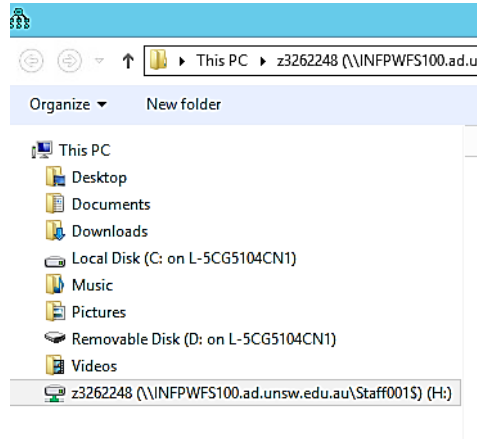
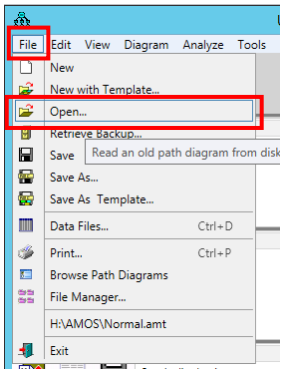


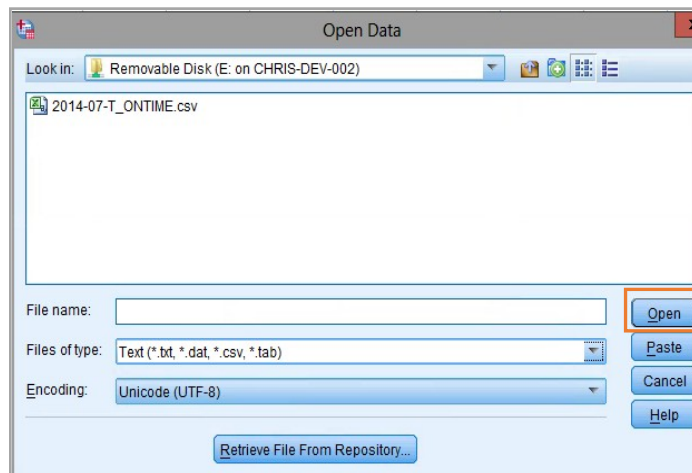


To access a file within an application follow the following steps

► Select **File** and **Open File**



► Select **Open**



TIP: Selecting **File** and **Open File** is the most common method to open files on Applications. However, this process could vary for some applications. For more specific instructions please select the individual application guide from the **User Guides** section.

► Select the Drive the File is saved in, either:

- UNSW H:Drive (also known Cloud H:Drive and starts with your znumber)
- Local Disk (C on [your computer name])
- External/ USB drive

TIP: The D Drive is a temporary storage drive (locally available storage and is cleared when session is closed). Please refrain from saving any opened files in to the D Drive.

► Load the File as per instructions from your Tutor