



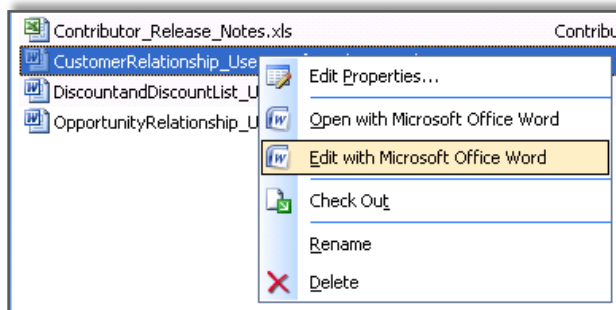
## CONTRIBUTOR 'SAVE-AS'

### Introduction

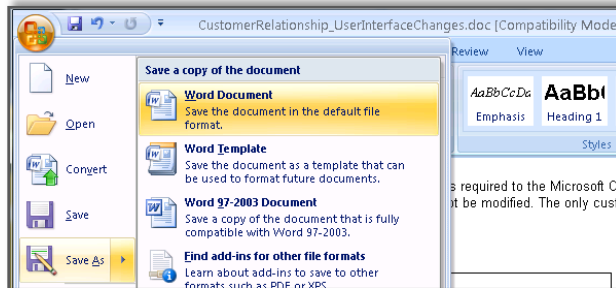
Colligo Contributor Version 2.2 for SharePoint allows users to save a new version of a document to a SharePoint site by using an applications 'Save-As' feature.

### Save-As

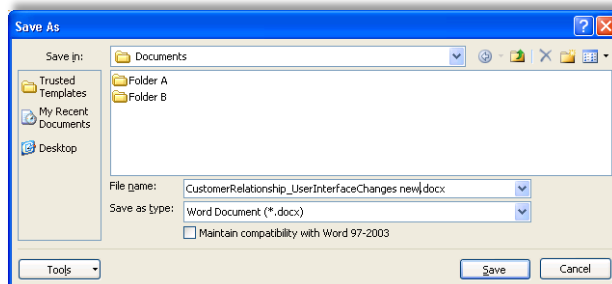
A document should be opened from a Contributor interface, either by double-clicking or right-click->'Open with':



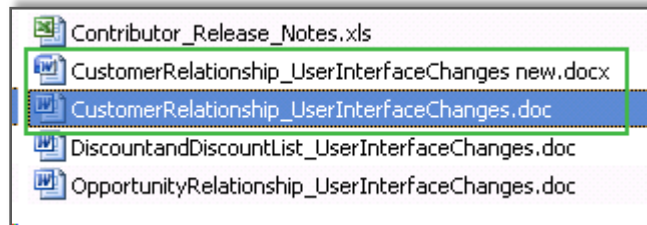
After editing the user selects File->Save As:



The default save location will be the directory in the cache containing the original document. The user enters a new name for the file and selects save:



Contributor pulls the new document into the cache using the Document libraries default content-type and metadata.



The document is uploaded to the SharePoint next time Contributor synchronizes. If 'Synchronize when list is modified' is enabled in the options panel Contributor will synchronize immediately.

### What the feature is not

The 'Save-As' feature is not intended as an explorer interface to SharePoint. Users may experience unexpected behavior in this scenario. Unexpected behavior includes:

- A document removed from the cache in explorer keeps re-appearing:
  - Deleting a document from the cache is not the same action as deleting a document from Contributor. On the next synchronization after a document is deleted from the cache Contributor will synchronize the cache with SharePoint, consequently downloading the document again.
- A document saved to the cache is not uploaded:
  - Contributor will upload documents saved to the cache only when Contributor is running. Documents saved to the cache when Contributor is not running are ignored; this is to ensure suitable performance during Contributor's sync operations.
- I created a new document but it does not upload. A Sync Issue is created:
  - It is likely you create a document with an invalid name. SharePoint will not accept the following characters in the filename: \ / : \* ? " < > | # { } % ~ &
  - Move the new file to your desktop and drag-and-drop the file into Contributor. Contributor will ensure the filename is valid.

### Limitations

Available in:

Colligo Contributor for SharePoint (Full)  
Colligo Contributor for SharePoint (Trial)

Not available in:

Colligo Reader for SharePoint  
Colligo Contributor for SharePoint (Viewer)  
Colligo Contributor for SharePoint (Outlook Online)

### Support

For further details on the 'Save-As' feature, please contact our technical specialists at [support@colligo.com](mailto:support@colligo.com).