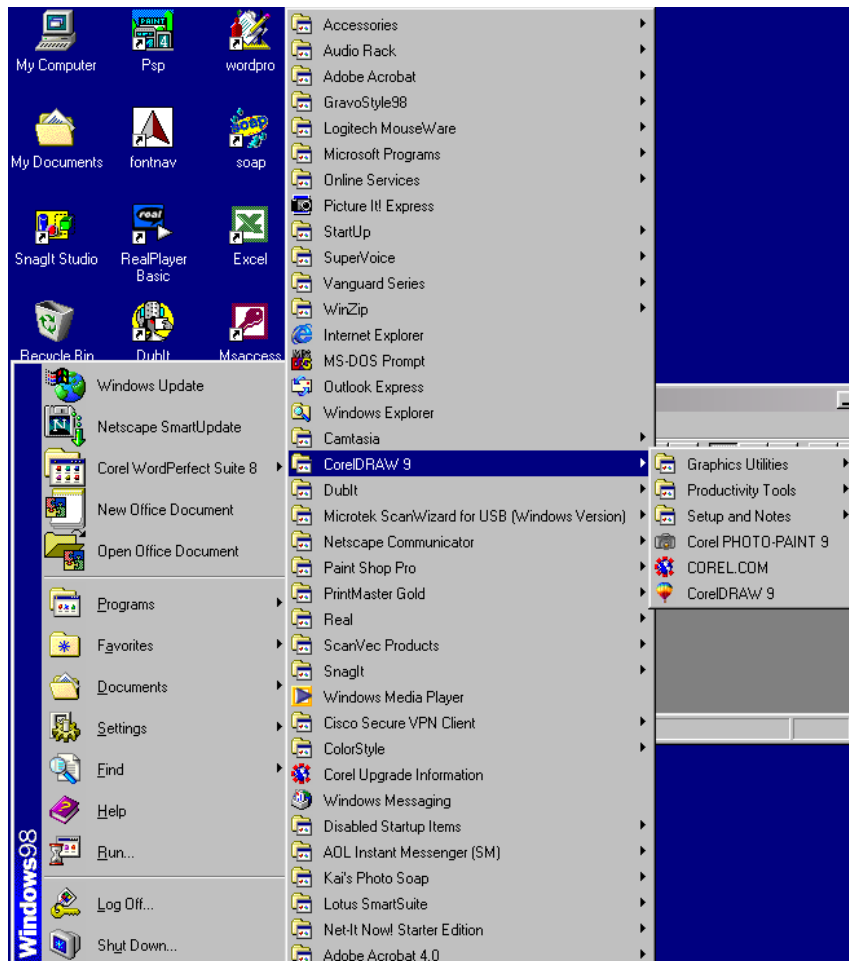



# Working with Programs

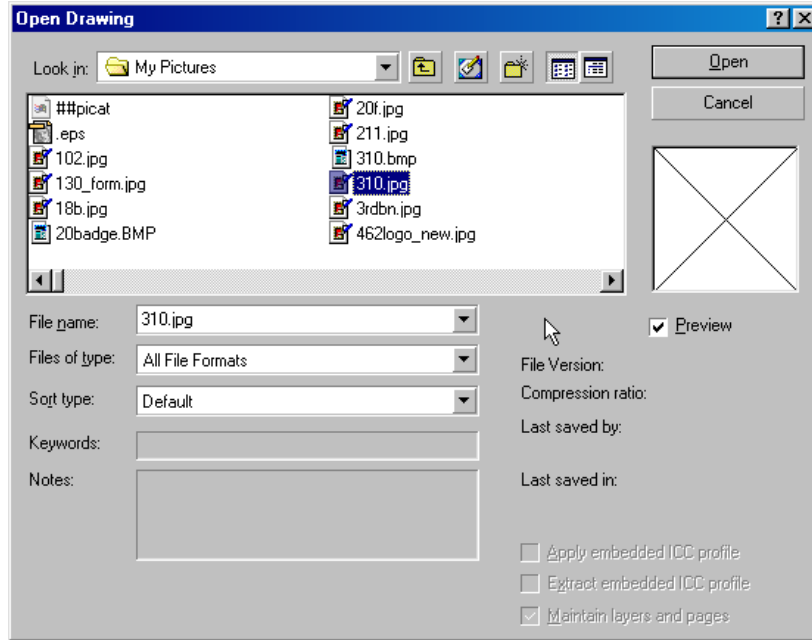


1. Windows makes it very easy to work with applications. Double Left Click on the Icon on your Desktop or open the application through the Start Menu.

