

Lesson 3 MaxWrite Usual Routines

Basic Routines



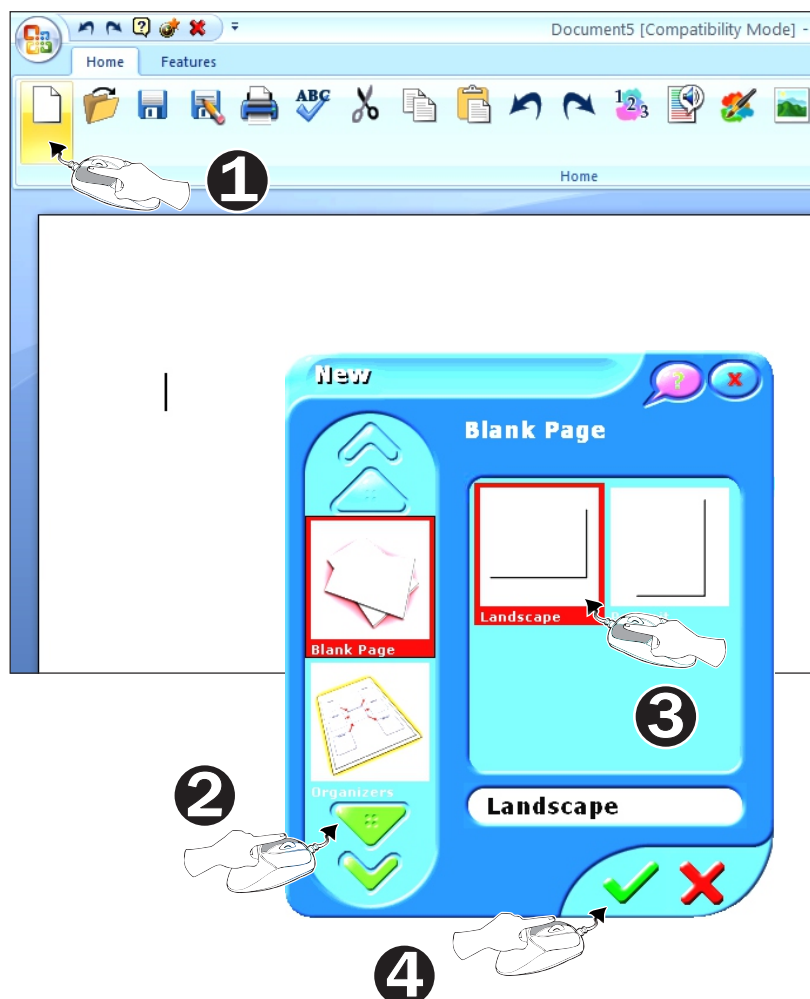
Basic Routines

As mentioned in the previous lesson, Scholastic Keys is a suite of three products: MaxWrite, MaxCount, and MaxShow. In this particular lesson and the other upcoming lessons, the central focus of the discussions will revolve around MaxWrite.

Creating a New Document

MaxWrite's new feature allows you to create a blank document or a document based on customized templates such as card, invitation, or letter.

1. Click the **New** button. The New dialog box will be displayed.
2. Select a built-in template using the Navigation buttons and choose a category.
3. Click the preview of the desired template (it will appear with red border).
4. Click the **OK** button.



Saving a Document

The Save function will save a new document to your designated folder. You can also select to save documents to a floppy disk or to an alternative location by using the Office "Save As" button.

