

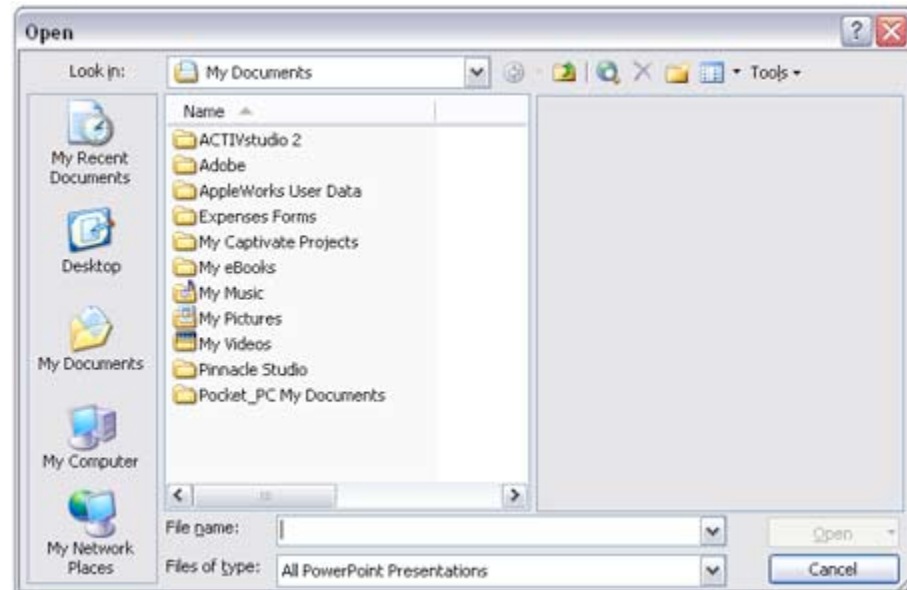
Opening Files

To open a file, click on the **'Open'** button on the standard toolbar.



The **'Open'** dialog box will open.

First you will need to navigate to find the file you wish to open. By default, the open dialog box looks in 'My Documents' but your file may be stored in another location.

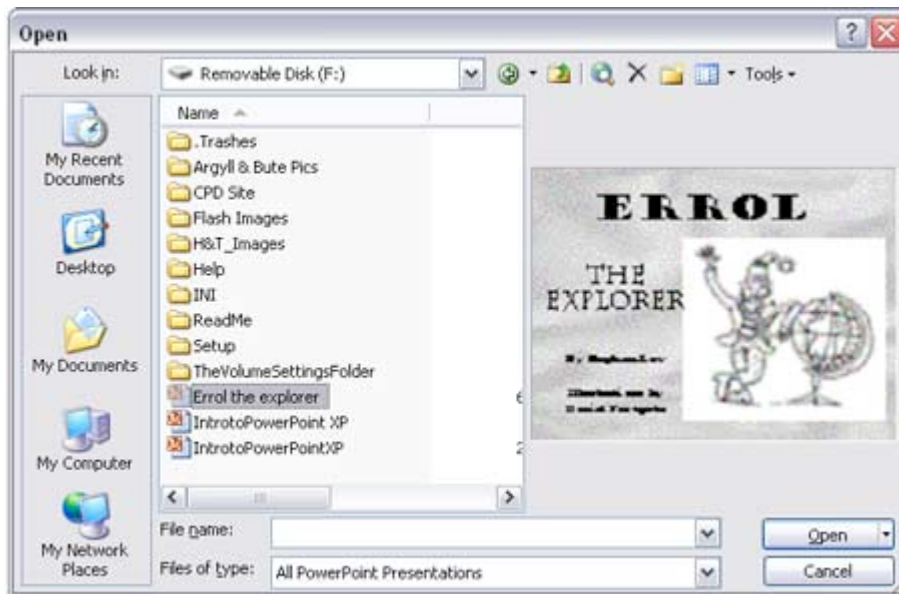
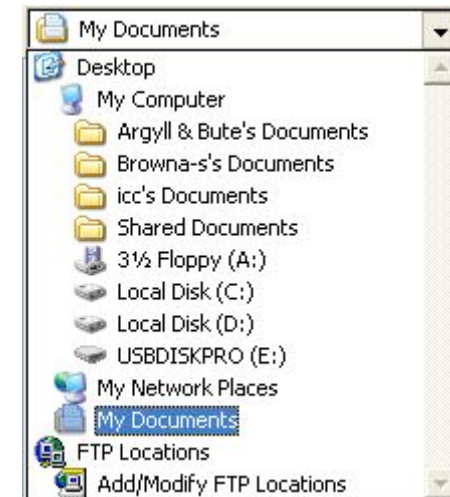


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To find other locations, **click** the **drop down arrow** next to 'Look In' at the top of the dialog box. A list of locations on your computer and the area network are displayed.

Click the one you wish to look in.



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Once you have found your file, **click** on its **name** and **click** the **'Open'** button.

Your file will open in a new window.

