

# Solidworks Save as Copy

Contact: Kevin Richard

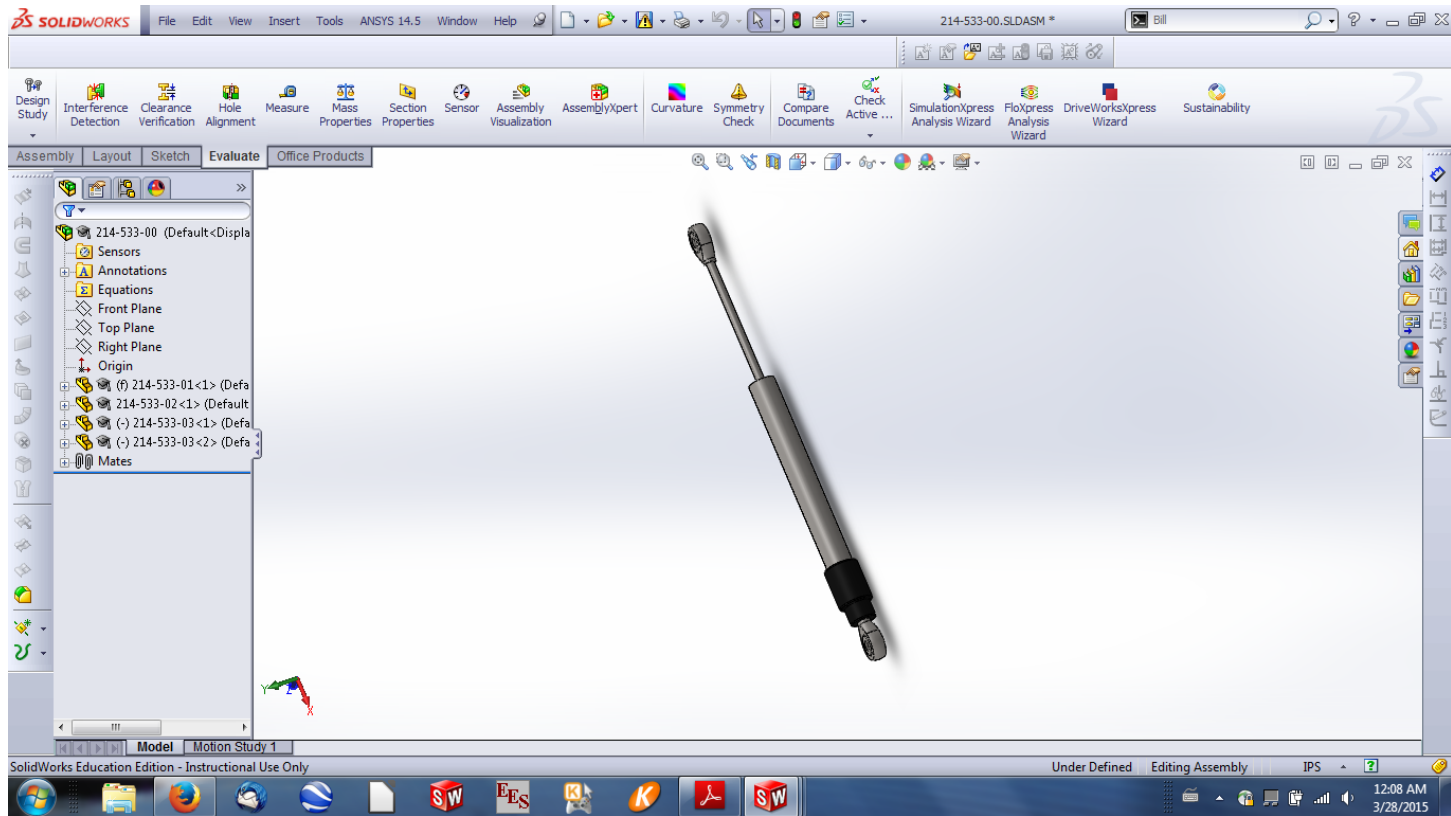
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# What is Save as Copy?

Save as copy allows easy transfer of files from one year to the next. Instead of resaving each individual file with the new year number and rebuilding entire assemblies from scratch, do this. This will prevent “old” files from being used in the current year CAD model.

