## Revert to Saved (u)

The *Revert to Saved* command abandons all changes you've made to the current document since it was previously saved. Use this command judiciously—once you've reverted, all unsaved work is lost and cannot be recovered. This command cannot be undone.

## Prepare for Mailing

*Prepare for Mailing* turns all of a document's linked image attachments into copies. Use this command if you want to send one of your documents complete with its attachments to someone on a different NEXTSTEP file system (for example, someone on a different network, or in a different department or company).

*Note that if you have set your Attachment preferences to Copy in attached images and documents, you will already be saving copies of all attachments and will not need to use Prepare for Mailing. Refer to Chapter 16 for more information on setting these preferences.*

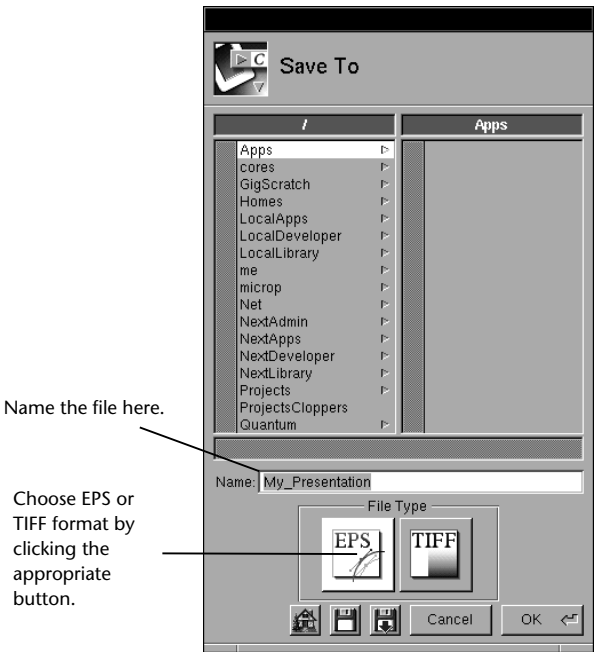
For more information about working with links and attachments see Chapter 13.

## Close (W)

The *Close* command closes the current document. All of the windows of this document will be closed. If you've made changes but have not yet saved them, Concurrence will offer you the option of saving the document, before closing.

# Save To (T)

*Save To* lets you save your slide show as individual slides in EPS or TIFF format. Choose *Save To* when you're in a slide show and the following panel will appear:




When you click OK or press Return, a directory called *name*.slides will be created, where *name* is the name you've entered. In the directory, there will be one EPS or TIFF file for every slide in your slide show, except for slides you've designated to be skipped (See Chapter 14 for more information about skipping slides). The slides will have the names Slide_*n*.tiff (or Slide_*n*.eps), where *n* is the slide's number.

# Save All

The *Save All* command writes all currently open documents to disk. If some documents have not been saved previously, the *Save All* command will open a Save panel for each.

behavior of this command by setting the specifications in the *New Documents* preferences panel. Refer to Chapter 16 for more information.

## New from Template and Find Template (N)

Select *New From Template* to choose a template from which to create new outlines and presentations. Opening one of the template files creates a new, untitled window with the same formatting as the template—this is useful if you have a standard format you'd like to re-use.

If the file you want to use as a template is not listed under the menu, choose *Find Template* to open a panel—similar to the Open panel—that lets you choose any existing Concurrence file to use as a template.

You can choose to always create new documents from a standard template by setting the *New Documents* preferences. Please refer to Chapter 5 for more information about working from a template.

## Save (s) and Save As (S)

The *Save* and *Save As* commands write the current document (shown in the key window) to the disk. When you save a Concurrence document, the sizes and locations of its windows are saved as well.

When you choose *Save As* (or choose *Save* for the first time with a newly created document), you will be presented with a standard Save panel. Use the panel to select a name and directory location, and then click the *Save* button. The name you specify and the directory location will appear in the title bars of each of the document's windows. All future Save commands will save the document to the same location.

When you select *Save* from within any *view* of your document, it will save all changes you have made to all views of the document since you last saved. For more on the concept of having multiple views a document, please refer to Chapter 8.

# Chapter 17

# Document

*The Document menu contains commands for opening and saving Concurrence documents. Use its commands to create new documents from standard templates and save individual slides as EPS or TIFF files.*

## Open (o)

The *Open* command brings up a standard Open panel, allowing you to open any saved Concurrence documents. See the NEXTSTEP User's Guide for more information about the Open panel.

When you open a Concurrence document, it will appear in the same place on the screen and with the same size windows as when you last saved it.

As with most NEXTSTEP applications, you can bypass the *Open* command by finding and double-clicking a file's icon in the Workspace Manager.

## New (n)

The *New* command creates a new Concurrence document. Normally the new document will display an outline window. You can customize the