1. Click the **Save** button.

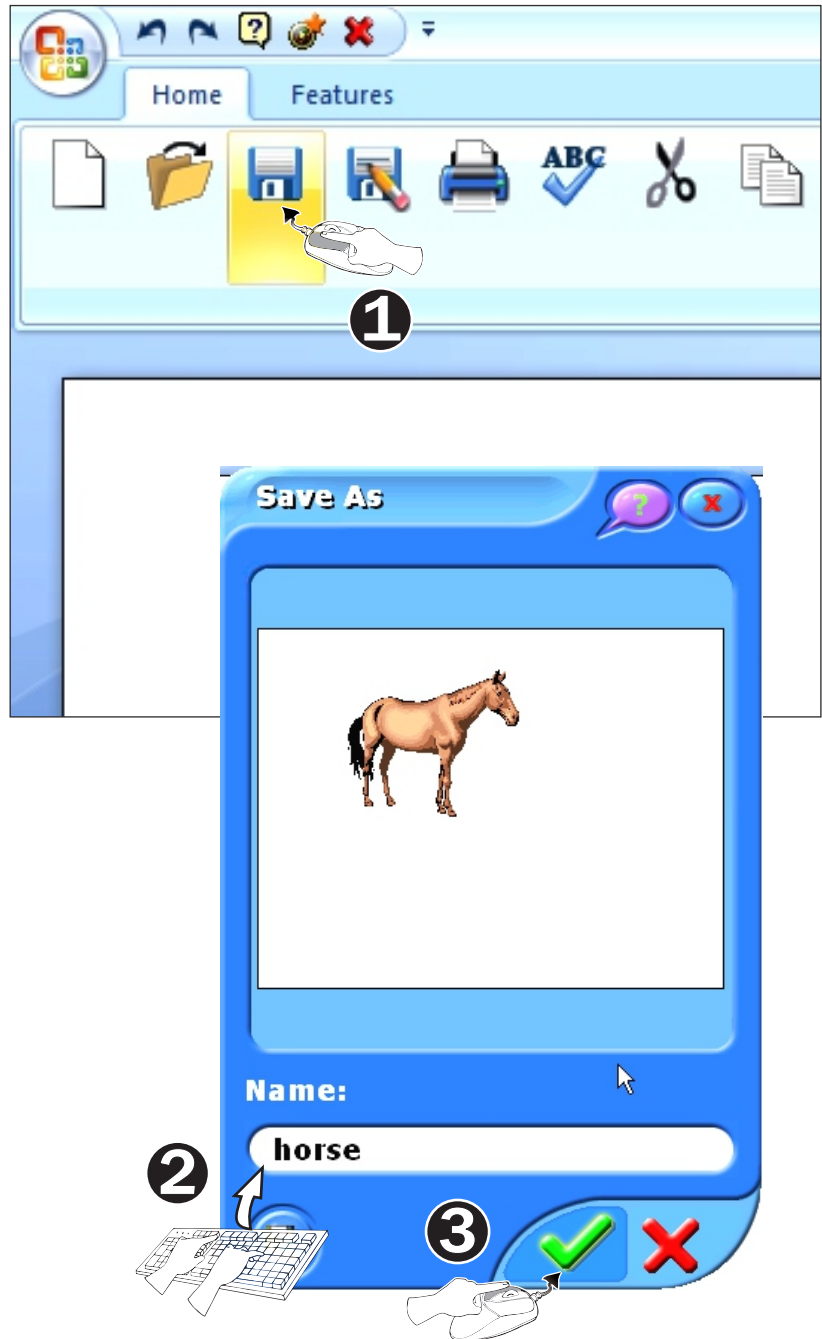
The Save As dialog box will be displayed.

2. If you wish to give your document a name, type a word in the text box, e.g., horse.

Giving the document a name is optional; if no name is given, a sequential number is assigned to the document. By default, the file is saved to the users designated folder, which is usually

My Documents/Scholastic Keys/Work.

3. Click the **OK** button to save.



Saving a newly created document to an alternative location

1. Click the **Save** button.

The Save As dialog box will be displayed.

2. Click the **Office "Save As"** button.

The Save As dialog box will be displayed.

