

FirstClass Documents

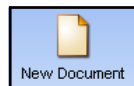
Documents - The Documents Folder allows you to create documents, memos and presentations in your FirstClass environment. The benefit to creating documents in FirstClass:

- changes to documents replace existing documents
- documents can be created and posted to conferences
- Microsoft applications are not necessary
- uploading and downloading are no longer necessary
- it's a free resource

Creating Documents - There are several different styles you can choose from when creating a document: blank document, graph paper, note paper, blue & yellow, blue bar and blue fade.

To create a document:

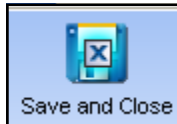
1. Open FirstClass
2. Open Documents by double-clicking on the Documents icon
3. Click New Document
4. Select the style you prefer by double-clicking on the icon



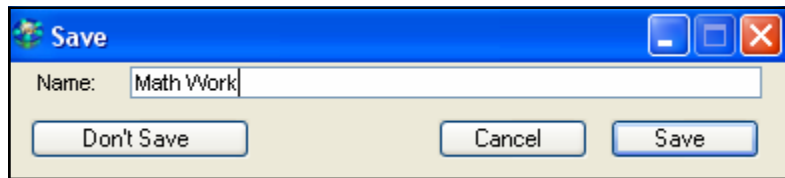
Notes

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5. A new window will open for the document, you are now ready to begin creating your document
6. Click on the Save and Close Button to save your document

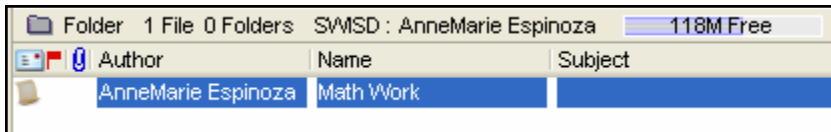


7. A Save window will open for you to title your document



8. Click on the Save Button

Your document will now be in your documents and can be edited at anytime.



Notes