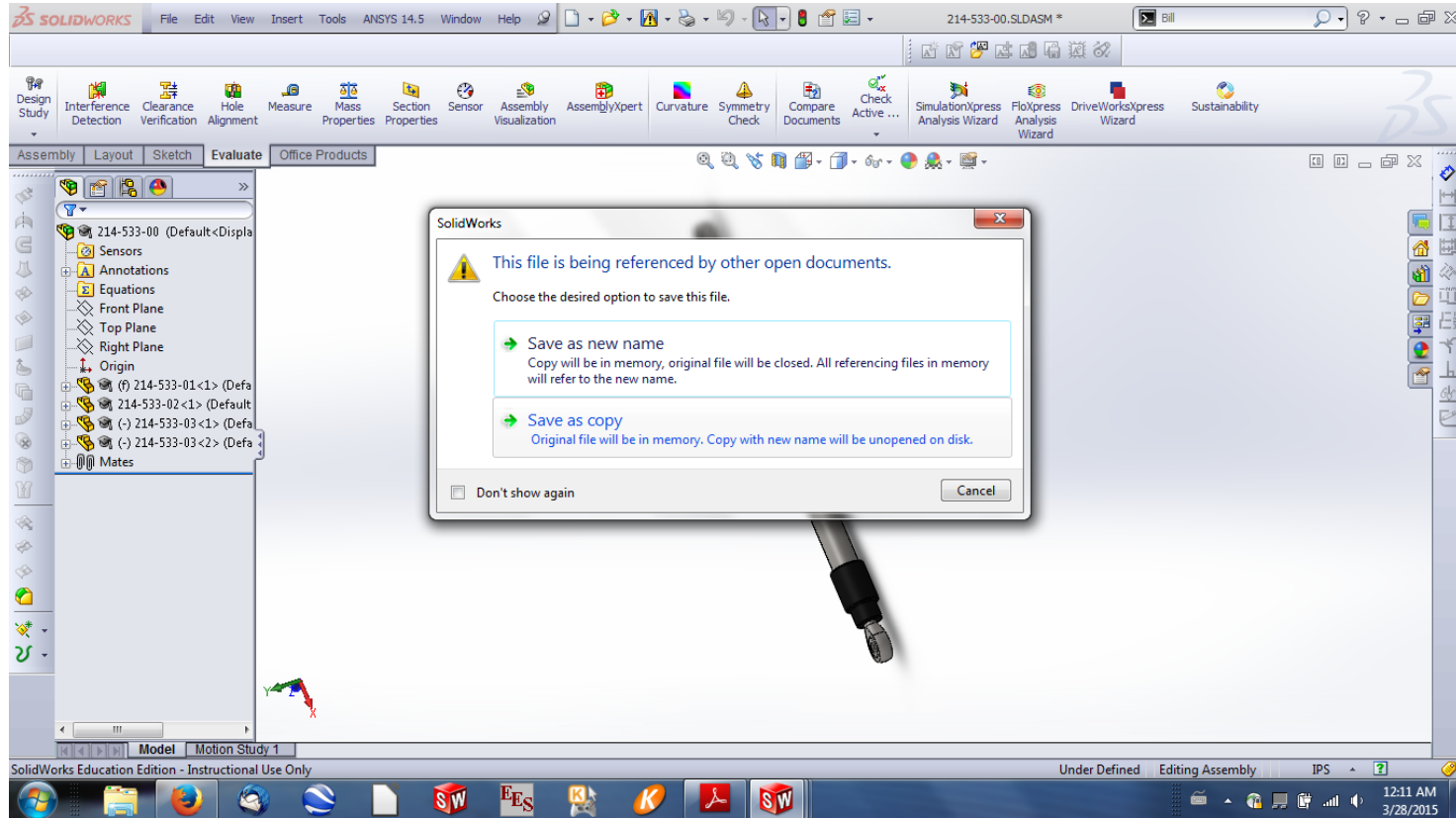
# 1. Open the assembly you want to transfer to the new year



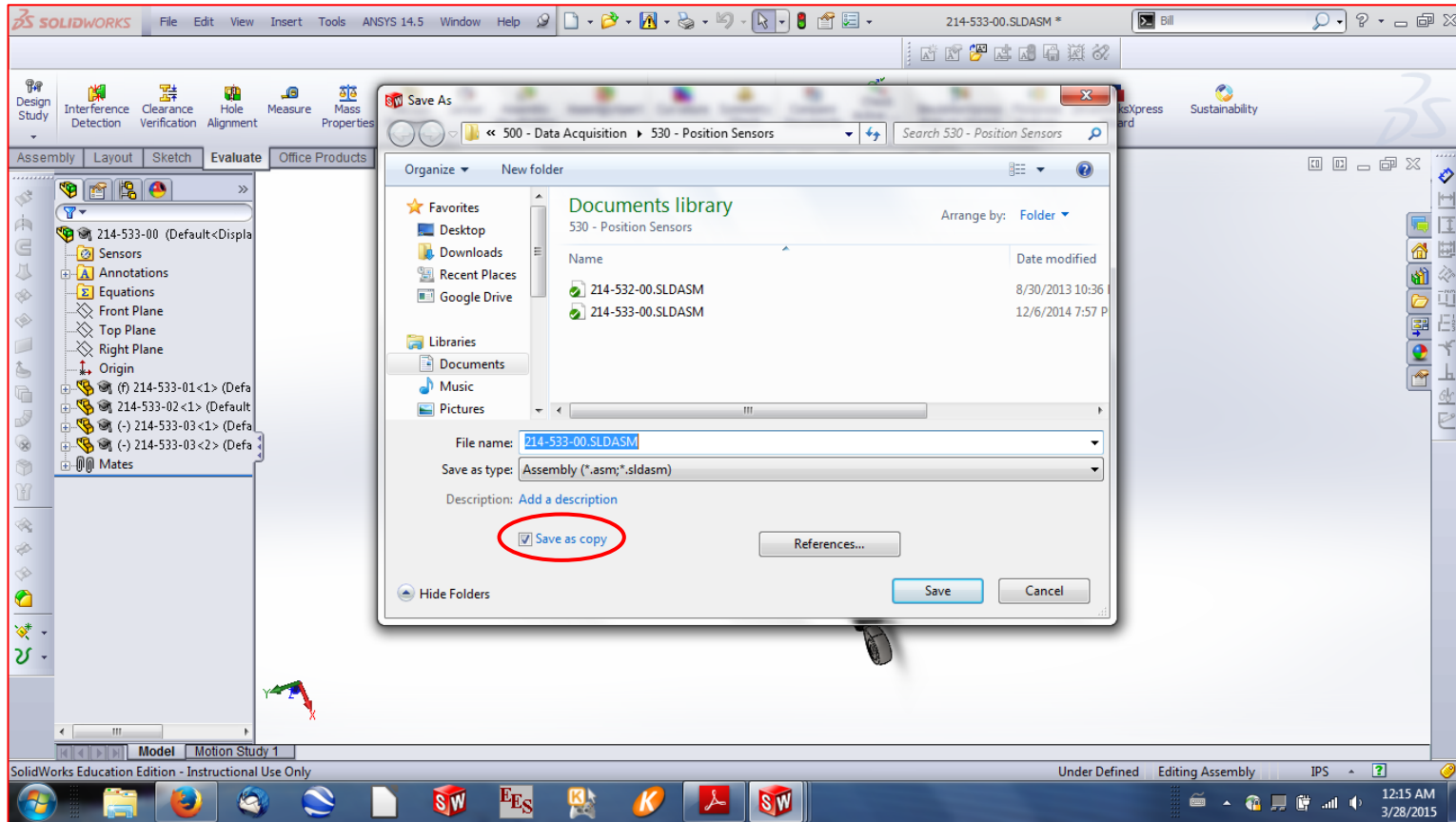
## 2. Click “Save As”



