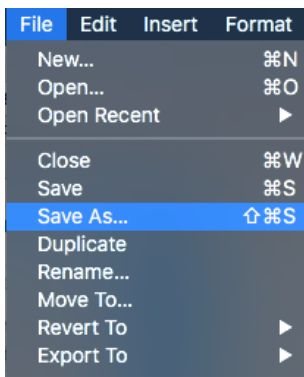
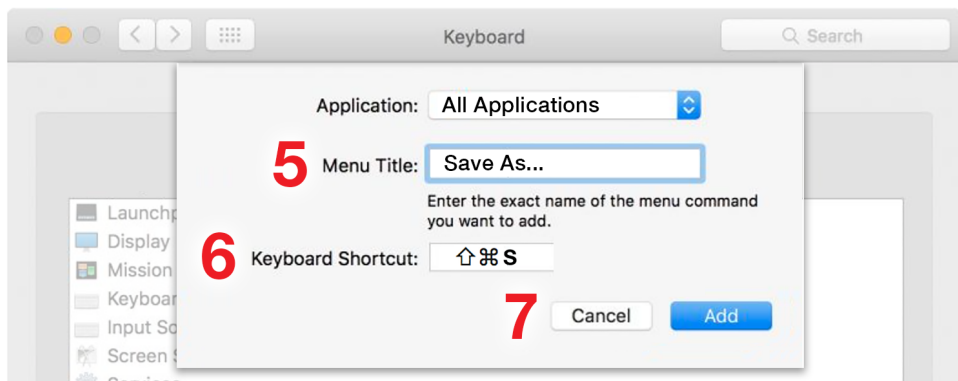
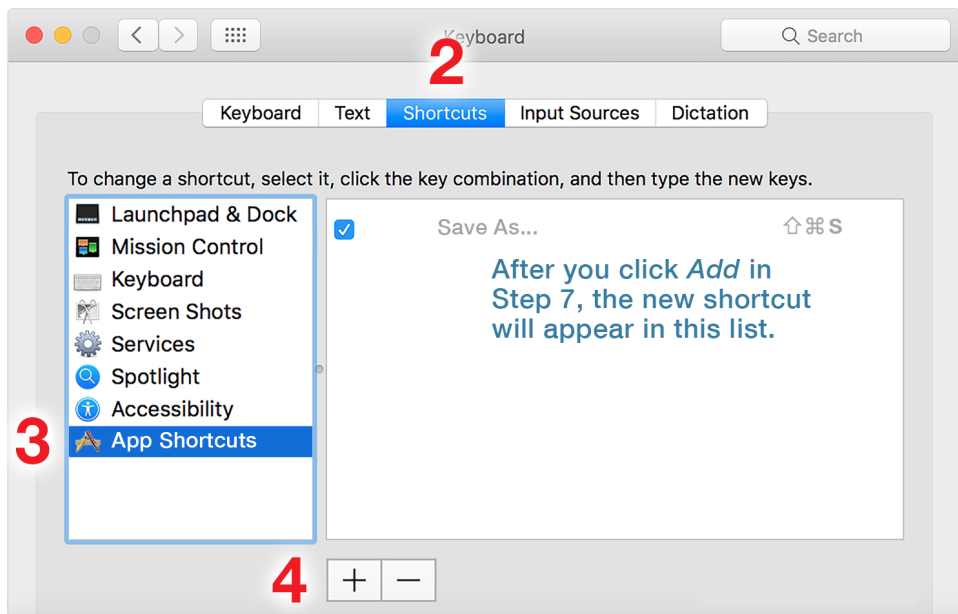
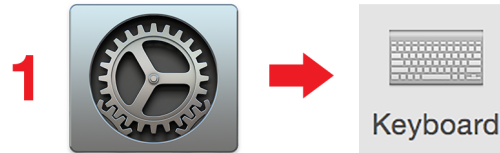


Mac Clinic Step-by-step

1. From the Apple menu, click *System Preferences* and choose *Keyboard*.
2. In the Keyboard pane, choose *Shortcuts*.
3. In the left column, choose *App Shortcuts*.
4. Click the **+** button. A window with a drop-down menu and two blank fields opens. *All Applications* is the default drop-down setting; the new shortcut will apply to all apps.
5. In the *Menu Title* field, type **Save As...** (exactly as shown, with three periods at the end).
6. In the *Keyboard Shortcut* field, press the Command, Shift, and letter “S” keys at the same time.
7. Click the *Add* button.



Do you miss “Save As”? It’s not available in the File menu on current versions of Mac OS. Fear not. It’s easy to get it back. Fast. Here’s how: Add a new keyboard shortcut in Apple System Preferences.



Done! All your apps should now include a “Save As...” command in the drop-down File menu on your Mac.