



**File** Edit View Window Help


 Open... Ctrl+O


 Create ▶

 Save Ctrl+S

Save As... Shift+Ctrl+S

Save As Other... ▶


 Send File...

 Get Documents Signed...

Revert

Close Ctrl+W

Properties... Ctrl+D

 Print... Ctrl+P



# How To Edit A Document

**Edward William Cox**



## How To Edit A Document:

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