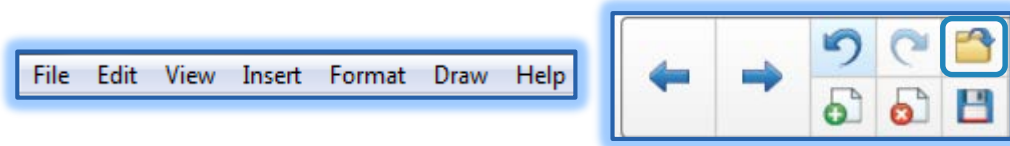
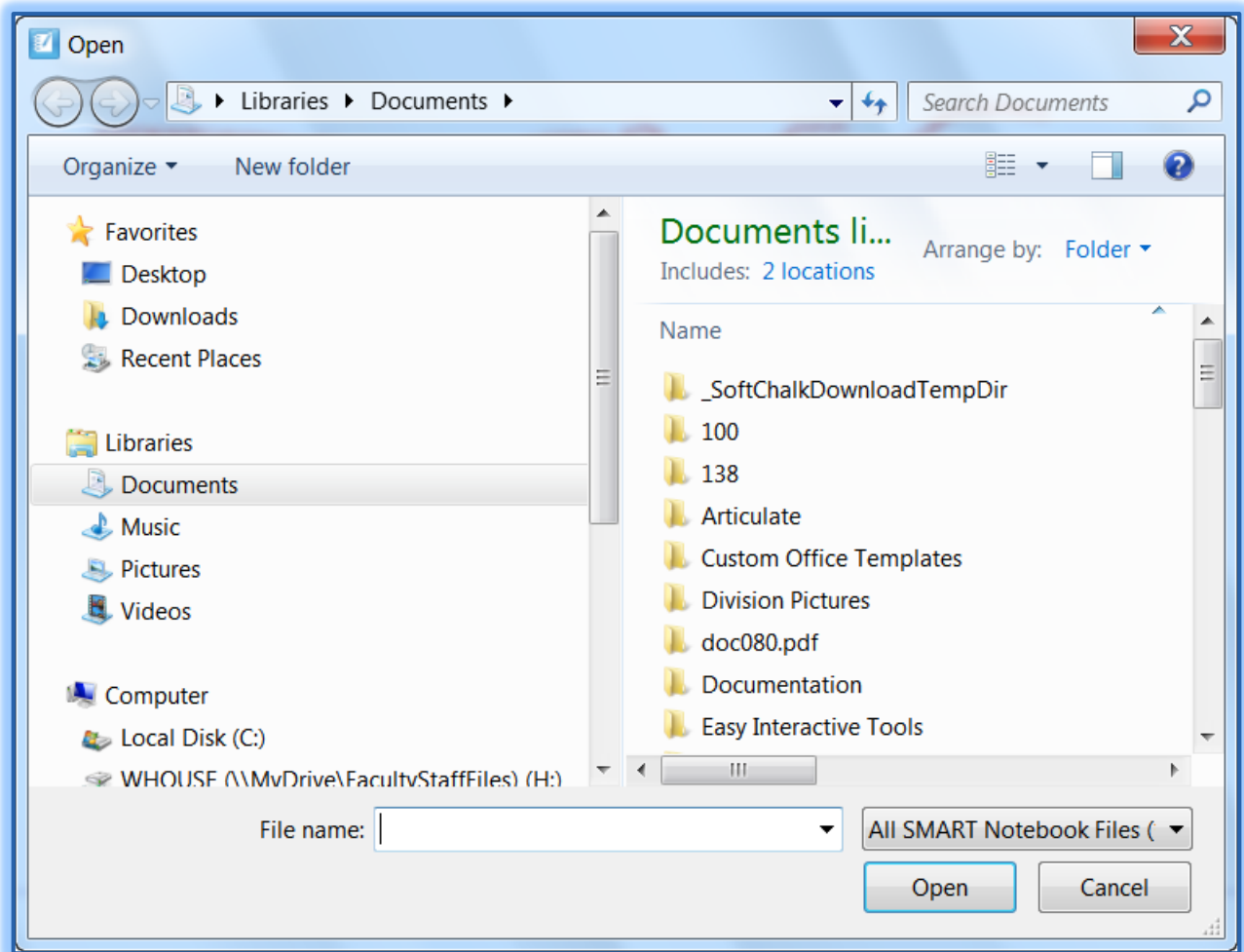


## OPEN A FILE

- ✦ To open a file, do one of the following:
  - ✦ Click **File** on the **Menu Bar** and then select **Open** (see illustration below left).
  - ✦ Click the **Open Files** button on the **SMART Notebook Toolbar** (see illustration below right).



- ✦ The **Open** dialog box will display (see illustration below).



- ✦ Browse to the folder where the file is stored.
- ✦ Click the file name and then click or press **Open**.

**NOTE:** It is possible to re-open a recently open document by selecting the **File** menu and then clicking the file name in the **Recent File** list.