



# Tech Info Library

## At Ease 1.0 : Saving Existing Documents to Floppy (8/95)

Revised: 8/9/95  
Security: Everyone

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Article Created: 14 April 1993  
Article Reviewed/Updated: 08 August 1995

TOPIC -----

I want to set up documents in At Ease so that when someone opens an existing document and modifies it, they are required to save it to floppy disk.

I have set "Require a floppy disk" in the At Ease control panel, but when someone opens the document, it can still be saved on the hard drive. What is the workaround?

DISCUSSION -----

Existing documents opened with At Ease can be saved to the hard disk even when the "Require a floppy disk" option is enabled. The option of saving to a floppy applies only to saving new documents.

To make At Ease require a floppy disk to save an existing document, make the document a "Stationery pad". Here's how:

- 1) In the Finder, select the document
- 2) Choose "Get Info" from the File Menu
- 3) Click "Stationery pad".

A document marked as Stationery pad will be opened as a new document containing all the information of the original. The student can then make modifications and save document. At Ease will require a floppy disk when saving the document because it is a new copy of the original document.

Article Change History:

08 Aug 1995 - Reviewed for technical accuracy.

Support Information Services

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Tech Info Library Article Number:11972