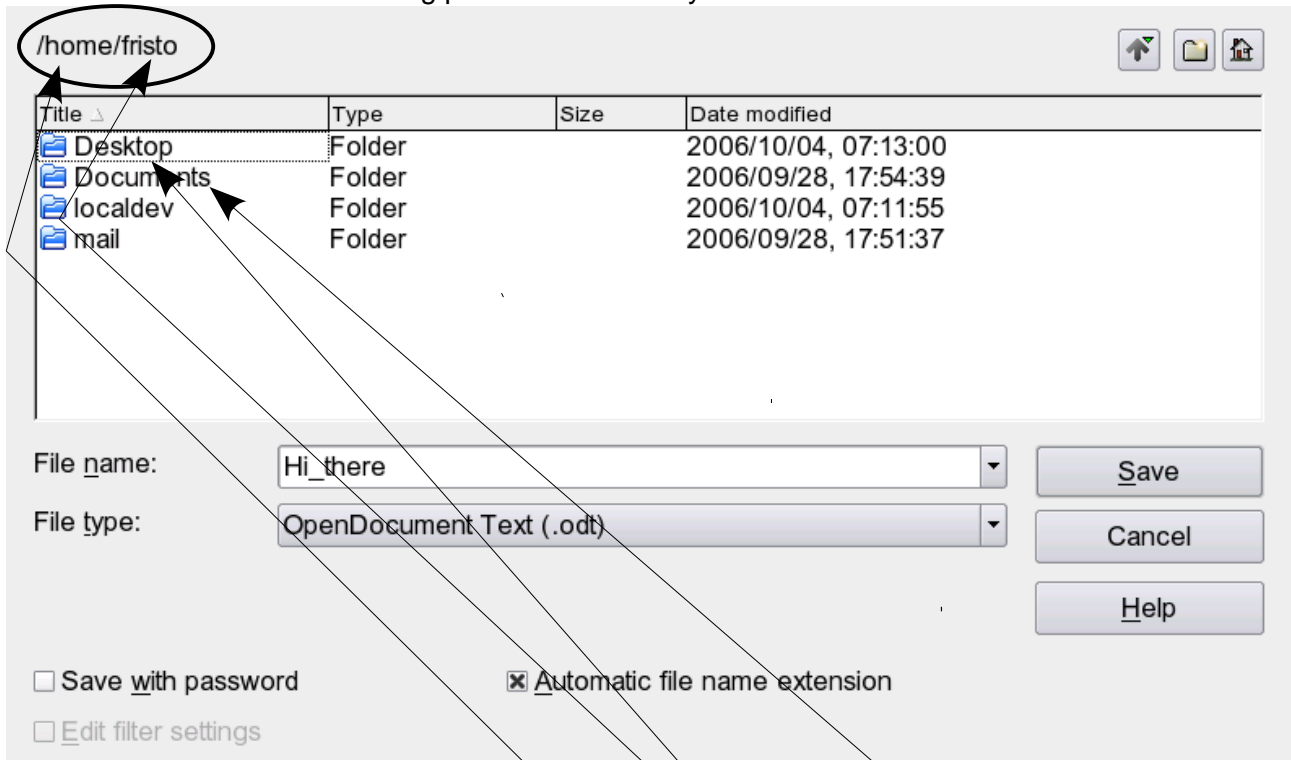


Hi there

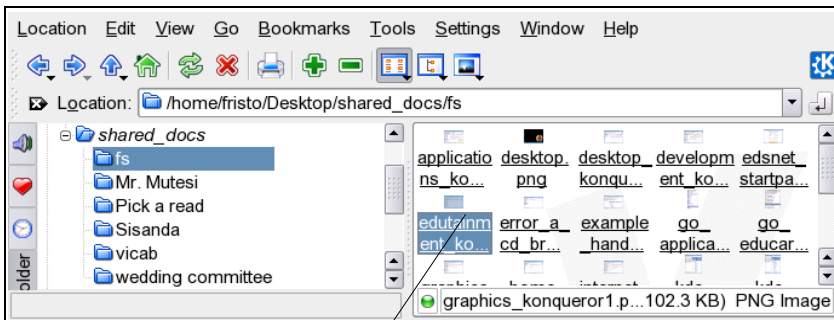
Great you succeeded to open this document, congratulations!

Please use in future the following procedure to save your documents:

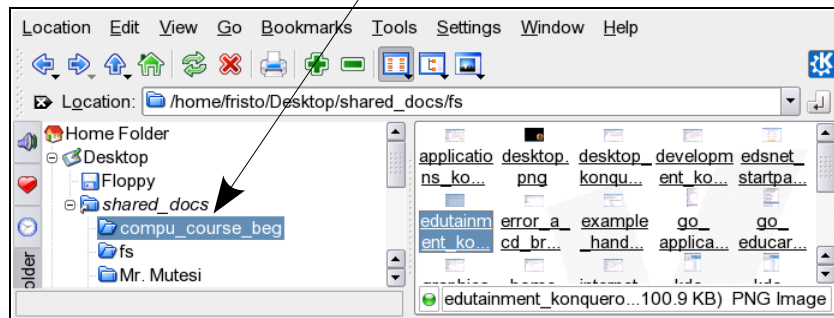


Click on File > Save As and then choose the correct Folder:

1. If it's a document only for you go to **/home/your username/Documents**, open the folder Documents and click on **Save**.
2. If it's a document you want to give anybody else go to **Desktop > shared_docs > the folder of the other user**, open it and click on **Save**. Than you must save it again in your own folder **Documents** to have it for you as well.



3. If you want to give an already existing document to anybody else, activate the document (click with the left key of the mouse on it, remain with your index finger and drag it to the folder of your choice than release the mouse key. After releasing the mouse you have to choose between "Move Here" and "Copy Here". Move Here > the Doc will be deletet in your folder; Copy Here > the doc remains also in the original folder.



Move Here	Shift
Copy Here	Ctrl
Link Here	Ctrl+Shift
Cancel	Escape