

Finding and opening a document (Tutorial A3)

http://www.atomiclearning.com/k12/en/movie/28227/play_window?type=Tutorial&sid=1674

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To locate an existing document, click on the Open icon in the Tool bar, which contains some document shortcuts such as open,

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new, and print. This will bring up the Open dialog box. Now, just as I would in any other application, I can navigate to my TI-Nspire™

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file, which uses the “.tns” extension, and either double-click it or highlight it, and then click “Open” to open it. Here in

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my document, I’ve got three problems, and within those problems, I have multiple pages. To get a better idea of the structure within

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my document, I can look at the Page Sorter view on the left side of the screen. Here, I can see each problem, and within each problem,

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I can see a thumbnail of each page. If I want to collapse the thumbnails to make the Page Sorter easier to view, I can double-

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click the triangle to the left of the problem. In this case, I just want to look at the pages within Problem 3, so I’ll double-

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click the triangle next to Problem 1 to hide the pages within Problem 1. I’ll do the same thing for Problem 2. I want to view

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page 4 within Problem 3, so I’ll click on the thumbnail for that page. Notice that the number in the upper right corner is “3.4,”

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indicating that I’m on page four of problem three. Now, I can start working within my document.

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