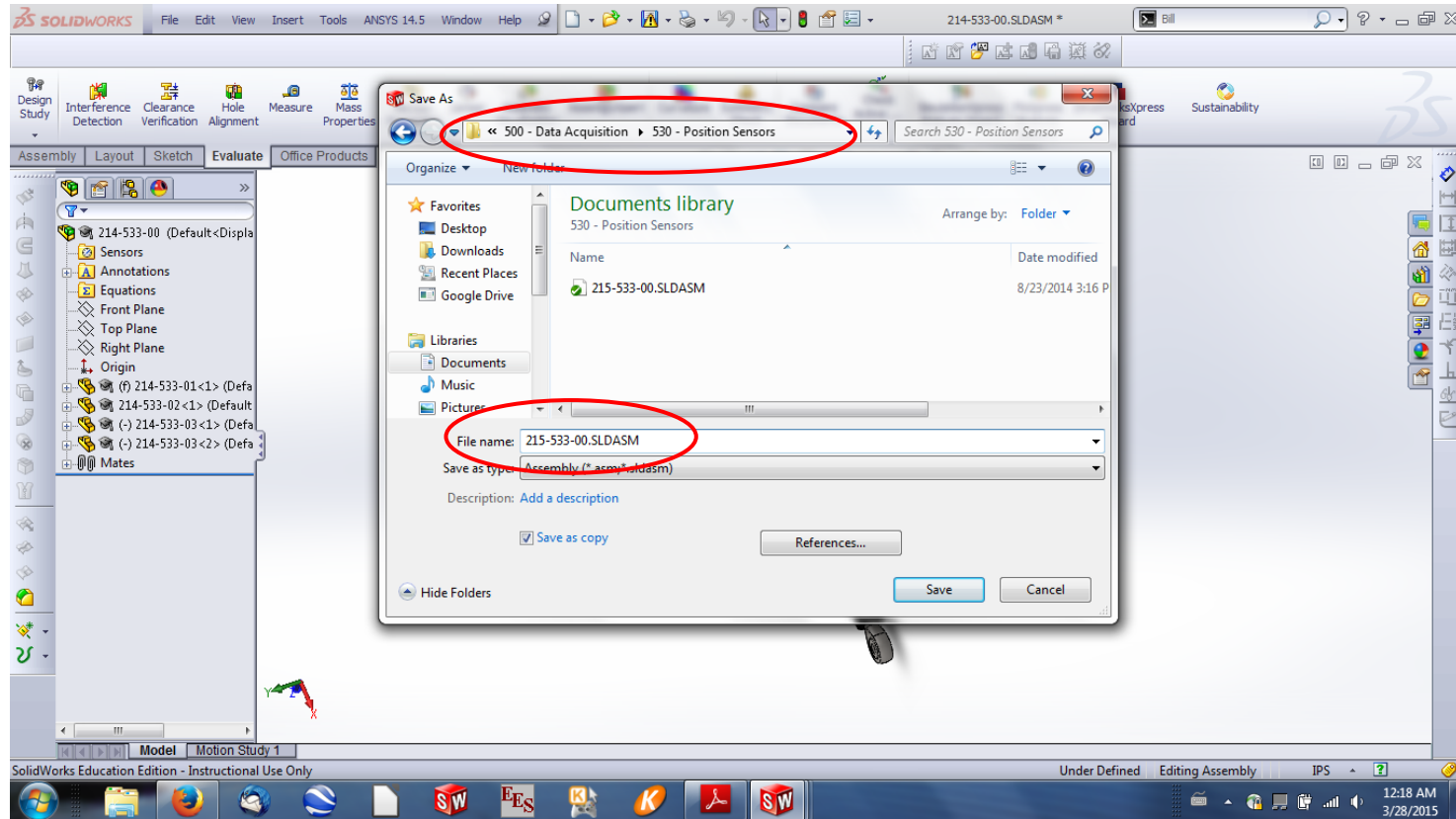
**3a. Click “Save as Copy”. If you see a different screen, see 3b. If you still see this screen, continue to 3b anyway.**