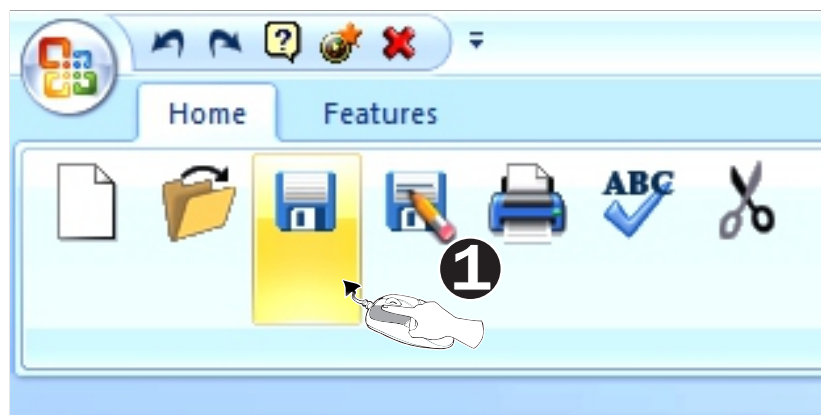
3. Give your document a name by typing it in the File name text box.

4. Change the Save in location to your desired location and then, click on **Save**.



Saving a document that has already been saved

1. Click the **Save** button and your changes are automatically saved.



Saving an existing document with a new name

1. Click the **Save As** button and the Save As dialog box will be displayed.
2. If you wish to give your document a name, type a word in the text box, e.g., Brown Horse.
3. Click the **OK** button.

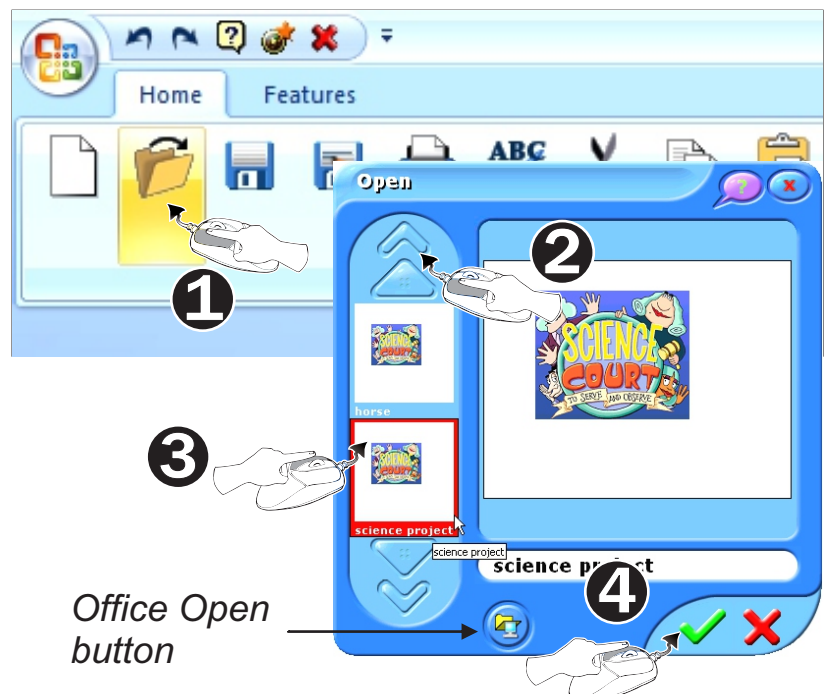


Opening a Document

The Open button allows you to open existing documents from your designated folder. Furthermore, you can select to open documents from a floppy disk or alternative location by using the Office "Open" button.

To open a document

1. Click the **Open** button.
The Open dialog box will be displayed.
2. To find a document, click the navigation buttons.
3. As you move between the files, the selected document will have a red border.
4. Click the **OK** button.



Opening a document from an alternative location

1. Click the **Open** button.

The Open dialog box will be displayed.

2. Click the **Office "Open"** button.

The Open dialog box will be displayed.

3. Look for the location of the file that you wish to open and then select the document.

4. Click the **Open** button.



Opening an Activity Document

1. Click the **Activities** button.

The Activities dialog box will be displayed.

2. Select a built-in template using the navigation buttons to choose the category.

3. Click the preview of the desired template (it will appear with red border).

4. Click the **OK** button.

