

## Finding and opening a document (Tutorial A3)

[http://www.atomiclearning.com/k12/en/movie/27948/play\\_window?type=Tutorial&sid=1670](http://www.atomiclearning.com/k12/en/movie/27948/play_window?type=Tutorial&sid=1670)

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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 Documents. If you

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have a document open with unsaved changes, you'll be prompted to save before you continue. Here, I can see a list of the documents

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that have been created and saved on my handheld. Now I'll use the NavPad to highlight the document I want to open, and then

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I'll press Enter. Here in my document, I've got three problems, and within those problems, I have multiple pages. Each page is

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represented by a separate tab at the top of the screen. To move forward one page at a time, I can press Ctrl and the right arrow.

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Here, you can see by the tab name that I'm on page 2 of problem 1. If I want to move backward to page 1 of problem 1, I can press

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Ctrl and the left arrow. To get a better idea of the structure within my document, I'll press Ctrl, and then the up arrow on

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the NavPad to move into the Page Sorter view. Now I can see each problem, and within each problem, I can see a thumbnail of each

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page. If I want to collapse the thumbnails to make the Page Sorter easier to view, I can use the NavPad to highlight the Problem,

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and then press Enter. In this case, I just want to look at the pages within Problem 3. So I'll highlight Problem 1 using the

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NavPad arrows, and then press Enter to hide the pages within Problem

1. I'll do the same thing for Problem 2, first highlighting Problem

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2, and then pressing Enter. I want to view page 4 within Problem

3. So I'll use the arrow keys on the NavPad to highlight the thumbnail

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for that page, and then I'll press Enter. Now, I can start working  
within my document.

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