Opening and Creating Notebooks

Besides working in the blank notebook that appears when you start Quattro Pro, you can either work in an existing notebook that has been saved to disk or create a new notebook.

Opening an Existing Notebook

To work with a Quattro Pro notebook that was saved on a disk, you first need to open it. To open a notebook, you use the Open command or the Open Notebook button on the Toolbar. Both options access the Open File window, which is where you specify the appropriate directory, folder, and filename. The Open File window is illustrated in Figure 2-1.
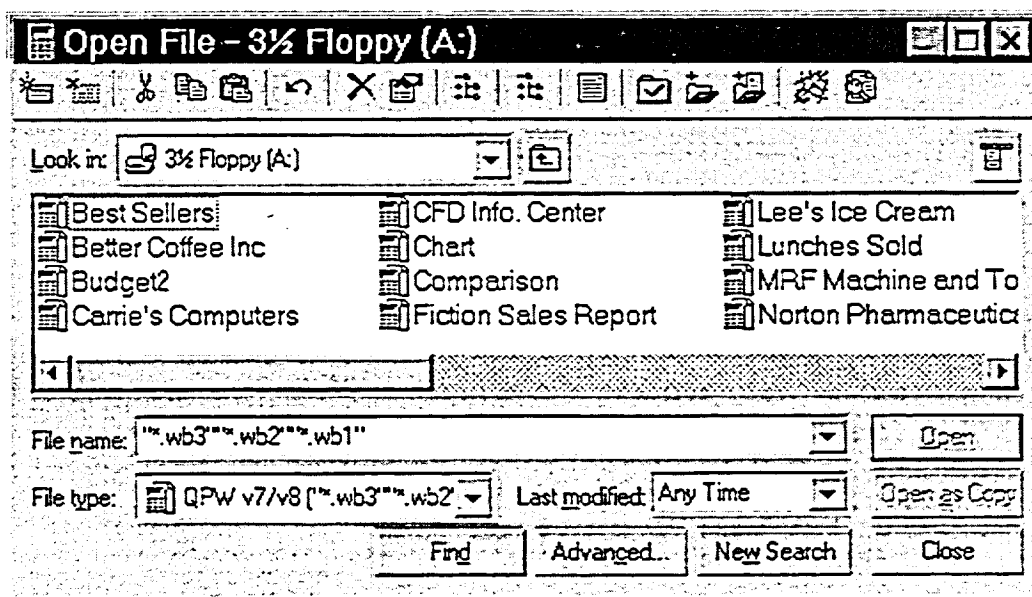

Figure 2-1: *The Open File Window*

METHOD

To open an existing notebook:

1. From the File menu, choose Open.
   or
1. On the Toolbar, click the Open Notebook button.
2. In the Open File window, in the Look in drop-down list, select a drive and folder.