Fundamentals & Basics:

the **Save** and **Save As** commands

This information will be helpful to beginners, new users, and veteran users of the Mac computer who just don't know. An area of much confusion is the difference between **Save** and **Save As**, as offered when you drop the **File** menu.

You should first understand the purpose of saving something. Your work, such as writing a letter, is done in the temporary storage part of the computer's memory. When you give the command to **Save** you are moving your work out of temporary memory (RAM) and moving it to the permanent memory (HD). You store work in permanent memory so you can revisit this work at some future time to add more data, make revisions, maybe for reference, etc.

With that knowledge, let's follow the path to actually **Save**. You must first launch (*open*) an application (*program*) to bring up a blank document for you to work in. For this demo we will be using *AppleWorks 6*, and when opened the **Starting Points** dialog appears. Single click on the **Word Processing** icon. This then presents an "**untitled (WP)**" window, ready for you to start typing.

After typing your letter you have decided not to print yet because you want to add to it later. You'll then do **one of the following** two things:

1. Click on the red **Close** button to close the window and a dialog appears asking if you want to save changes to the document. (*Note: The word "changes" always appears, even though this may be a new document with all new material.*) It offers you 3 buttons. You click on the **Save** button. This then presents the **Save: AppleWorks 6** dialog, and it wants you to type a name for the document (*notice **Save As**: text entry area is already highlighted, ready for you to start typing*)... and it also wants to know where you want to store this document (*see the line titled **Where***).

or... 2. You drop the **File** menu and select the command **Save**. And, because this is a **new document**, that has never been saved before, the exact same **Save: AppleWorks 6** dialog, as described above, will appear.

The interesting thing about the File menu is that both "**Save**" and "**Save As...**" commands are offered. Because you are about to save a **new document** you could actually use either command and it will present the same **Save:** dialog.

I emphasize that all of the above relates to the saving of a new document.

Now, this time you are going to add more data to a letter that has already been saved. Locate the appropriate **file icon**, double click to open the window, and then type in your new data. When finished you decide not to print yet because you want to add more later. When you click on the red **Close** button, the warning dialog appears and asks if you want to save the **changes**. When you click on the **Save** button the changes you made will be saved on the document, the window disappears and the file returns to its storage folder.

Now we'll take a look at a different way to use the "Save As" command. We want to produce a duplicate of this document so we can modify it for a second use, but we also want to keep the original document unchanged.

Open any document so its window is on display. Then drop the File menu, select **Save As...** up pops the **Save:** dialog. You will notice the title of the original document is there and is highlighted, ready for you to type in a new title. In addition, you must decide **Where** this document is to be stored.

Having done all that, click on **Save**. The original file will close automatically and return to its storage folder, unchanged. The duplicate you just produced will stay on your screen, with a **new title**, and is now ready for you to do your work.

The Save function is important! As you go along working in any document, the smart thing to do is to **Save** about every 10 to 15 minutes. This can easily be done, in fact the Mac provides you with 3 different ways to do this:

1. drop the **File** menu, select **Save**
2. using the *keyboard shortcut*, press **command s** keys
3. on the Button Bar, *(if available)* click on the **Save Document** button

The consequence of not saving... should you experience a power failure, or shut off your machine accidentally, or have a screen freeze or other conflict, or try to print a document and the printer malfunctions... all of these situations could erase whatever work is in temporary memory.

So, to protect your work, "**SOS**", as Robin Williams recommends in her excellent books about Macs... "**Save Often, Sweetie**".