

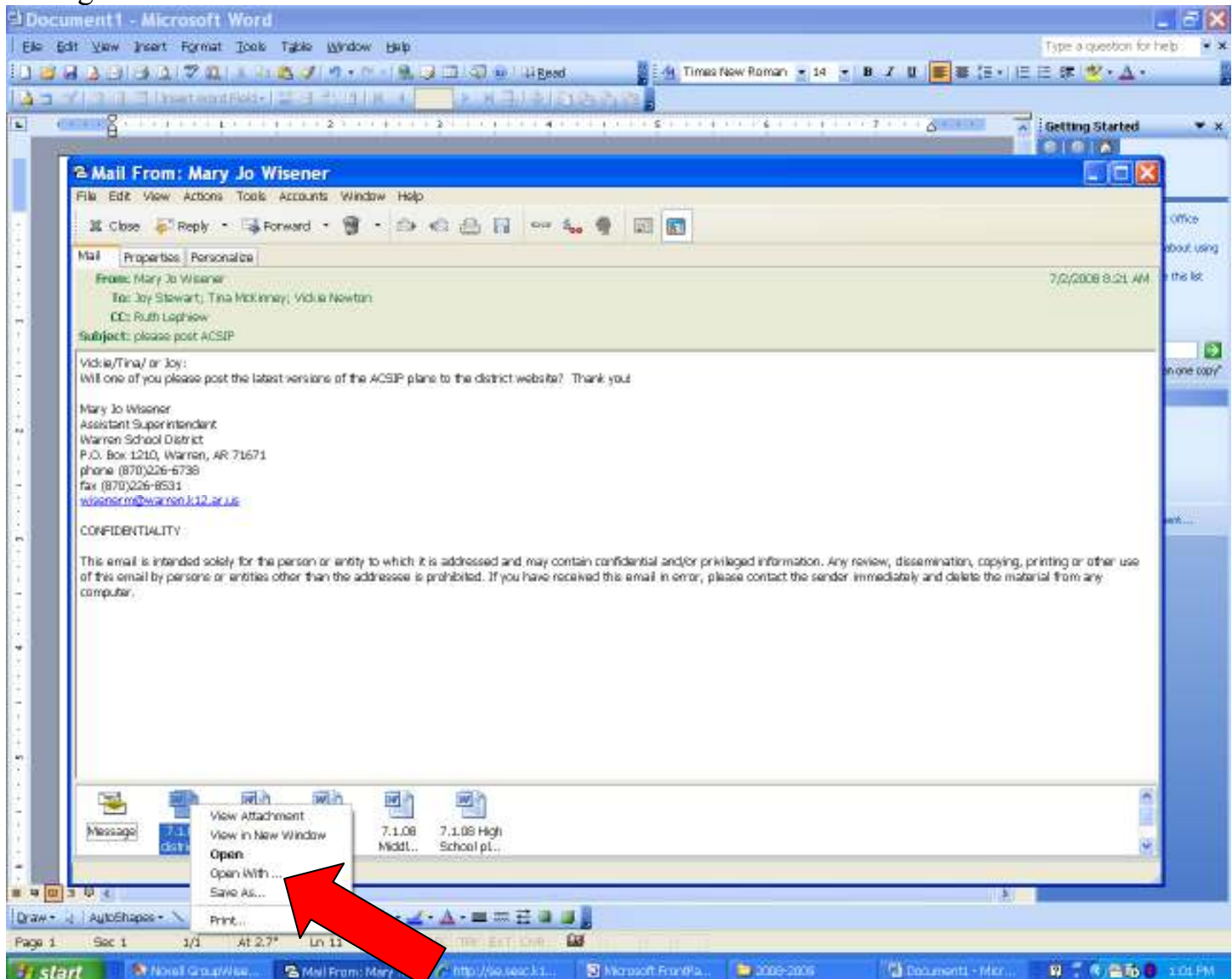
## How to open an attachment in email so that you can print, edit, or save.

### Important Note:

- If you just **click once** on a document, then it will open in the viewer, and you will **not** be able to print, edit or save...just view.
- If you double click on the document then it should open with the program that created it (if you have the program loaded on your PC).

### If the document opens in the viewer or will not open when you double click:

#### 1. Right click on the document



#### 2. Choose "Open With..." from the menu

- When the Menu Box opens choose “swriter” (this will tell OpenOffice to open the document) and click “ok”

