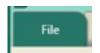


How to Open and Save a Workspace

To open a workspace:

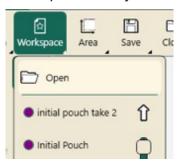
· Select File tab.



 From the ribbon, press the Workspace button.



 From the drop-down menu, select Open. This will open the Workspace library.





 Select your saved workspace, then press Open in the bottom right corner of the Open a File Window.

To save a Workspace:

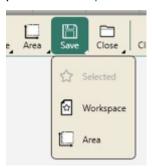
Select File tab.



• From the ribbon, press Save.



 From the drop down menu, press Workspace.



 Tap in the text box in the bottom middle of your screen.



 A keyboard will pop up. You can rename your workspace, then press Save.