



## CREATING A NEW NOTEBOOK FILE

---

- ✚ Do one of the following:
  - ✦ Press **File** on the **Menu Bar** and then select **New**.
  - ✦ Press the **New Document** button (see illustration at right) on the toolbar. 
- ✚ A new blank space will appear in the window.
- ✚ This page represents the first page of the new Notebook file.
- ✚ Add any new pages, annotations, captures, and/or images to the file. 
- ✚ To add a new page, click the **Insert Blank Page** button (see illustration at right) on the toolbar.
- ✚ To add an **Annotation**, press the **Pen** button on the toolbar (see illustration at right). 