## OPEN A FILE From Explore

1. RightClick  Start…click Explore.
2. Click the + beside the drive the file is on (C: or A: or D: or other)
3. Scroll up or down to find the Folder the file is in (ex. My Documents), doubleclick
4. Scroll down the right side where files are listed to find the particular file you need (ex. OPENFILE) doubleclick to OPEN.

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