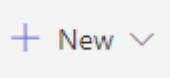


How Do I Create a New Document?

You can create a document in several ways. You can start your favorite app (Word, Excel, etc.) and then save it as you normally would.

A quicker way is to traverse to the directory that you want the document to reside in. Then click the  button in the menu bar. You will get a corresponding option menu to select what type of document you want to create.

