

# File

## File

### Open

This command displays the NeXTSTEP File Viewer, allowing you to select and open an existing worksheet for use in Mesa. The worksheet file you open can be a Mesa file, or a WKS or WK1 file.

OpenFile<sup>⇧</sup>

### New

Clicking on this command opens a new, untitled spreadsheet for you to work in. The size of your new spreadsheet is established by the choices you make in the Preferences panel.

new<sup>⇧</sup>

See Preferences doPrefs<sup>⇧</sup>.

### Save

Clicking on Save will save any changes you have made to the current worksheet without interrupting your work. It is a good idea to use the Save option from time to time to protect your work. When you save a new, untitled worksheet for the first time, Mesa will prompt you for a file name.

save<sup>⇧</sup>

### Save As

To save a named worksheet under a new name, use the Save As option. Mesa displays the NeXTSTEP File Viewer for you to use.

saveAs<sup>⇧</sup>

### Revert to Saved

This command restores the form and content of your worksheet as it was the last time you saved it. This command is especially useful if you want to undo the changes you have made since the last save and to start over from a known point.

Note that when you save a worksheet, Mesa automatically creates a backup copy with the same name but with the extension Mesa~. You can open this backup file if you need to return to an earlier version of your work.

revertToSaved<sup>⇧</sup>

### Import Tabular Text

Mesa displays the NeXTSTEP File Viewer, allowing you to select and import an existing file for use in a Mesa worksheet. The data you import will be placed in the pre-selected cell or cell range on your worksheet.

importTabText<sup>⇧</sup>

### Export Tabular Text

Mesa displays the NeXTSTEP File Viewer, allowing you to name and save all or part of a worksheet as a tabular text file. If you have selected a range, only the data in that range will be exported. Otherwise, all the data in the worksheet will be exported.

exportTabText<sup>⇧</sup>

### Close

When you are done using a worksheet, choose the Close command to remove it from the screen. If you have

made any changes since you last saved the worksheet, Mesa will prompt you to Save it before it is closed.