



Save

Guides for Merlin Project Express

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Saving options - as of October 2019

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File > Save...

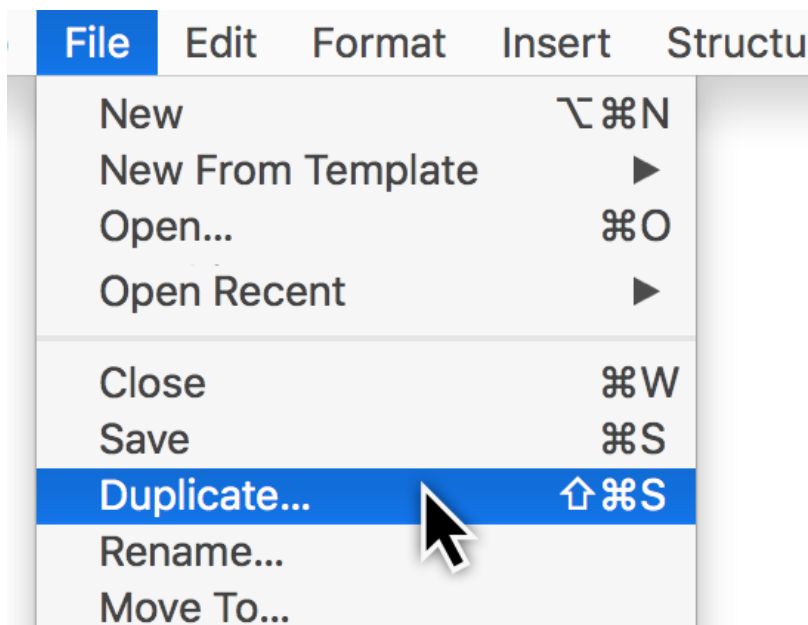
The first time you save a document, you name it and choose where to save it—on your desktop or in a folder, for example.

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.

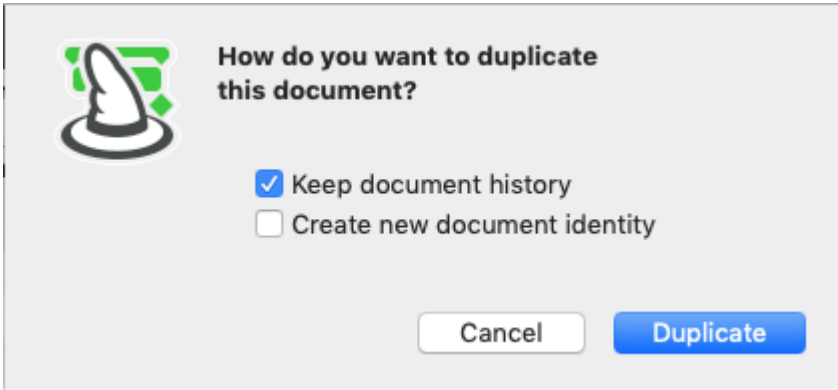


In Merlin Project Express you have two additional options:

- [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.

