

Creating a New Notebook

You might want to create a new notebook while having another notebook open. To create a new notebook, you need to open a new notebook window.

The default notebook that appears has 256 sheets and an Objects sheet. A file in Quattro Pro is the same as a notebook, so when you save or open a file, you are saving or opening a single notebook that can contain many sheets.

Creating a new notebook from the File menu in Quattro Pro lets you choose from several pre-designed *templates* or the standard Quattro Pro Notebook template. Figure 2-2 shows the New dialog box, which you can use to open a new notebook template.

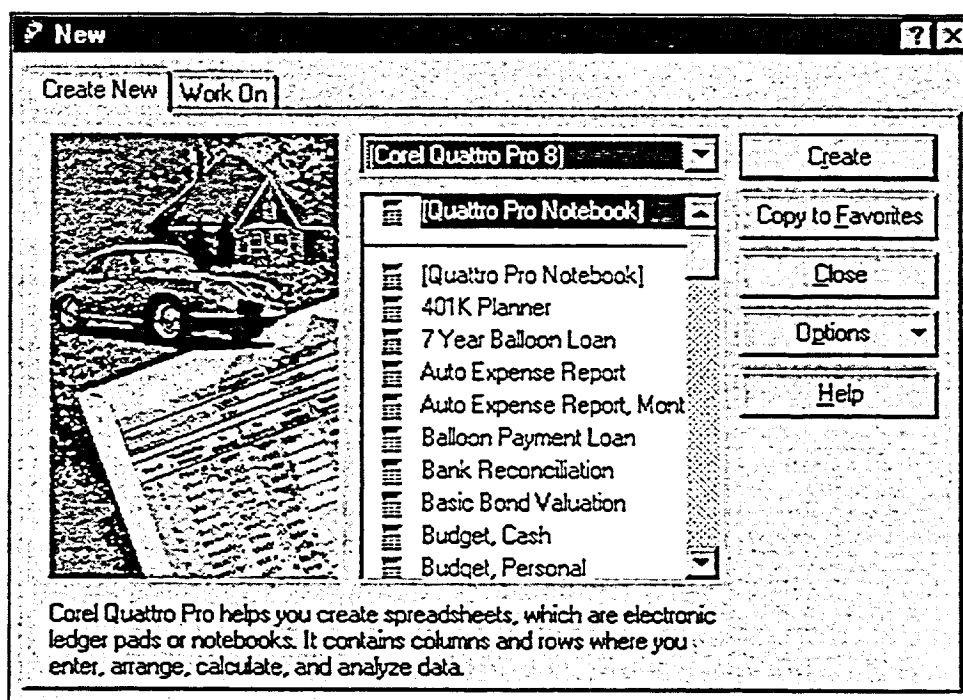


Figure 2-2: The New Dialog Box

METHOD

To create a new notebook:

Toolbar method

1. On the Toolbar, click the New Notebook button.