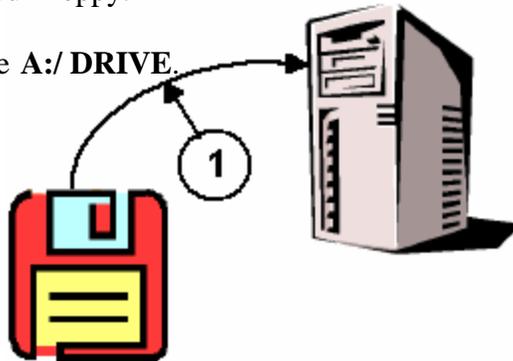


Find a File

A file is the document that you are working on. When you want to continue working on a letter, you must find the file on your floppy.

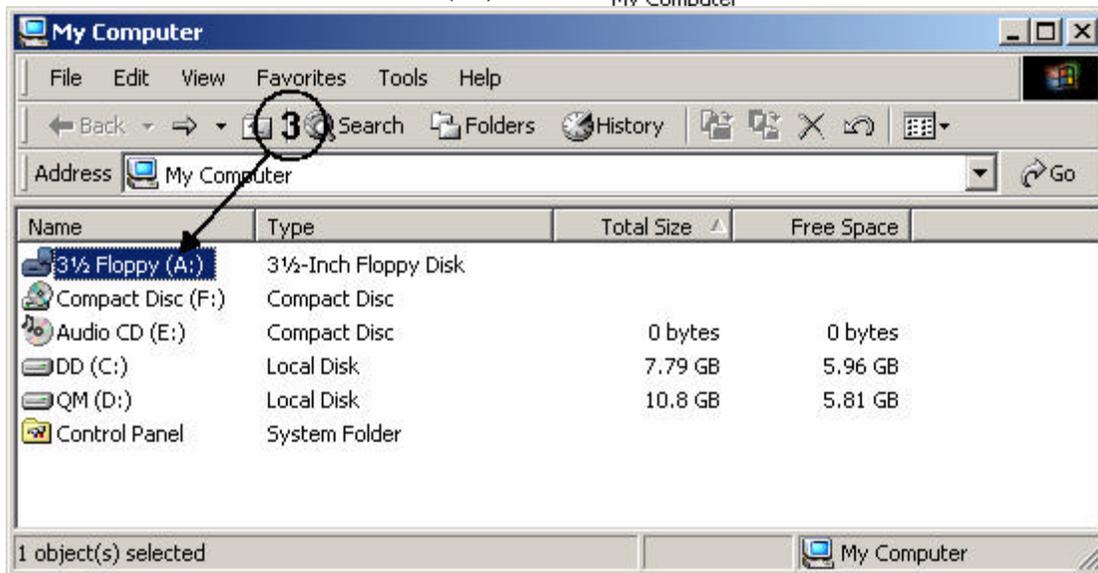
1. **Insert** your floppy disk into the **A:/ DRIVE**.



2. On the desktop, **double click** on **MY COMPUTER**.



3. **Double click** on **3½ FLOPPY (A:)**.



4. **Double click** on the file you want to see. The file will open and you can continue working.