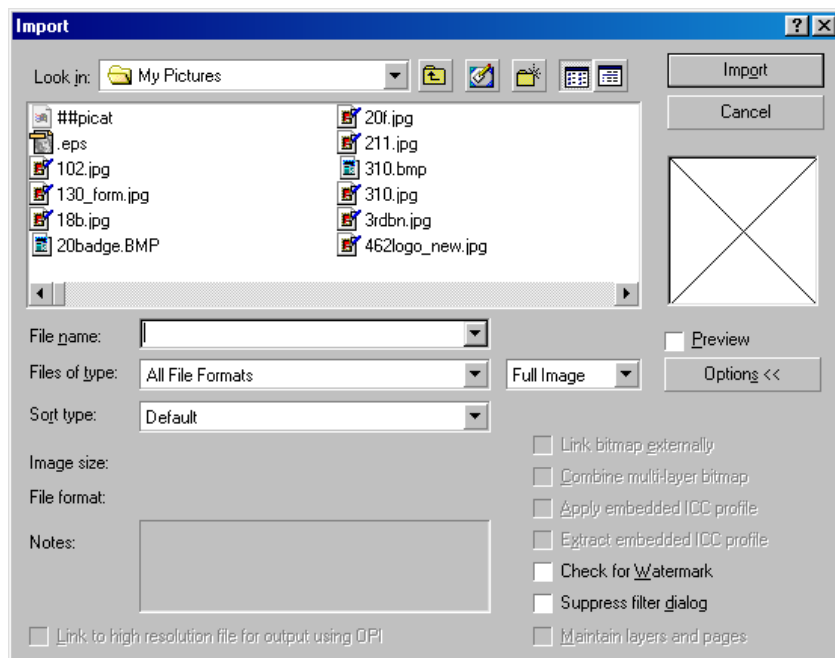



Left Click on the Start Button. Move Cursor up to the Programs flyout. Move Cursor to the Program Group flyout then move to the Program and Left Click.

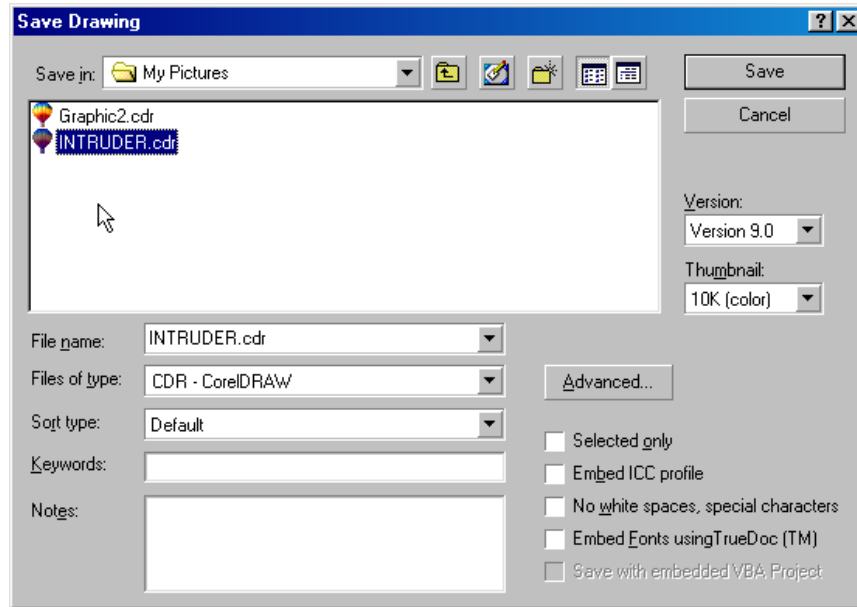
2. Programs will open to a blank page. Left Click  on the Open Icon to Open an existing File. This will pop-up the Open Window. Now you will need to locate and select the file to open.