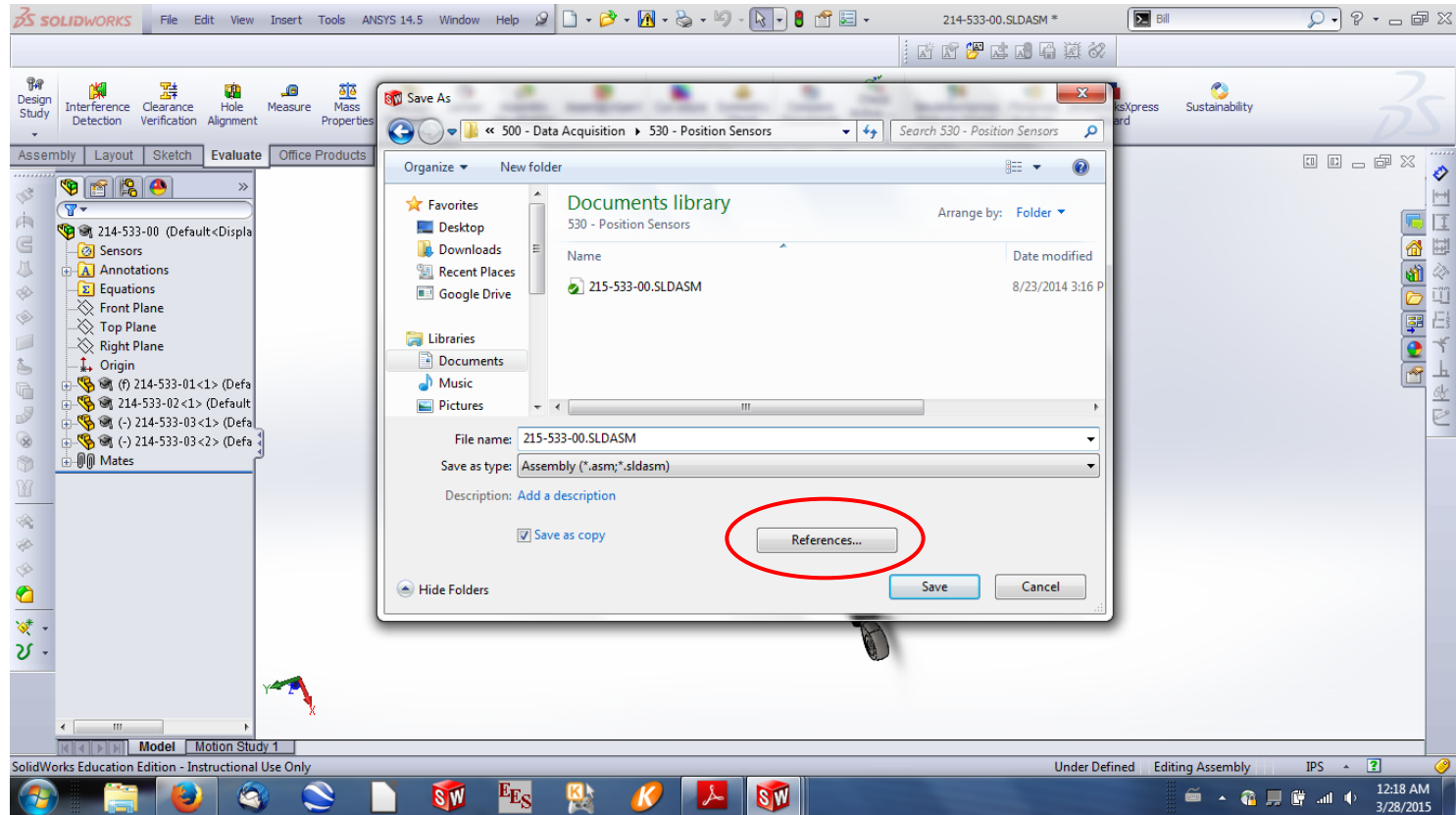
# 3b. Make sure “Save as Copy” checkbox is checked



