

By Jo Becker, BA

Following are a number of quick and simple computer tips you can use to improve your computing performance.

Save vs. Save As: Many of my computer / marketing clients have been confused by the difference between these two File menu options in most MS Windows-based software programs. Most computer programs offer you both choices, but why do you need both and how do you know when to use each?

- **Save** will save any and all changes you've made to the document you currently have open.
- **Save As** will save an exact duplicate of the file you have open *with a new name*, hence it is called "Save As." This is handy (and not used widely enough) when you wish to retain the integrity of your original file.

Use Save As to save a copy of your original in case you find later that you don't like the changes you made, or if you want to make multiple copies of a file using your original as a template of sorts. When using Save As, you can use any naming convention you want, such as: "FileName—1," or "FileNameB," or "FileName—TodaysDate," etc.

It's important to note that whenever you Save As, your computer will automatically close your original file and leave you staring at your newly created copy. Thus, any changes made from this point forward will be made to your new copy unless you purposely reopen your original. Most computer programs will show you the name of the file currently open in the very top left-hand corner of the program's window. Get in the habit of glancing up there to be sure you're working with the file you think you are.

Backspace vs. Delete

In other related news, have you wondered why you have two buttons on your keyboard that erase characters and what the difference is between them? **Backspace** will erase characters one at a time to the LEFT of YOUR CURSER each time you hit the button. (If you hold the button down it will erase individual characters *very* quickly until you let up.)

The **Delete** key erases characters one at a time to the RIGHT of YOUR CURSER each time you hit the button (it, too, will erase at the speed of light if you hold the key down). So, there you have it. The distinction is very subtle, and can be danged confusing if you're unfamiliar with them but they each come in handy. As my Father always says, "use the right tool for the job," and here you have the option of choosing just the tool you want: Backspace/LEFT or Delete/RIGHT.

It might be noted that Backspace takes its name from its predecessor on typewriter keyboards and, as you may recall, those Backspace buttons moved "back" or one character to the LEFT. Delete is the newbie here and sometimes it's nice to delete to the RIGHT...

As always, if this seems overwhelming ask for help, but keep trying! Before long you'll get the hang of it. In the meantime, *hang in there!*

Jo Becker, BA

Jo Becker has eight years of licensed real estate experience. As a former broker, she knows how important, and sometimes scary, technology and self-promotion can be. Jo has provided personalized one-on-one marketing consultation and computer software training to the industry since 2002.

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