

## Finding & opening a document (Tutorial A5)

[http://www.atomiclearning.com/k12/en/movie/85838/play\\_window?type=Tutorial&sid=2410](http://www.atomiclearning.com/k12/en/movie/85838/play_window?type=Tutorial&sid=2410)

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To locate an existing document, go to the Home screen by pressing the Home key on the keypad, and then choose My

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Documents. Here, I can see a list of the documents that I have created and saved on my handheld. Now I'll use the

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Touchpad to highlight the document I want to open, and then I'll press Enter. Here in my document, I've got three

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problems, and within those problems, I have multiple pages. To move forward one page at a time, I can press Ctrl and

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the right arrow. I could also use the Touchpad to roll over a tab, and then click. Here, you can see by the tab

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name that I'm on page 1 of problem 2. If I want to move backward to page 1 of problem 1, I can press Ctrl and the

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left arrow, or roll over tab 1.1 and click. To get a better idea of the structure within my document, I'll press Ctrl,

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and then the up arrow on the Touchpad to move into the Page Sorter view. Now I can see each problem, and within

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each problem, I can see a thumbnail of each page. If I want to collapse the thumbnails to make the Page Sorter

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easier to view, I can use the Touchpad to highlight the Problem, and then press the left arrow. In this case, I

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just want to look at the pages within Problem 3. So I'll highlight Problem 1 using the Touchpad arrows, and then

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press the left arrow to hide the pages within Problem 1. I'll do the same thing for Problem 2, first highlighting

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Problem 2, then pressing the left arrow. I want to view page 4 within Problem 3. So I'll use the arrow keys on

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the Touchpad to highlight the thumbnail for that page, and then I'll press Enter. Now, I can start working within

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my document.

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