## 4. Change the name and directory of the file to correspond with the new year

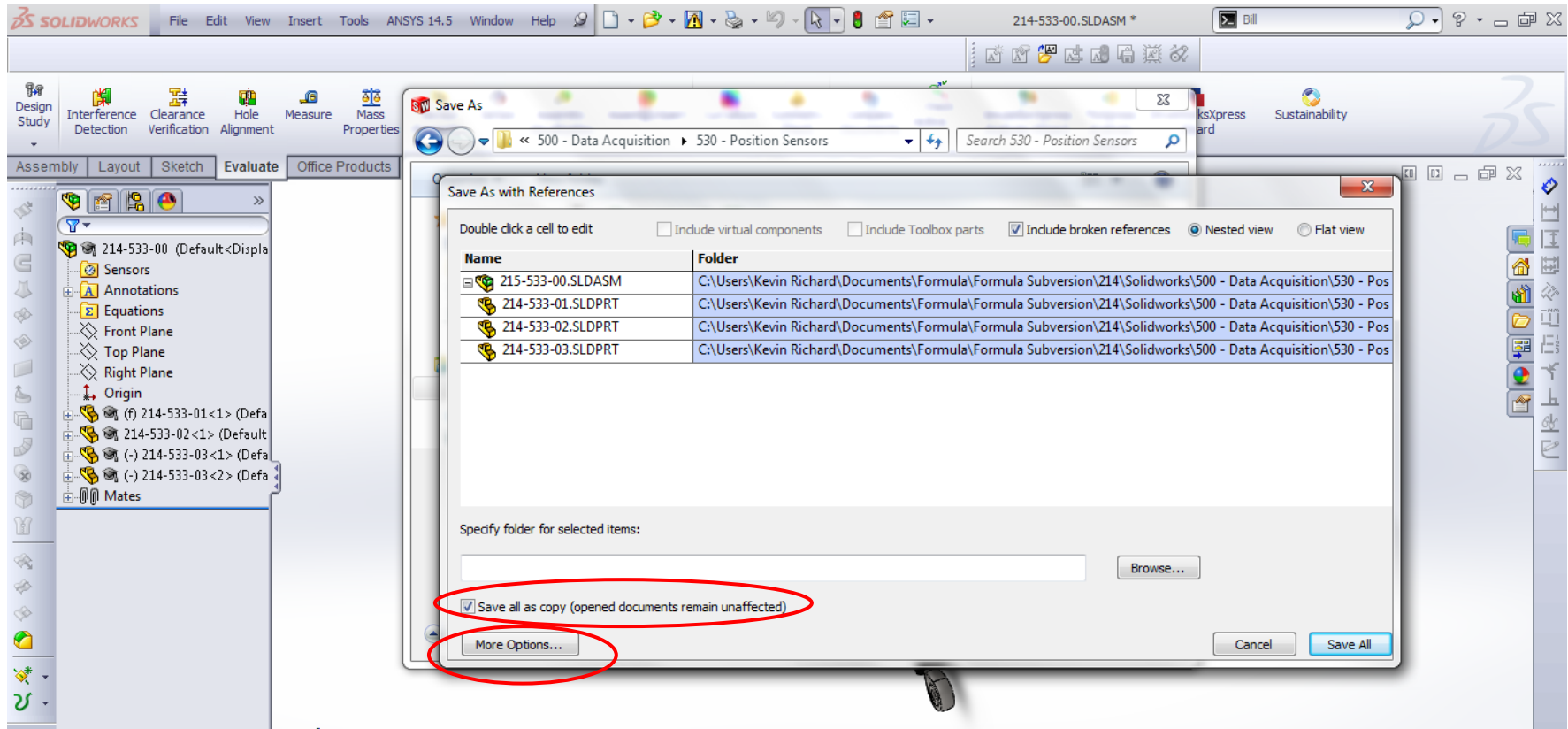


# 5. Click “References”

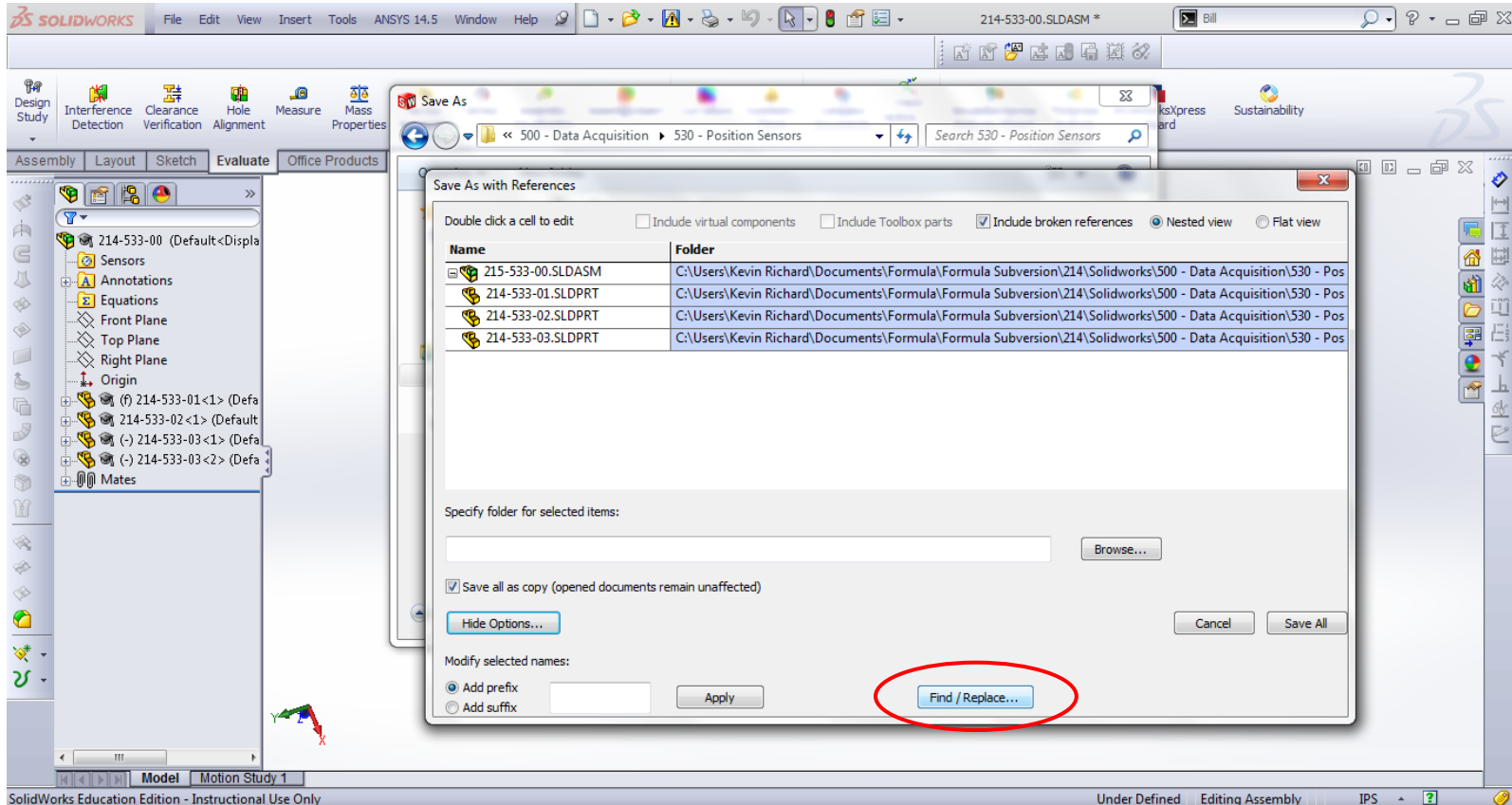




