

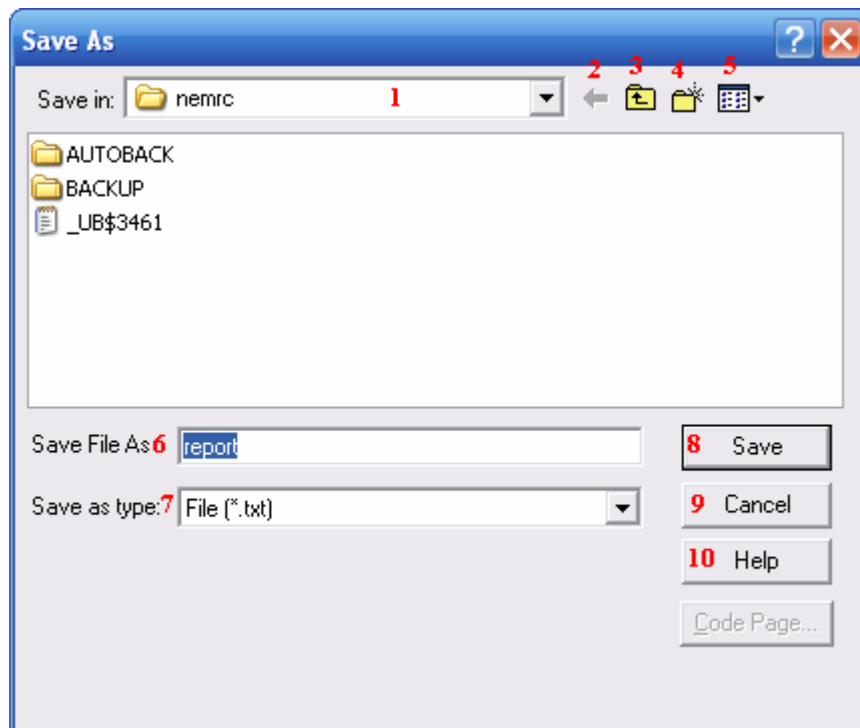
General

File

The “File” option is available for your convenience throughout each application.

File

To save a file, click the File button. The following window will appear (the “Save As” window may vary in appearance):



- 1. Save in:** Click on the drop down arrow to select the location/folder where you wish to save your file.
- 2.** Click the “arrow” button to go back to the previous folder.
- 3.** Click to go “up” a level in the folder list.
- 4.** Click to create a new folder in the selected location. Enter the name of the folder and hit “enter” on your keyboard.
- 5.** Click to select a different list option.
- 6. Save File As:** Enter your name for the report/file/export.
- 7. Save as type:** Enter type of file for report/file/export. You may click the drop down arrow for a list of file type choices. The most frequently used file type, for this option, is “File (*.txt).”

General

- 8. Save:** Click “Save” to save the file to the location/folder indicated and close the window.
- 9. Cancel:** Click “Cancel” to close the window without saving.
- 10. Help:** Click “Help” for additional assistance with saving files.