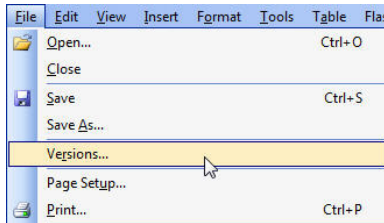


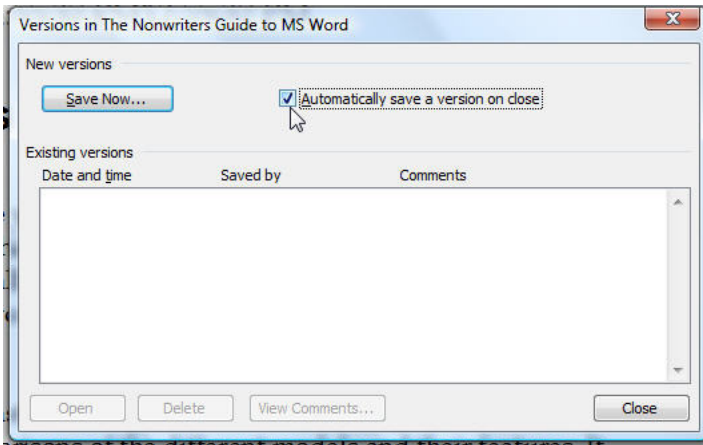
Save Earlier Versions of your Work

When you are working on a document and there are many revisions, it is important to save previous versions of the document in case someone wants you to replace the changes your removed yesterday. Carry out the following simple step to ensure you previous revisions are saved.

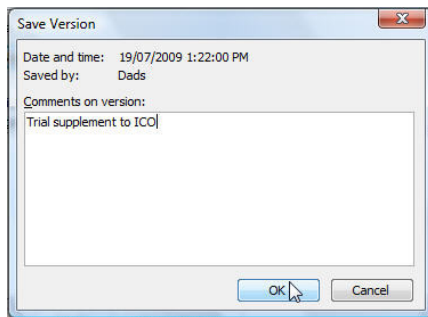
1. Click on the *File* menu and select *Versions*.



2. The following box will open. Place a check mark in the *Automatically save a version on close* box.

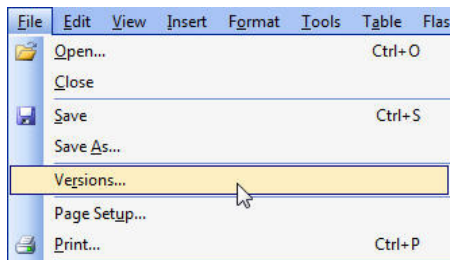


3. To start right away, click on the *Save Now* button. The following box will open. Add comments to identify the version and click *OK*.



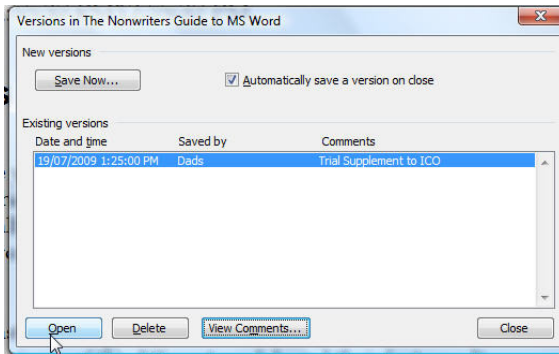
Open Previous Versions

1. If you need to open a previous version, select *File* and click on *Version*.



2. The following box will open. Highlight the version you want to see and click *Open*. The document will open.

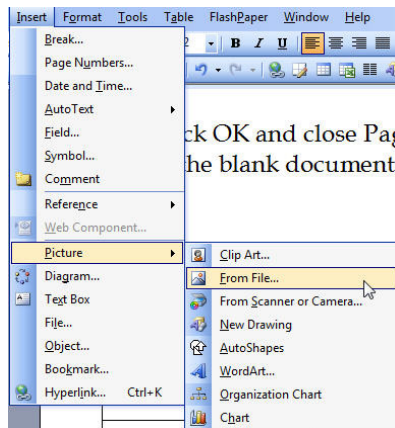
NOTE: You can also Delete or View Comments for the selected file.



Adding Pictures

You can easily add pictures from either *Clip Art* or *From File*.

1. Place your cursor in the document where you want to place the picture. Select *Insert, Picture, From File* (or *ClipArt, from Scanner or Camera* etc.)



2. Select the picture from your computer and click on *Insert*. The picture will be placed on the page. The following toolbar will open. The labeled icons