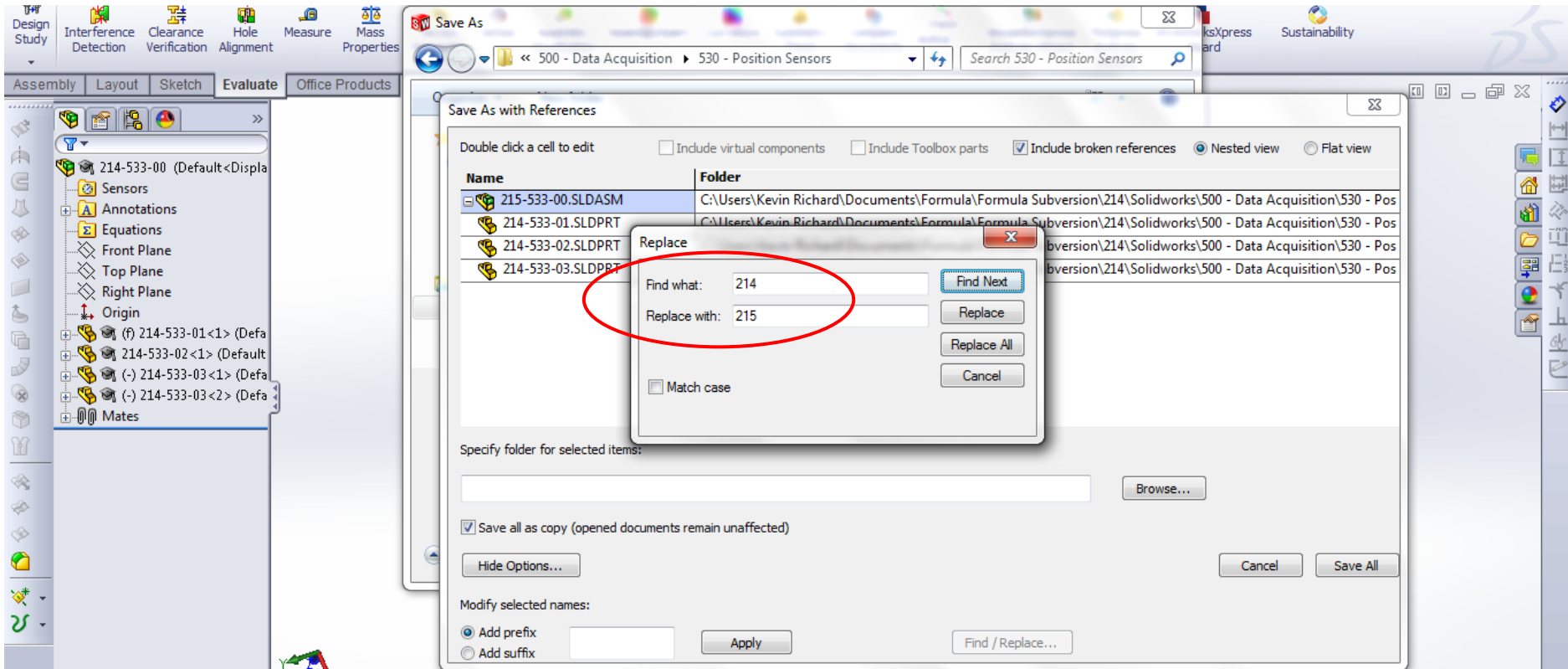
## 6. Checkbox “Save All as Copy,” then Click “More Options”



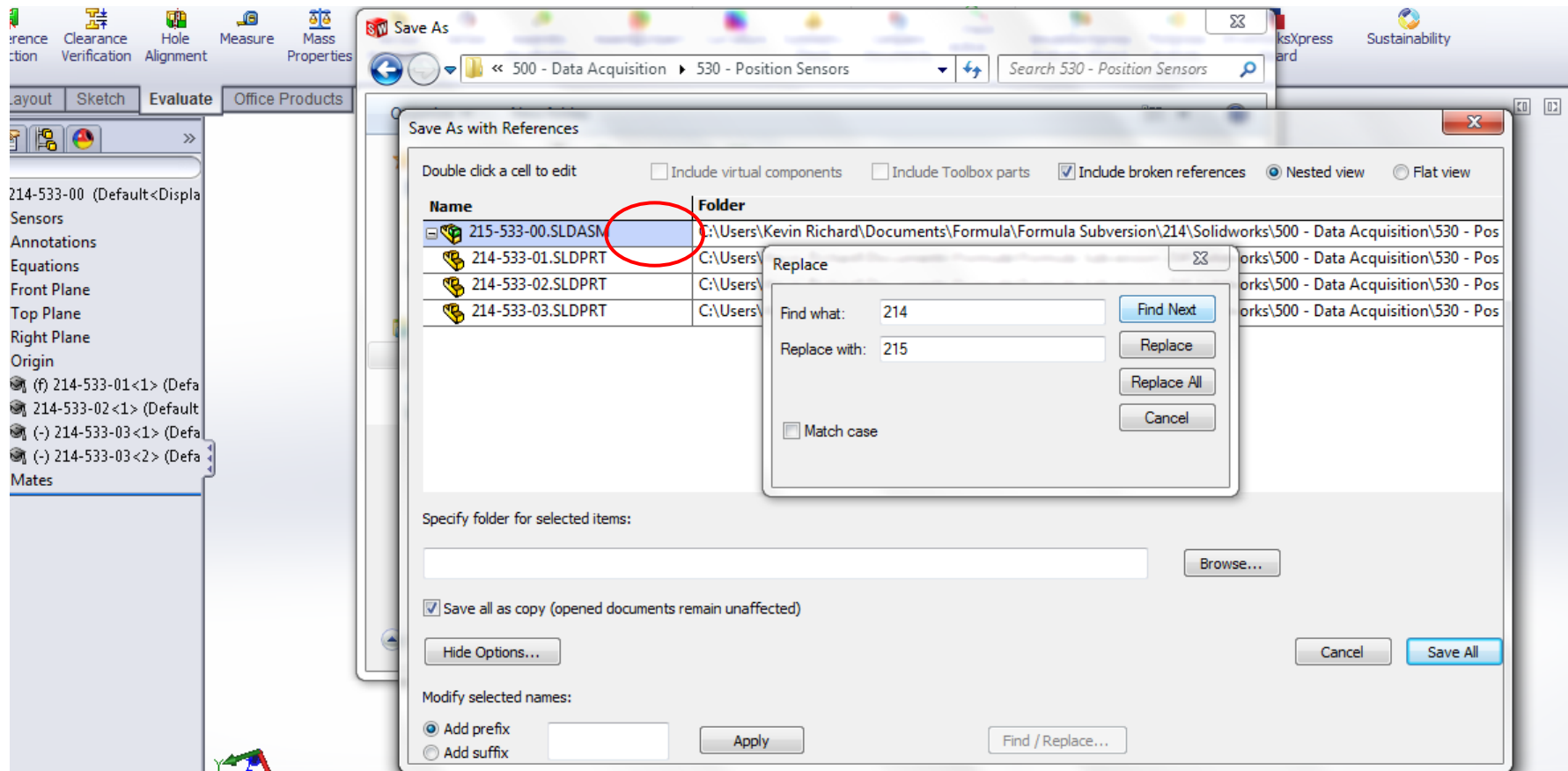
# 7. Click “Find/Replace”



