

Saving a Notebook

While you work, make sure that you save your notebook file to a disk. It's good practice to save your work every fifteen minutes during the course of creating and editing. That way, if there is a power outage or power surge, you will lose only fifteen minutes of work at most.

There are three ways to save notebooks to disk. If the notebook has never been saved, choosing Save from the File menu opens the Save File window, illustrated in Figure 1-13. You use this window to tell Quattro Pro where to save the notebook and to give the notebook a filename. If the notebook was previously saved, using the Save command saves the notebook to the filename and location under which it was last saved. If the notebook has already been saved to disk, using the Save As command opens the Save File window and lets you save the notebook under a new name or different location that you specify.

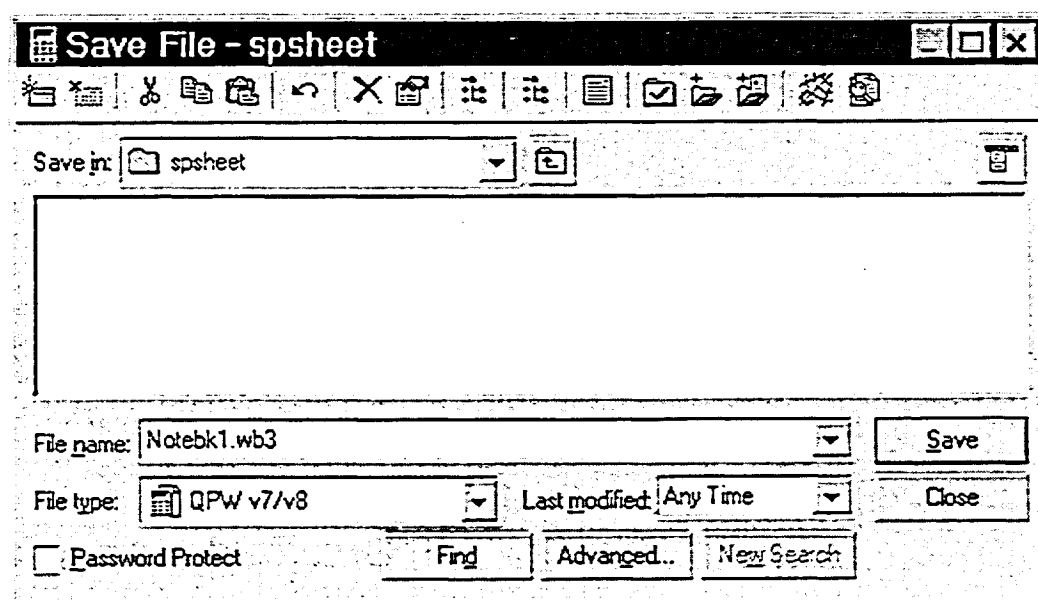


Figure 1-13: The Save File Window

Saving a New Notebook

Quattro Pro can save a notebook only if you assign a name to that notebook. If you access the Save command in an unnamed notebook, Quattro Pro prompts you to name the notebook before it will save it to a disk. From then on, Quattro Pro saves the notebook under that name unless you specify otherwise. In addition, when Quattro Pro saves your file, it automatically appends the file extension .wb3 to the end of the filename.