EXTRAS
Additional notes and tips

All about "Save As"

Any time you create new document and click on the Edit menu to save it, the "Save As" dialog box opens. You type in a file name, click the Save button, and you're on your way to storing your file for future use. But there is more to this familiar Windows XP tool than you think. Let's take a look.

Save a document

When you first click to save a document, Windows opens a **Save As** dialog box like the one in fig. 4x-1.
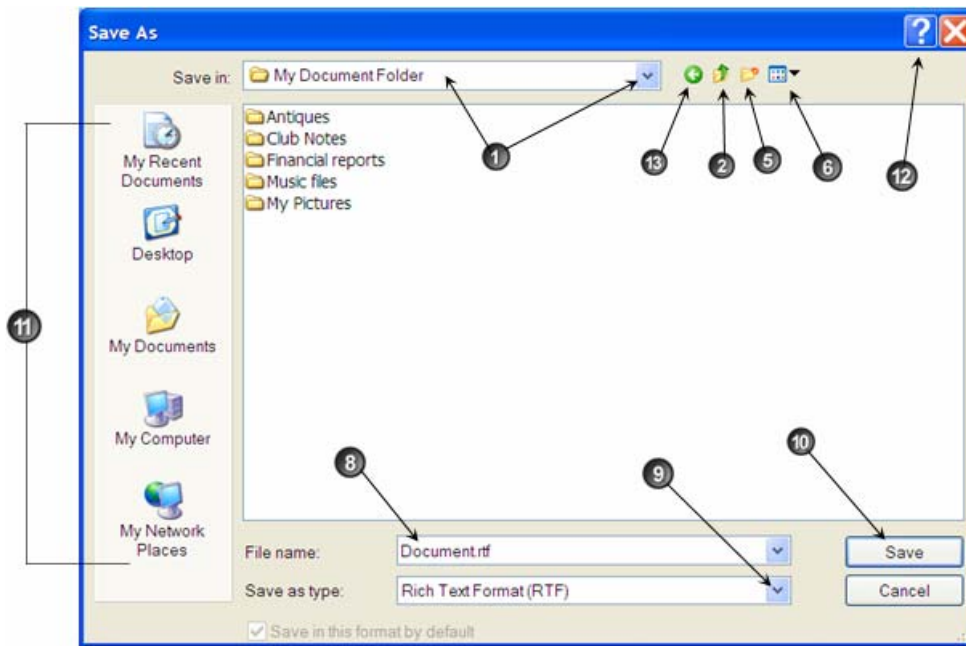

Fig. 4x-1 Save As window

In some programs, including in MS Office, the Save As window may look like the one shown in Fig. 4x-2. MS added several icons on the Save As menu bar that deal with the internet. We are not clear why they appear here as they have nothing to do with saving a file. Ditto on those shortcuts shown on the left (#11 in fig. 4x-1).

We have added callouts to the figures of the two Save As windows styles shown on these pages. You will find a description of each in the table following.
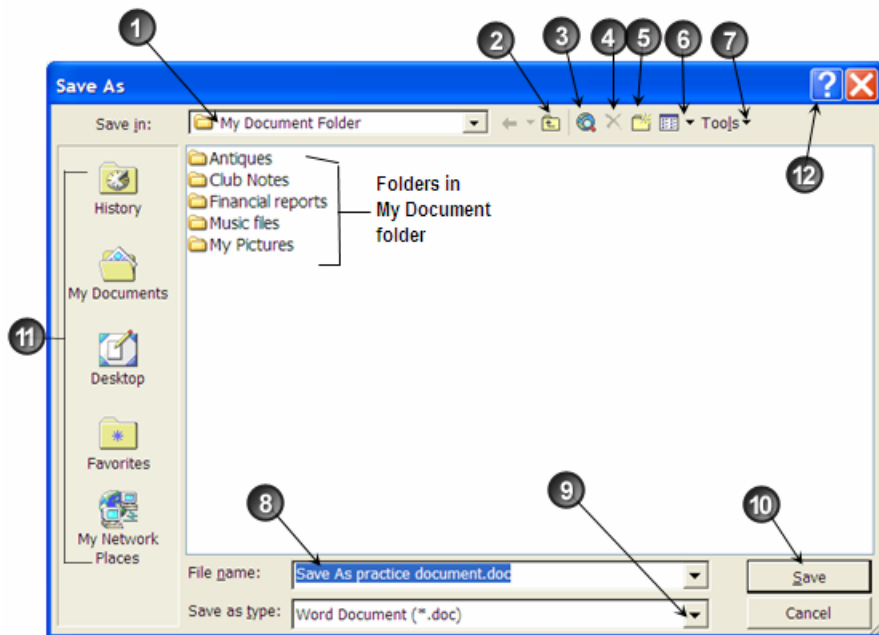

Fig. 4x-2 Save As Dialog Window

1	**Save in**	Your file will be saved to the folder that appears here. The contents of the folder will appear in the main pane below. To save the file to a different location, click the down arrow at the end of the bar to navigate to another location
2	**Up One Level**	Click to see the contents of the folder one level above the folder you are currently viewing. Contents of the folder will appear in the main pane below.
3	**Search the Web**	Click to open your browser. (not recommended when saving a file)
4	**Delete**	You can highlight a document or folder and click this icon to delete it from the main folder.
5	**Create a New Folder**	Click to create a new folder within the folder you are currently viewing.
6	**View menu**	Click the arrow to display the content of the folder in a different view. (See fig. 4x-3)
7	**Tools**	This selection is not recommended when saving a file. (See fig. 4x-4)

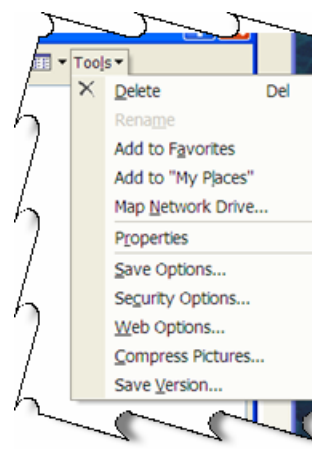| 8	**File name**	Type a name for your file here. Click the down arrow for a list of names of your most recently created files
9	**Save as type**	Choose the format in which you would like to save your file. The most common format for the program you are using will appear in this box. For example, if you are using Microsoft Word, the Word format (.doc) will appear. Click the down arrow for more options.
10	**Save**	Click to Save your file.
11	**Other locations**	Shortcuts to other locations. Has no real function in the Save As window.
12	**Help**	Click the **?**, then click any element within the dialog box for a description
13	**Go to**	Click to go to the last folder visited
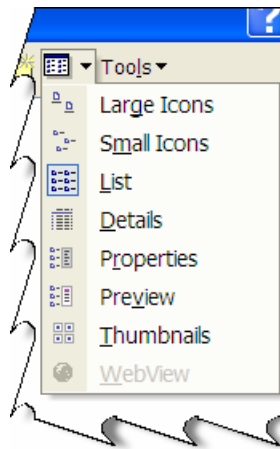
Fig. 4x-3 View options   **Fig. 4x-4 Tools options**

You will see the option to "Save As" in any program that can convert (save as) files to another format. Save As is a handy tool for converting a file from one format to another. You can change a .doc file to an .rtf format). You can also convert a picture from a .bmp file to a .jpg file. There are several format options to choose from when you click the down arrow in the "Save as type" pane (see #9 in the above table). Save As has been around for a long time and has proven itself as a great tool for converting and managing files.