

# Kurzweil 3000

## Opening a File

### To open a file:

1. Click the **Open** button on the tool bar.

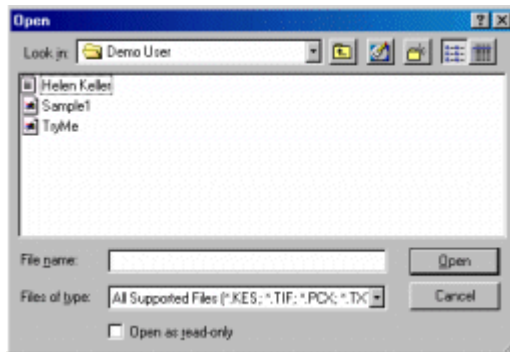


Open

or

From the **File** menu, choose **Open**.

2. Use the **Open** dialog box to navigate to the file you want to open.



The Open dialog box lets you open a file in any directory on your system:

- Use the **Look in** box to get to the directory you want. Once you're in the directory, you can choose a file by double-clicking on a file name in the file display, or by typing a file name into the File name text box then clicking Open.
- Use the **Files of type** list to filter the kinds of files you see. Note that the last item on the list, All Files, shows all the files in the directory. If you select a file that is not a supported format, the file opens as plain text.
- Use the **Open** button to open a file you have selected. Use the **Cancel** button to close the dialog box without opening a file.

### Other Ways to Open an Existing File

Press **Control + O** on the keyboard.

Open the **File** menu and choose a file from the **Recent Files** list.

Use the **document buttons** on the Main toolbar. Kurzweil 3000 provides document buttons on the Main toolbar for quick access to document-related functions you perform most frequently.

