

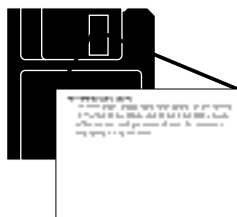
Saving another version of a file

- 1 **Open the document menu from the main menu.**
- 2 **Choose Save As or Save To from the document menu.**
- 3 **In the Save panel, name the new version and open the folder you want to put it in.**
- 4 **Click OK.**

You can save the contents of a file under a different name and in a different folder while keeping the original file, too. You typically do this to save one version of a file before making any more changes to it.

Both the Save As and Save To commands save the contents of the window you're working in as another file. Each command opens the Save panel, where you name the new version of the file and put it in a folder, just as you do for a new file. The original file stays the same as when you last saved it.

Save As

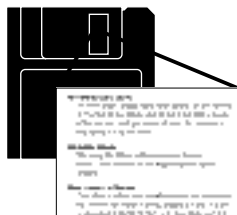


Save As puts away the previous version, which doesn't include changes.



You keep working in the new version, which includes changes.

Save To



Save To puts away the new version, which includes changes.



You keep working in the old version, where your changes aren't yet saved.

Tip: You can think of these commands as taking a snapshot of one version of the file and putting the snapshot away, while you continue to work in the other version of the file. Save As takes a snapshot of the original version, and Save To takes a snapshot of the revised version.