SAVE AS: Miraculous, Macintosh flexibility by Cindy O'Hora

Use File...Save As when:

- You want a copy of a document that you have just saved to the hard drive, to also be saved on a disk or into another folder.
- You have made changes to a document and would like to keep the original untouched. It will save a new document with the revisions.
- You want to save your work in a format or program other than the one you used to create it.
- You want to translate your document for a PC user to be able to read on their machine. YES, you can!
- You just quickly Saved a document and have no clue where it went. Opening the Save As box will let you see where your file has hidden itself. (Not that this ever happens to me mind you.)

Consider the following:

You open a document, make some changes, **choose Save**. The original document will now be changed.

If you **choose Save As**:

The computer will prepare to make a second document that will include the changes. The original one will remain unchanged. If you happen to save into the same place that the original one is in, you'll get the "older document is here... Do you want to replace it?" message. What typically happens is that you will save a new document with the changes into another location of the computer. Hence you open your disk and find the original with no changes on it. You think you've lost hours of work. In fact, it is in the computer somewhere, a separate document from the original. (Use File.. Find to locate it.)
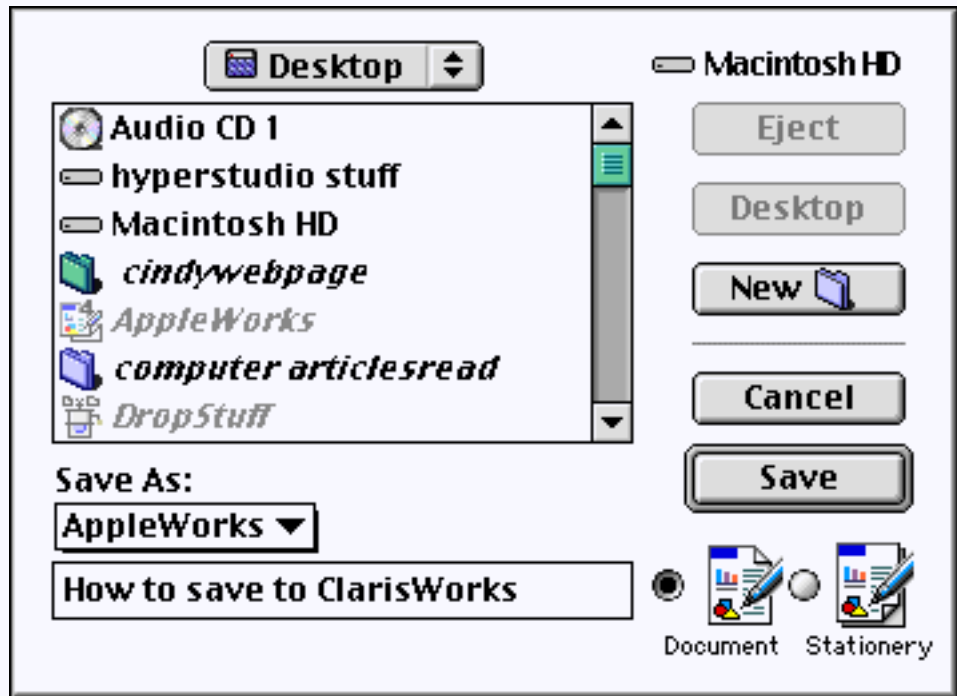
I call this the **Polly Phenomenon** after a student who raised this to an art form. She saved partial stacks in four different computers while creating a HyperStudio Project. She refused to listen to me. She kept Save As'ing rather than plain Save. Being a teenager, she knew better than I. ;-)

Use Save As deliberately.

I'm sure all of you have noticed that AppleWorks 5 offers Save As in the Save dialog box.

The Save As menu (just above the title slot) offers you a very powerful feature.

When you choose Save, AppleWorks default saves to the version of AppleWorks you are using. It also default saves in Macintosh format when you are using a Mac.
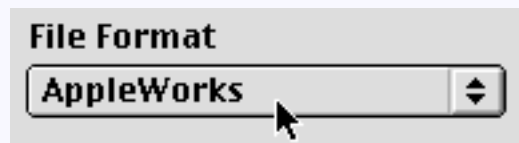
Save As Options:

Activate the SAVE AS pop up menu by holding down on the mouse button with cursor on it.. You'll see a whole bunch of other program names. You'll also note that some have PC after them. If you choose one of them, the Save As changes to that program's name from AppleWorks.

Now when you save your document it is saved in that alternate program. If you pick WordPerfect, your Mac WordPerfect friend will have no trouble reading.

In AppleWorks 6, the Save As: is now labeled File Format. But the magic is still the same.

Why would I do this?

When I submit my software reviews to sites on the Internet, I translate them to Text so the webmaster on the other end can open it. TEXT format preserves the words themselves and some basic formatting like paragraphs. (Style and font settings are not preserved in TEXT.)

I made the navigation header for the site in AppleWorks Draw. I saveas'd the image to gif format for the web rather than the default PICT.

Many of the folks I work with for the school site use Word on PC's. I facilitate their opening of my documents by Save As'ing it to their format before I send it to them.

Watch the rapidly changing messages in the bottom of the launch box for ClarisWorks/AppleWorks and you'll see the loading XTNDers. These are your translators. They allow you to open documents made in other programs and to translate documents so that other programs can open them. How many translators you have depends on the version of AppleWorks you have. You can add and/or update your translators using software called MacLinkPlus from DataViz. I wouldn't work without it.

Although I explained Save As in AppleWorks, you should note that Save As appears in the File menu of much of your productivity software. Hyperstudio and Crossword Wizard let me Save As to web page format. Graphic Converter lets me Save As to a variety of image formats.

Save As is a very powerful feature. Harness it and the Force will be with you.

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