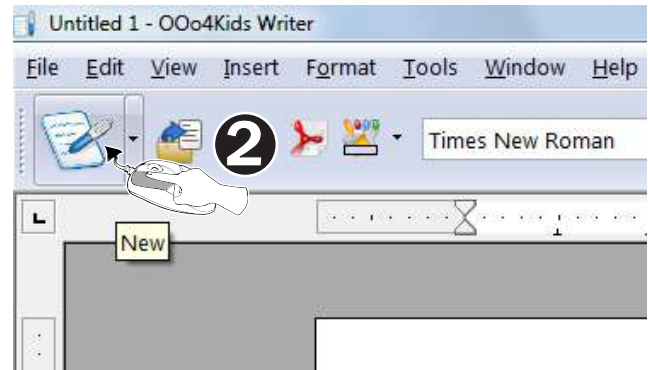## Opening a New Document

Follow the steps below on how to open a new or existing document.

1. Launch OOo4Kids Writer.
2. Click the new button.

Opening a Saved Document

1. Launch OOo4Kids Writer.
2. Click the open button.
3. Locate the file you want to open. Choose the drive and folders location.
4. Click the file you want to open.
5. Click the open button.