New
Creates a new document.   Each document contains information on which folders are the source and destination folders, what items to exclude from the synchronisation, and other information selected from the Special menu.

Open…
Opens an existing SwitchBack document.   All this information was previously specified by the user and saved using the Save or Save As… commands detailed below.

Close
This will close the document, asking you if you want to save any changes first.

Save
Choosing this item saves the changes you have made to the document on to disk.   If the document has not previously been saved you will be asked to name the file first.   This item will be disabled if no changes have been made to the document.

Save As…
Allows you to save the file to disk under a new name.

Preferences…
This displays a small dialog with four options:

Use Temporary Memory — SwitchBack will make use of any available memory that isn't currently in use by the system or any other open applications.   This speeds up the performance of the synchronisation, but only works with System 7 or later.   Under System 6 simply increase the preferred partition size.

Sound — if checked, a sound will play when the synchronisation has completed.

After Auto-Start — this pop-up menu allows you to specify behaviour following opening and executing a document that is set to start automatically.   Do Nothing will leave SwitchBack running as the frontmost application.   Bring Finder To Front will leave SwitchBack running, but force the Finder to the front.   This option is available only under System 7 and later.   Quit forces SwitchBack to quit following completion of the backup.

Unmount Volumes After Backup — when checked, any required volumes that are not mounted when the backup starts will be unmounted when the backup is complete.

Quit
Selecting this option allows you to quit SwitchBack.   If you have an unsaved document currently open, you will be asked whether you want to save it first.