

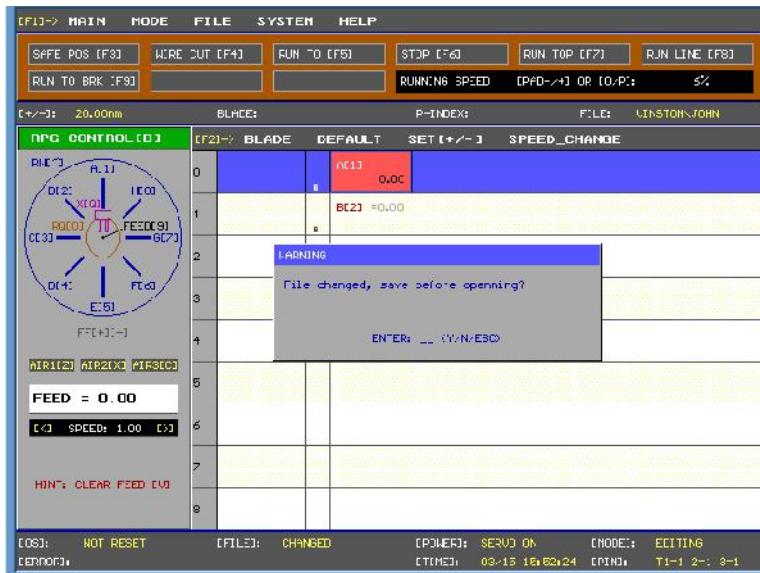
## 07. ARCHIVE MANAGEMENT PROGRAMS



Press F1 to access the main menu bar. To navigate through the main menu, move the arrow keys located on the keyboard. To exit the main menu bar, press ESC.

## 07.1 OPEN

This command opens an existing saved program. If the program currently opened has been changed, the system will prompt the user to save changes prior to opening the new program. The current program will be closed.

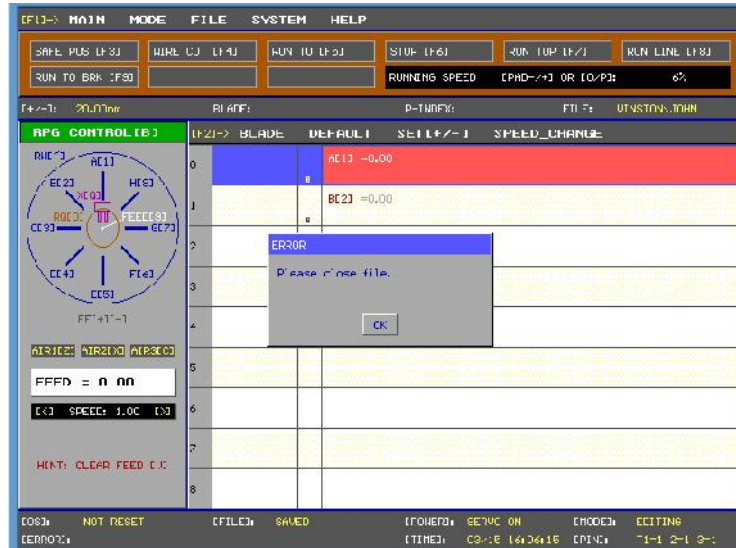


Press the Y key to save changes, the N key to continue without saving the current program or press ESC to cancel the selection. After pressing the Y, the user will be able to select a new program from a list of files.

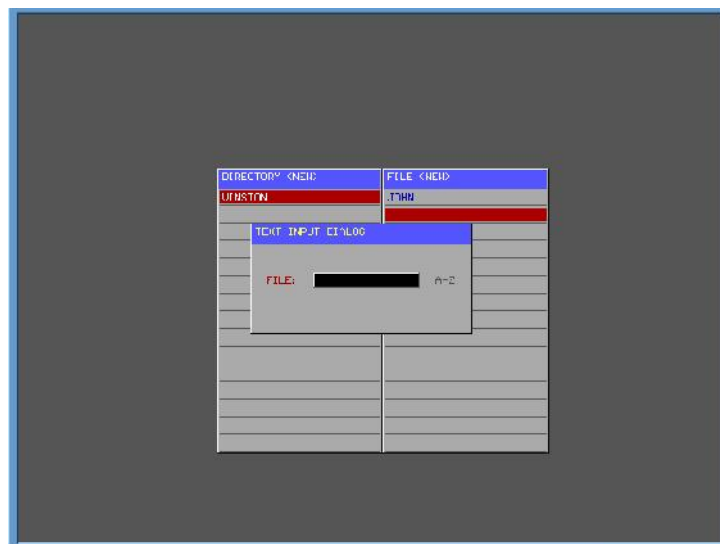


## 07.2 NEW

The command creates a new file or folder. If the program currently opened has been changed, the system will prompt the user to close the existing program before creating a new one:



Confirm by pressing ENTER. After closing the current program and selecting to create a new program, the user will see the follow screen. After entering a file name, press the INS key to save the new program. Follow the same procedure for creating a folder instead of a file.

