**7\_Basic File menu**

In the file menu, first four options are the standard options you will see in any software for create new models or saving them.

Then there are options for import and export. We will cover this in much detail in A2-pro modeler course.

Then there are four options for printing.

Here you can select the printer and page settings.

You can print current views from this option.

If you want to print table you can click on this option.

These shortcuts are also available here.

Then here is the project information option where you can define this model information. This information will appear when you print from ETABS.

And finally like any other standard program ETABS shows list of last four recent models.