Save or Save As, Share and Export

Save as

Table 1:

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| --- | --- |
| **Save or Save as option** | **Features** |
| Sync with Sharepoint Site | Save file to an existing Sharepoint site |
| Some’s Skydrive | Save file to your Skydrive or a site you have access to |
| Computer | Save file to location on a disk drive  A list of recently used locations will be displayed |
| Add a Place | Add other locations such as Cloud or Office 365 |
|  |  |

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| --- | --- |
| **Share option** | **Feature** |
| Sync with Sharepoint Site | Save file to an existing Sharepoint site |
| Email | Will send the currently opened MS Project file as an attachment in an email |
|  |  |
| **Export** | **Feature** |
| Create PDF/XPS Document | Using the current view a PDF of the view will be created and saved to disk |
| Save Project as File | This feature will allow for:   * Saving into earlier version formats of MS Project files * Saving templates * Saving data to Excel, XML or another type format. This option will also start the MS Project Export Wizard where data for exporting maybe selected. |

(Insert Export screen shot file below)

To email the current open file as an attachment in an email:

* Click on **File 🡪 Share 🡪 Email 🡪 Send as Attachment**

**(Insert Share email screen shot file below)**

MS Outlook will open with the file as an attachment. Select the email address, complete the email information and click **Send**.