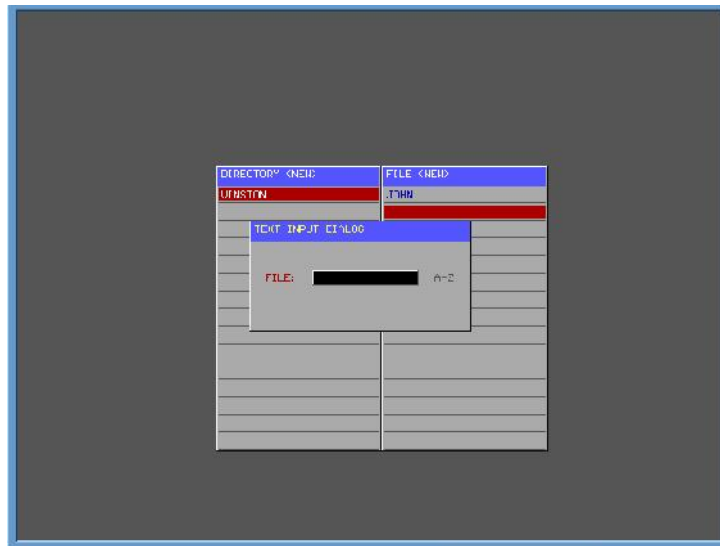


### 07.3 SAVE

The command saves the current file. As an alternative, pressing the TAB key while on the MAIN menu will save the file as well.

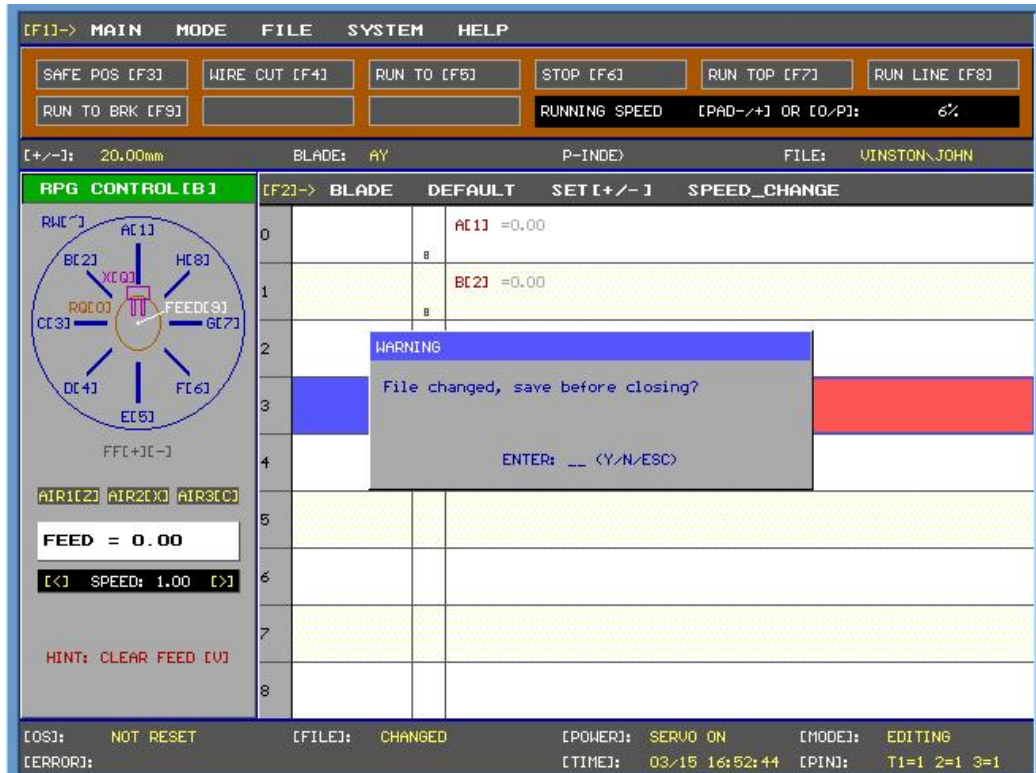
### 07.4 SAVE AS

The command saves the current file under a different name. The following dialog appears for entering the new name of the file.



## 07.5 CLOSE

The command closes the current file. If the file is not saved before closing, a dialog box appears proving the option to save the current file:



Press the Y key to save changes, the N key to continue without saving the current program or press ESC to cancel the selection.

## 07.6 CLEAR DATA

This command deletes all data from the current file.