

5. In the My Briefcase window, double-click the name of the file you want to edit.
6. Edit the file.
7. Save the edited file.
8. Close the My Briefcase window.
9. From the hard drive window, drag the My Briefcase icon back to the floppy drive window.

To split a Briefcase file from the original:

1. On the desktop, open the My Briefcase window.
2. Select the file you want to split.
3. From the Briefcase menu, choose Split From Original.
4. In the Confirm Split from Original dialog box, choose Yes.

To set features for users with impaired vision:

1. Open the Control Panel window.
2. Double-click the Display icon.
3. In the Display Properties dialog box, select the Appearance tab.
4. On the Appearance page, in the Scheme drop-down list, select the desired High Contrast color scheme.
5. Choose OK to make the change or choose Apply to preview the change.

To set keyboard features for users with impaired mobility:

1. Open the Control Panel window.
2. Double-click the Accessibility Options icon.
3. In the Accessibility Properties dialog box, select the Keyboard tab.
4. On the Keyboard page, make the desired selections for StickyKeys, FilterKeys, and ToggleKeys.
5. Choose OK.
6. If the Default Settings dialog box appears, choose Yes to apply your changes as the default for new users and the login prompt.
or
6. Choose No to apply those changes only to yourself.