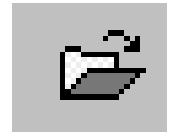


Opening a File

You may have created a document, such as a cover letter or résumé, and saved it onto a disk. If you would like to print another copy or revise the original document, you will need to open the file. Here are some steps you can follow for opening a file that has been saved onto a disk.

1. Place your disk into the **Floppy A Drive** located on the front of the computer. →
2. Open Microsoft Word (see page 2, “Accessing Microsoft Word”).
3. Click the **Open** button or click on the **File menu** and select **Open**.



- The **Open** dialog box appears on your screen.
4. Click on the down arrow to the right of the **Look in** box.
 5. Click on **3½ Floppy (A:) Drive**.
 - Files saved on the disk will display.
 6. Click on the file you wish to open.
 7. Click the **Open** button on the bottom right hand side of the box.
 - The Document opens in the Microsoft Word Window.

