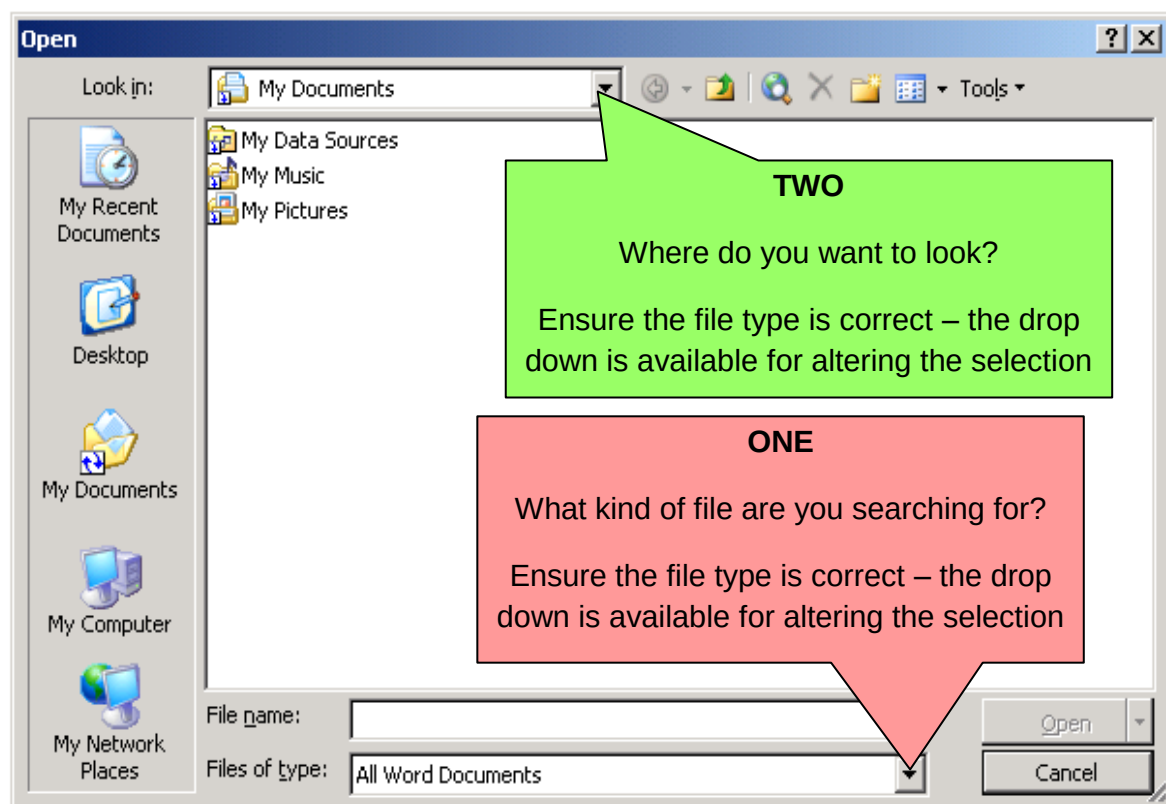


Opening a file

Menu and Command : **File > Open**

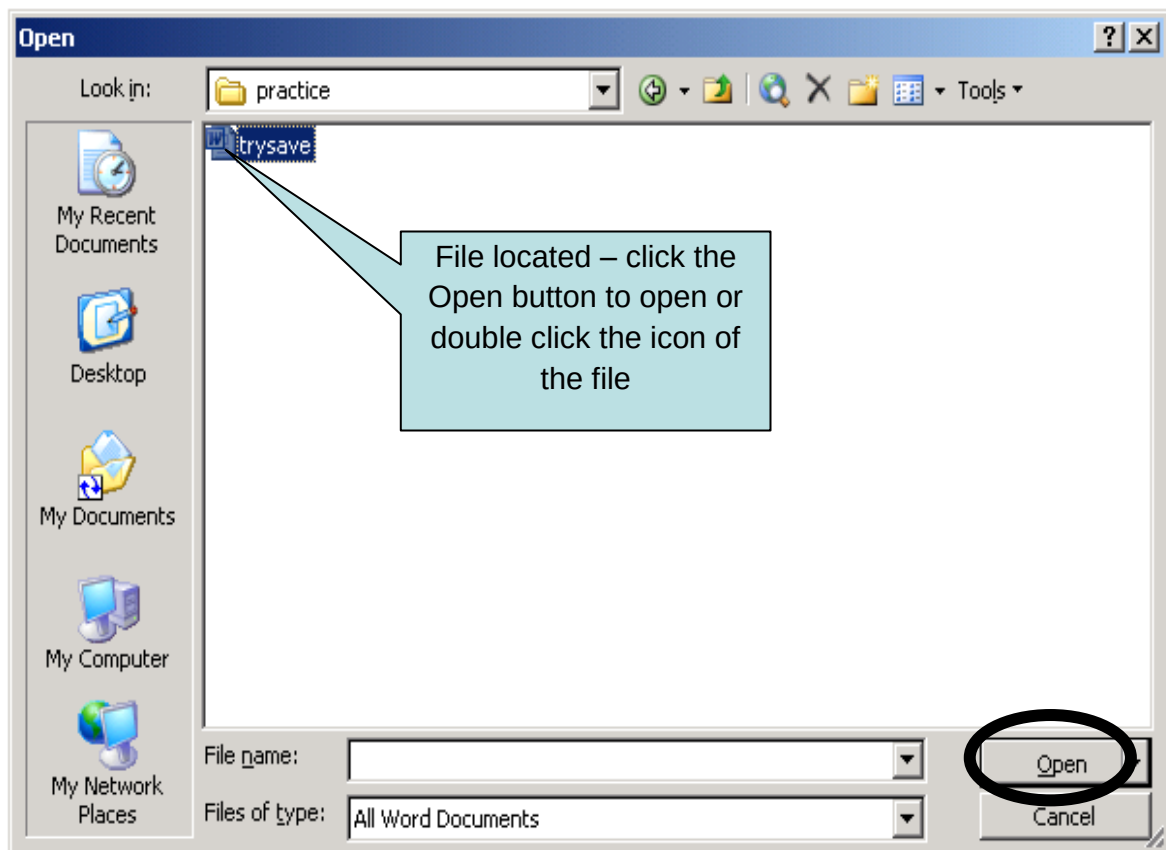
1. What kind of file type are you searching for?
2. Where is the file you are searching for?



Double clicking an icon will provide access into that particular drive / folder.

Once the file has been located and shown in the white area of the dialogue box, click the file once and then click the Open button at the bottom right hand corner of the dialogue box.

The following page shows an example:



Note: The shortcuts at the left hand side can be used to locate a drive / folder.

So, remember when opening a file ... you are looking for a file that has been previously saved.

1. What is the file type? (Files of type field)
2. Where do you want to look for the file? (Look in field)