



# Save

Guides for Merlin Project Express

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## File > Save...

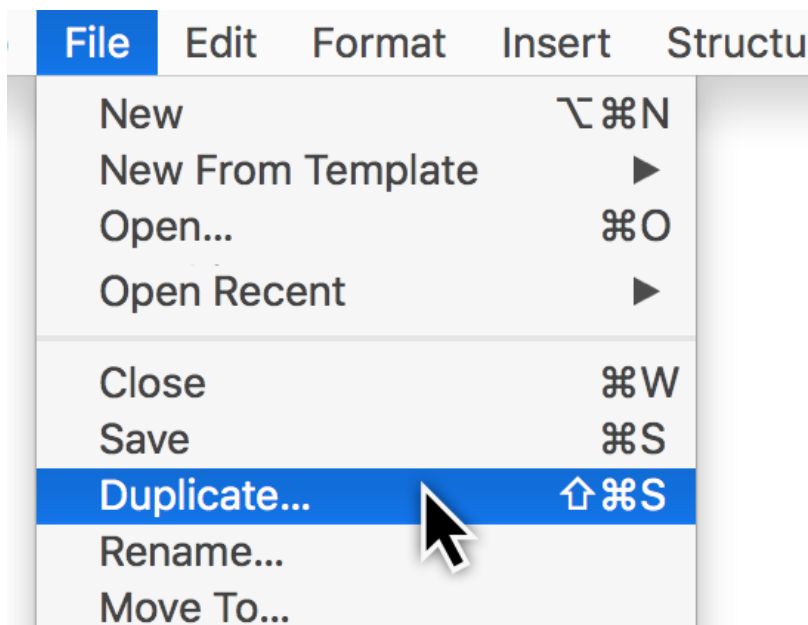
The first time you save a document, you name it and choose where to save it—on your desktop or in a folder, for example.

Thereafter, **Merlin Project Express** automatically saves your document as you work.

- Click anywhere in the document window to make it active
- Choose 'File > Save'
- Enter a name in the Save As field
- Choose where to save the document
- Click 'Save'

## File > Duplicate...

You can duplicate an opened document. The copy is saved to the same location as the original.

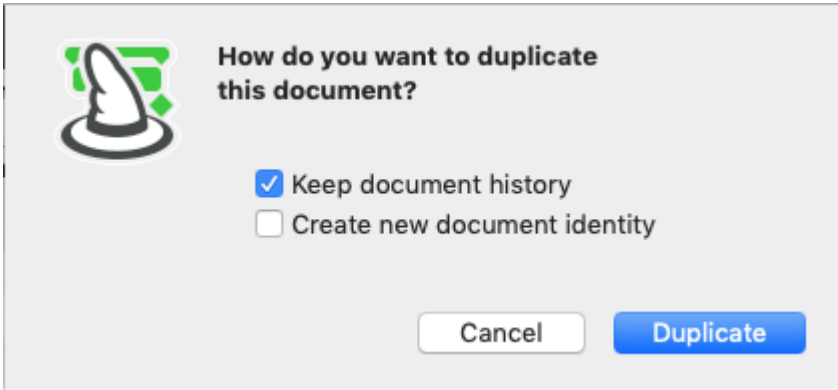


In Merlin Project Express you have two additional options:

- [Keep document history](#)
- [Create new document identity](#)

## Keep document history

Choose this option to create a duplicate with the same document history and be able to undo all your previous actions starting by document creation.



### Create new document identity

Choose this option to remove document history in the duplicate and work in this document by a new identity. This would allow you to combine for example the old file with the new duplicate within master projects.

