

# File Saving



The information on this page only applies to version 6.1 of the Reporting Software Options and related documentation. See [this page](#) for other versions of the documentation. The version number of the PRL software you are using can be found on the Help menu under the About item.

The **Save** command writes the data in the data entry grid or workbook, along with appropriate entries from the form header, to a text file ([Option A](#)) or Excel file ([Option B](#)). **Save As** is similar but gives you the opportunity to change the file name. When you close the data entry grid or workbook, you will be given a chance to save and/or validate your data.

If you choose to save the same data several times to different files — for example, if you save the file, edit it by adding more data, then save it again with a different name — please submit only the final version with your report. Please avoid submitting duplicate pesticide application or sales records.



We recommend that you do not unnecessarily change the folder when saving your files. Submitting your report will be much simpler if all of your report files are in one place. In addition, the identity information from the [Control Center](#) is always stored in the [default report folder](#). If you need to keep several separate reports on one computer, you can always [change the report root](#).

## Saving a File for the First Time or Using Save As

1. Choose the **Save** or **Save As** menu item on the **Tools** menu.



If you are using [Option B](#), some versions of Excel may present a message warning you that the file is read-only. Click **OK** in the dialog.

2. A dialog will ask if you want to **Validate** the file before saving it. If you choose to [validate the file](#), you can still save regardless of whether there are errors.
3. A standard Windows **Save** or **Save As** dialog opens the [report folder](#) with the **File Name** field pre-filled with the [recommended name](#).



You may change the name of the file when you save it. However, keep the first letter (*P*, *A*, *M*, or *S*) and the file extension (either *.txt* or *.xls*) from the suggested name. The [Pesticide Reporting Service Bureau](#) requires the initial letter in order to identify the form type and the file extension to identify the file type.

4. Click **Save**.

## Saving a File that Was Previously Saved

1. Choose the **Save** menu item on the **Tools** menu.
2. A dialog will ask if you want to **Validate** the file before saving it. If you choose to [validate the file](#), you can still save regardless of whether there are errors. If you do not, the file is saved in its current location with the same file name as was last used.

## Keystroke Shortcuts

- Save menu Item: Alt-F, S
- Save As menu Item: Alt-F, A