

File menu in APA Editor

New APA File

Removes the APA file that you are currently working on and creates a new APA file.

Important: If you want to save your work to an open APA file you must do so before selecting **New APA File**.

Open APA File

Opens an existing APA File.

When you select **Open APA File**, the Open APA file dialog box appears. From there, you can browse to and select the APA file that you want to open, and then click **Open**.

Save APA File

Saves the open APA file in its current location and increments the filename by one version. For example Job.v1.apa, Job.v2.apa, and so on.

Save APA File as

Saves a new APA file to the location that you specify with a file name that you specify.

APA files must be stored in the <job folder>\Control folder for the job to which you want to apply the APA files.

The only valid file names are Job.apa, Job.v1.apa, Job.v2.apa, Job.v3.apa, and so on.

Close Window

Closes the current window, but does not quit Workshop.