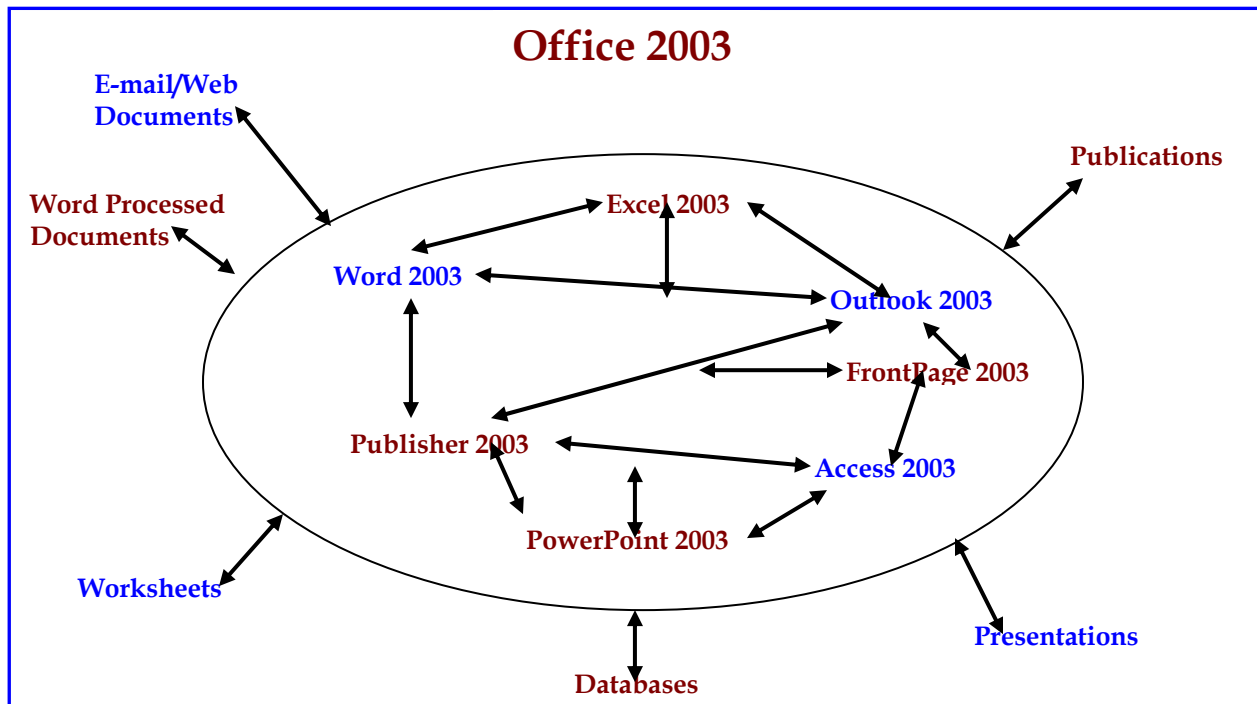


DOCUMENT FILES

Office products use a document-centric model. This model:

- † Lets Office 2003 products work uniformly with each other's files.
- † Allows each document to be stored in a different form.
- † Keeps terms uniform throughout the products.
- † The diagram below shows how all Office 2003 programs interact to produce a document.



- † **Document** is the term Office 2003 uses for a **file** created in any of its products.
- † The same process is followed in all Office 2003 applications to open and close a document.
- † See the links for the steps that should be followed to open, close, and save documents for information on how to accomplish each of these tasks.