

## SAVING NOTEBOOK FILES

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### SAVING A NEW NOTEBOOK FILE

- ✦ Press **File** on the **Menu Bar**.
- ✦ Press **Save** from the list that appears.

or

- ✦ Click the **Save** icon on the toolbar (see illustration at right).
- ✦ The **Save As** dialog box will appear.
- ✦ In the **File Name** text box, input a **Name** for the file.
- ✦ To select the folder where the document is to be stored, press the **Save in** list arrow.
- ✦ Select the directory or folder where the file is to be stored.
- ✦ Press the **Save** button.



### SAVING A NOTEBOOK PAGE AS A TEMPLATE

With the Notebook Software, it is possible to save a page that is used frequently as a template that can be changed or edited when needed. To save the page:

- ✦ Press **File** on the **Menu Bar**.
- ✦ Press the **Save Page as Template** option from the list.
- ✦ The **Save Page as Template** dialog box will open.
- ✦ Press the **Save in** list arrow to locate the folder where the Notebook page is to be stored.
- ✦ The **Save as type** box, should read **Notebook Template (.xbt)**.
- ✦ Input a name for the template in the **File Name** box.
- ✦ Press the **Save** button to save the template.