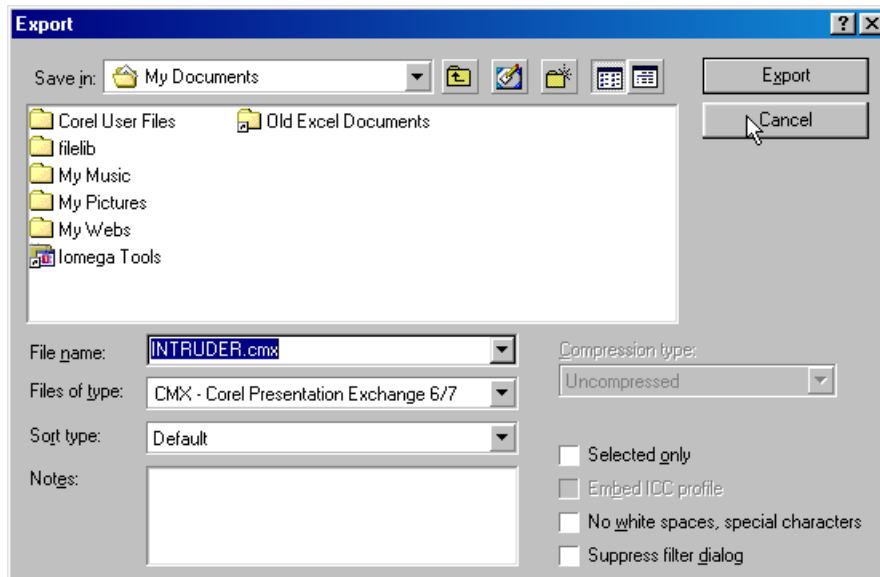
If the file that you want to open is a supported file format, then you may open it in this Window. If it isn't supported for opening then you will have to Import it. Left Click on File then down to Import and Left Click.




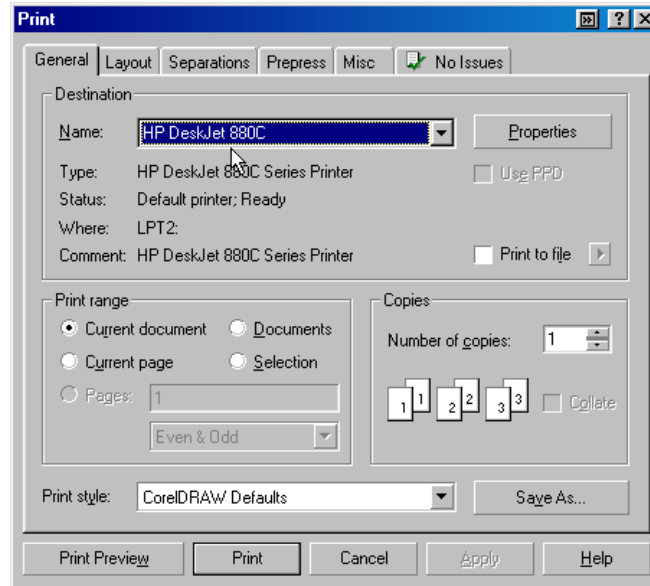
3. Once you are through working on your piece you need to Save the Document. Most Applications will only let you save in their particular file format or it will be restrictive in the format that you may Save. Left Click on the Save Icon  and the Save Window will pop-up.



If you wish to Save this in some other format then you will need to Export it. Left Click on File, go down to Export and Left Click. Locate the Folder you want to Export to and then enter the Name you want the File called.



4. To Print a document, make sure you Save your document first. Left Click on the Print Icon  . This will pop-up the Print Window. Select the Printer that you want the document to go to, then Left Click on the Print Button.



4. If your Application locks up on you, you don't always have to reboot the computer. Just shut down the Application by pressing the Control/Alt and the Delete Key at the same time. This will pop-up the Close Program Window. Select the Program that isn't responding and then Left Click on the End Task Button.

## WARNING

If you hit CTRL/ALT/DELETE twice you will reboot your computer.