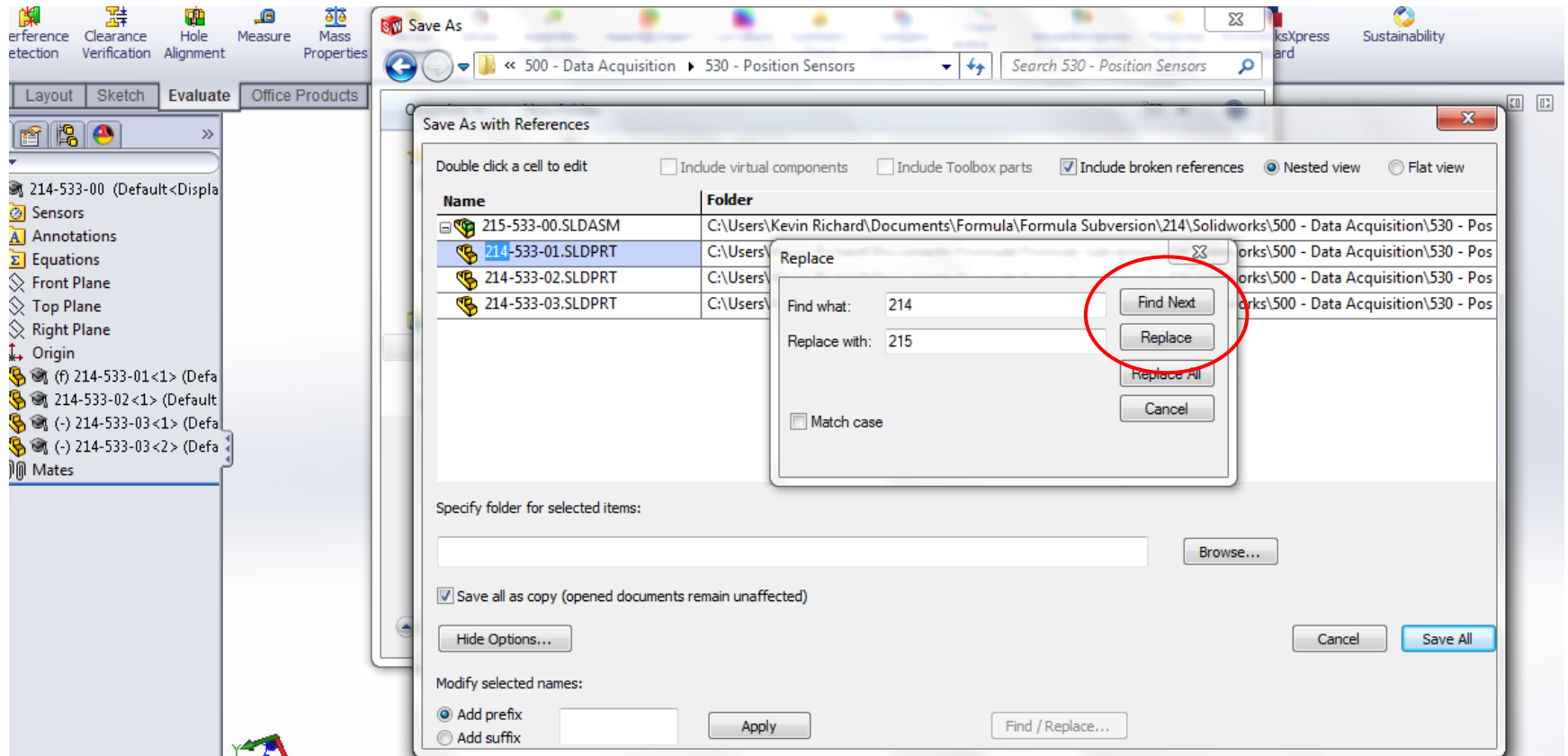
8. Type the old year in the “Find what:” box, type the new year in the “Replace with:” box. **DO NOT** click “Replace All.” There are some parts numbered 21\*-21\*-xx where the asterisks are the same number. These will get ruined if you click “Replace All”



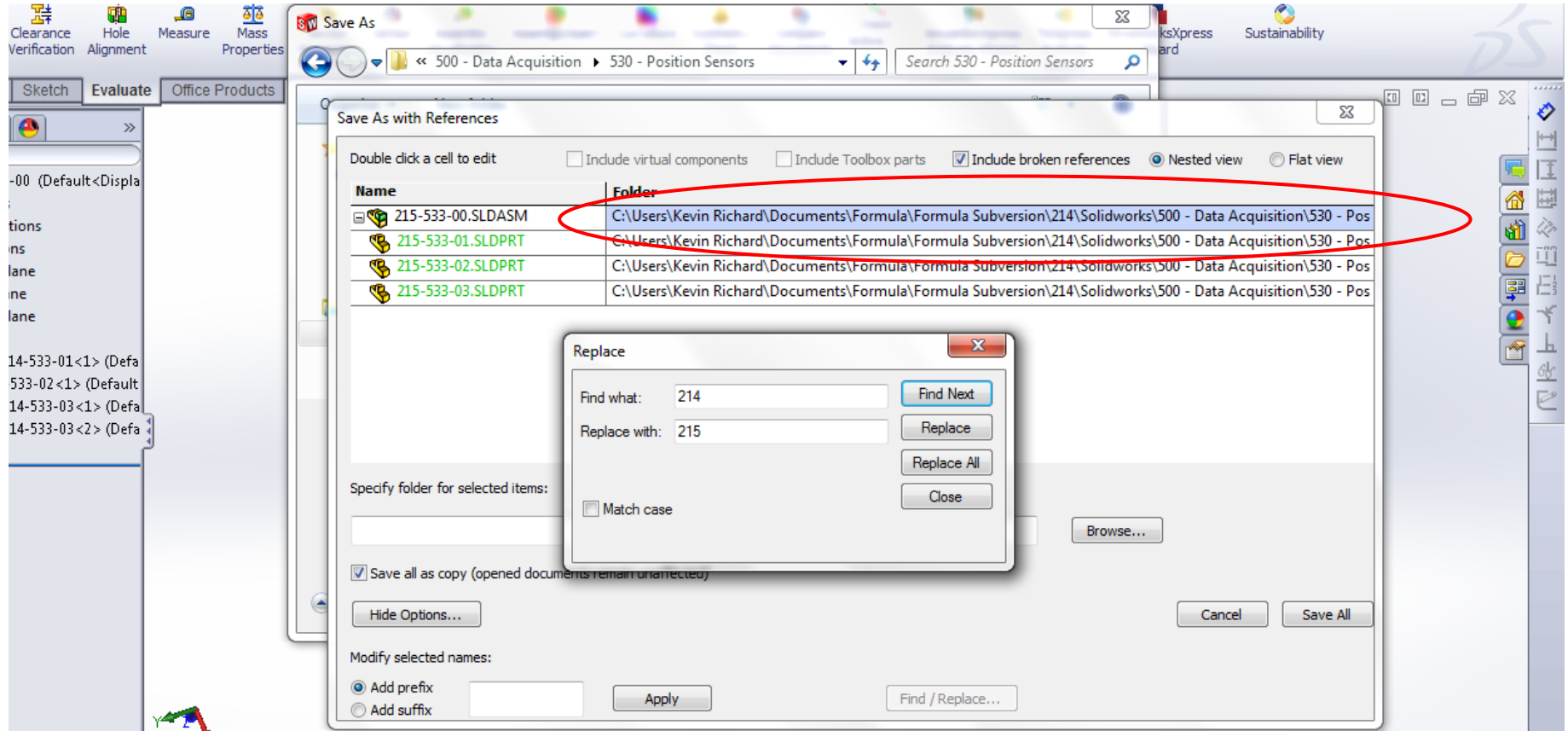
# 9. Click the first part name box (not the text) to highlight it.



