

**Q:**  
**What's the difference between Save and Save As?**

**A:**  
Fantastic question! Here you go:

When you use the **Save** command, you save your work under it's current file name. If you've never saved whatever it is you're working on before, then you'll get an opportunity to name it.

When you use **Save As**, you get a chance to save what you're working on as a new file.

Here's an example. Let's say you're working on a word processing document. It's a new document and you decide to save it. A box comes up that lets you give it a name. Now, let's say you add something to it. If you use the **Save** command again, it simply saves it with no questions asked under the existing file name.

OK, now let's say you make a modification to the file, but you want to keep the original version as well. This is where you use **Save As**. When you use the **Save As** command, it allows you to save your current file as a new file with a new name. Now when you go to open your files, you'll find you have both the original version and the new, Saved As version.

You didn't know computers could be so much fun, did you??

~ Andrew

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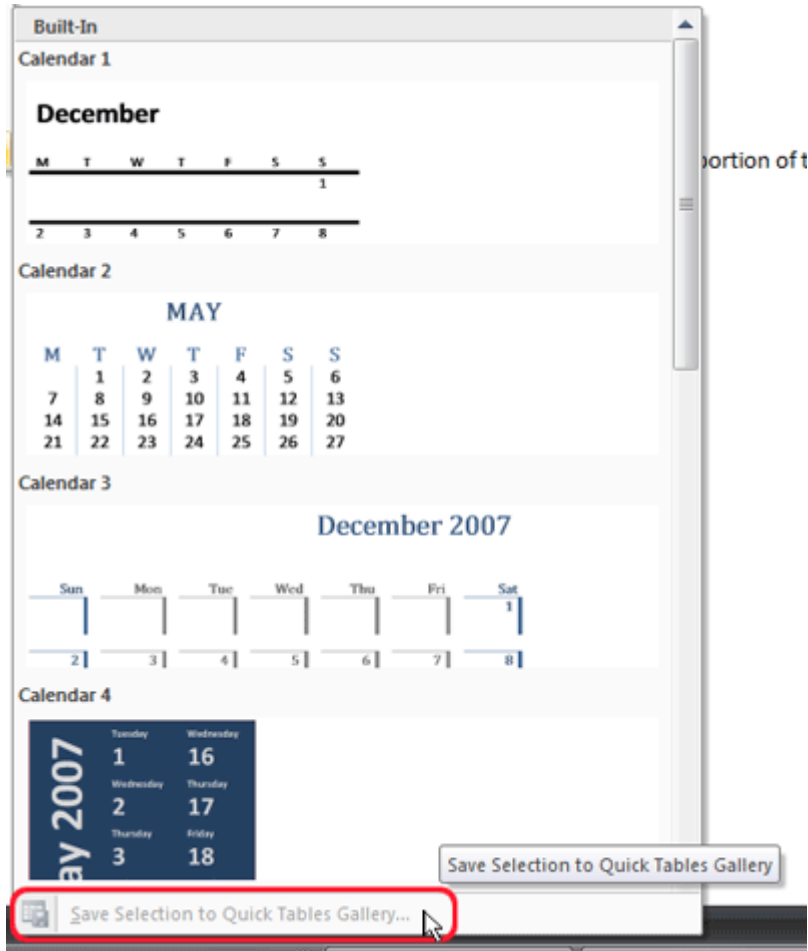
### **Quick Tables Designed by You!**

So, if you investigated the tip we ran the other day on Word 2007's Quick Tables then you may have been left with a bit of disappointment if you didn't see a built-in table that would suit your needs.

In that case you may have thought "Good idea, too bad it doesn't help me."

Before you dismiss the idea altogether let's take a look at an additional feature of Quick Tables.

I don't know if you noticed but below the built-in table choices there was the grayed out choice to **Save Selection to Quick Tables Gallery**.



See it now?

It's through that particular choice that we will be able to make the Quick Tables feature useful to anyone who uses tables in Word 2007.

Interested?

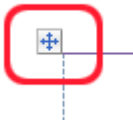
Good - then let's get started.

Obviously, if we're going to save to a gallery then we have to select something to save.

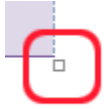
You can either create something new or choose a previously created table in a file.

Once you've got a table in the format you'd want to use again you need to **select the table**.

The most efficient way is to click the either the **Move handle**



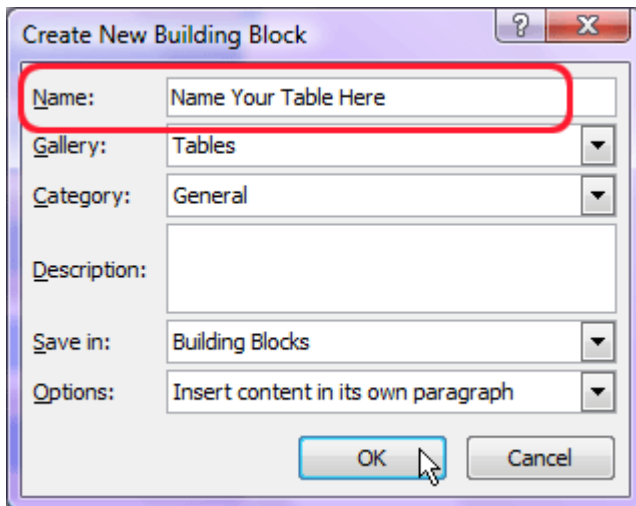
Or the **Resize handle...**



...that appears when you move the mouse pointer over the table.

With the entire table selected, go to the **Insert** tab of the Ribbon, **Table** button, **Quick Tables**, **Save Selection to Quick Tables Gallery** choice. (The choice will be accessible now that you have a table selected.)

The Create New Building Block dialog window will open, already set to save as a table.



All you really need to do is to **name it** and click **OK**.

Voila!

Now you'll find your customized table below the built-in portion of the Quick Table list under the heading of **General**.

**With Subheads 1**

Enrollment in local colleges, 2005			
College	New students	Graduating students	Change
	<i>Undergraduate</i>		
Cedar University	110	103	+7
Elm College	223	214	+9
Maple Academy	197	120	+77

**With Subheads 2**

Enrollment in local colleges, 2005			
College	New students	Graduating students	Change
	<i>Undergraduate</i>		
Cedar University	110	103	+7
Elm College	223	214	+9
Maple Academy	197	120	+77

**General**

My Little Purple Table

My Little Purple Table

Name Your Table Here

Save Selection to Quick Tables Gallery...

The image shows a software interface with two table examples at the top, each with a subhead. Below them is a 'General' tab highlighted with a red box. Underneath is a section titled 'My Little Purple Table' which contains a yellow-bordered area with a purple bar and a tooltip that says 'My Little Purple Table'. Below this is another section titled 'Name Your Table Here' with a purple bar. At the bottom, there is a button labeled 'Save Selection to Quick Tables Gallery...'.

That's what I call a feature for everyone!

~ April

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