

Saving a Named Notebook

While you are working on a notebook, you will want to save your changes. This helps safeguard your changes in case of power outages, computer crashes, and other such mishaps. Fortunately, Quattro Pro makes saving your changes easy. Once you have named your notebook, all you have to do is access the Save command. Quattro Pro automatically saves your notebook under its filename. Quattro Pro updates the copy on disk with the version with which you have been working.

METHOD

To save a named notebook:

1. On the Toolbar, click the Save Notebook button.
or
1. From the File menu, choose Save.

EXERCISE

In the following exercise, you will make changes to **Exercise 1** and save the file.

1. Select cell A12
2. Type **Yearly Totals** and press **Enter**
3. On the Toolbar, click the Save Notebook button

*The notebook is saved again under the filename **Exercise 1**.*

END