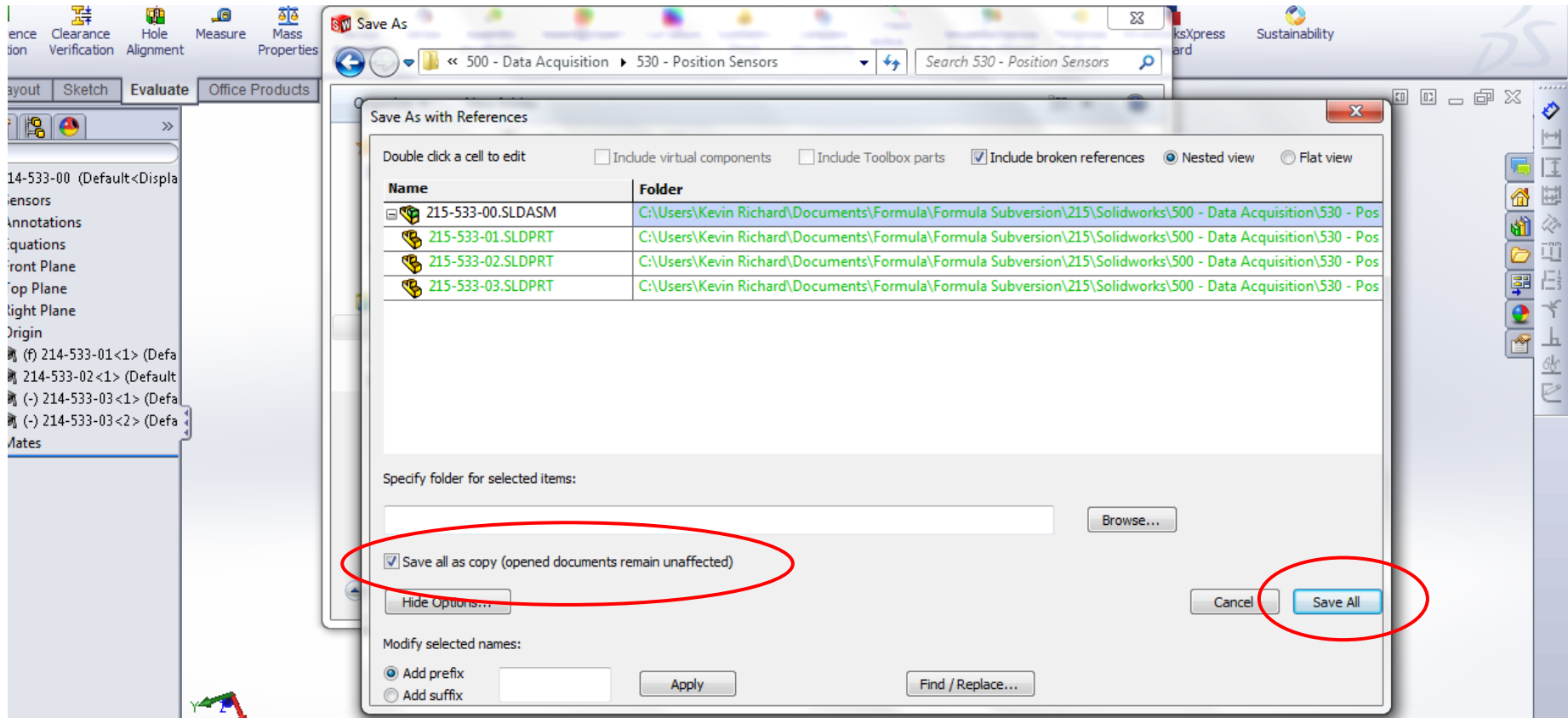
**10. Click “Find next” to step through the parts. Click “Replace” to change the highlighted text. Repeat until done. Be careful not to mess up any 21\*-21\*-xx parts**



# 11. Repeat steps 9 and 10 for the folder locations



## 12. Make sure the “Save all as copy” checkbox is checked, then click “Save All”



**13. Open up the new assembly and make sure nothing is broken or still numbered by the old year. If anything is, you can try to fight it on a part by part basis, but it's usually easiest to just restart this whole process.**