

## CHECKLIST

### **Save as**

Save Link list as


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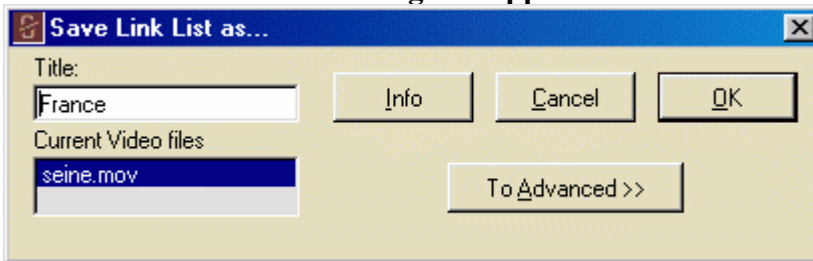
## □ Save Link list as

The "Save as" function creates a copy of the opened Link list and provides it with a name and a location on the computer chosen by you.

You can use "Save as" if you want to create a new version of your Link list without losing the old, last saved, Link list.

**This is how you save Link list as** (the Link list you want to "Save as" must be open):

1. Change to Create mode by clicking  if you are not already in Create mode (the button with the link symbol to the left at the top on the screen).
2. Select "Save as" from the "File" menu.
3. The "Save Link List as" dialog will appear on the screen.



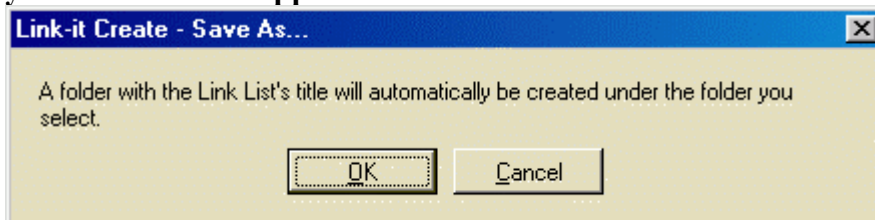
The "Title" is already specified with the name of your Link list.

**If you want to change the name, enter the new name in the "Title" field.**

**When the name is correct click  to the right in the dialog.**

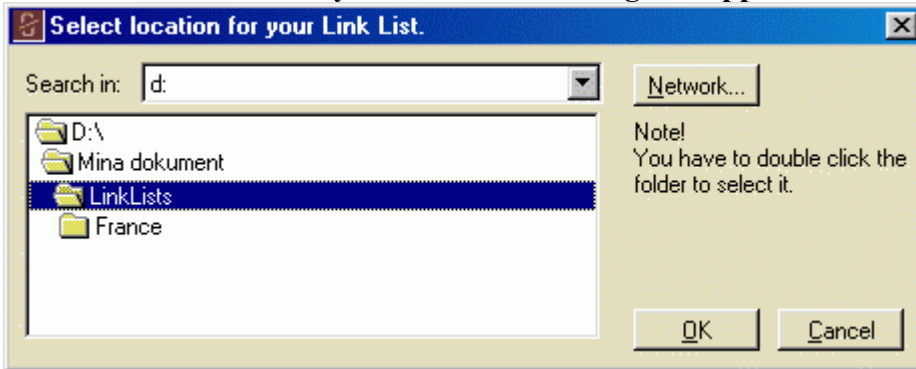
*If you want to change the layout of the screen when the Link list is opened and what is going to happen when you click play, you can save "Advanced" (see "Save advanced" in the document "Checklist – Create Link lists").*

4. A dialog where you are informed of that you are going to select the location for your Link list will appear on the screen.



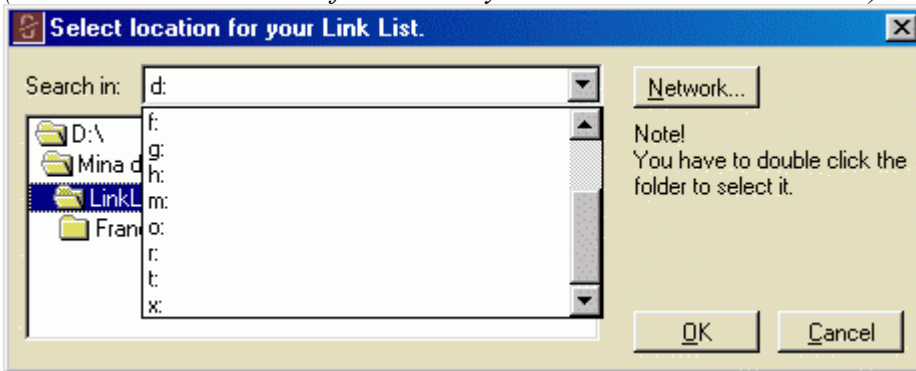
Click .

**5. The "Select location for your Link List" dialog will appear on the screen.**



If you are going to save the Link list on the network, select a network disk from the drop-down list at the top.

*(A menu will be extended from which you can select a network disk.)*



**6. Select the folder where you want to place the Link list by double clicking the folder in the dialog.**

Click .

**Note:** You cannot save two Link lists with the same name in the same folder. If you get the message that there is already a Link list with the same name in the folder you have selected, you need to change the name of the Link list or select another location.