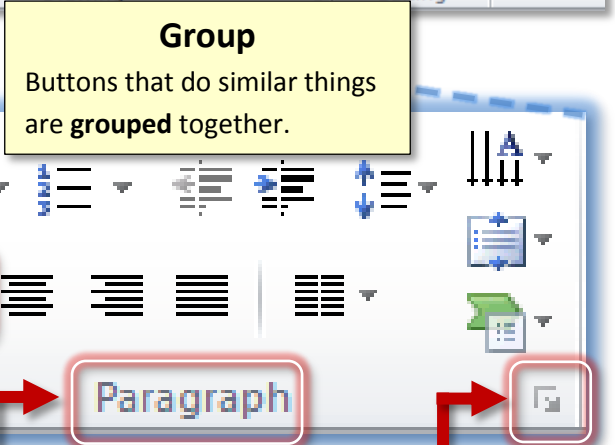


**File Tab**  
Allows you to save and print your file, as well as open existing files and create new files.

**Button**  
Performs an action when clicked on. Just **pointing** to a button reveals a **screen tip** that describes what the button does.



This button has one part:

This button has two parts:

**Button proper** → Carries out the selected option.

**List arrow** → Opens an options menu.

**Group Name**

**Launcher**  
Some groups have **launcher** buttons. Clicking this brings up a dialog box that contains related, but less common, commands.