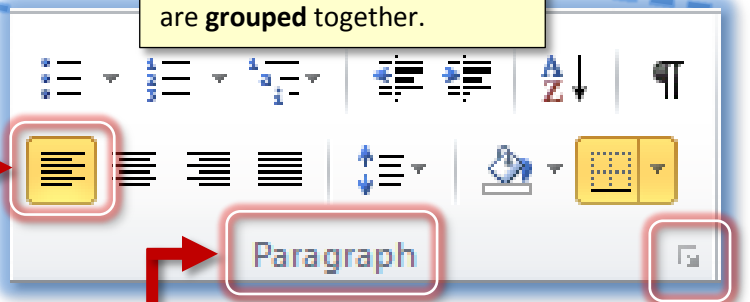


File Tab
Allows you to save and print your file, as well as open existing files and create new files.


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

Group
Buttons that do similar things are **grouped** together.




This button has two parts:

→



→



←

<p>Button proper Carries out the selected option.</p>	<p>List arrow Opens an options menu.</p>
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This button has one part:



Group Name

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