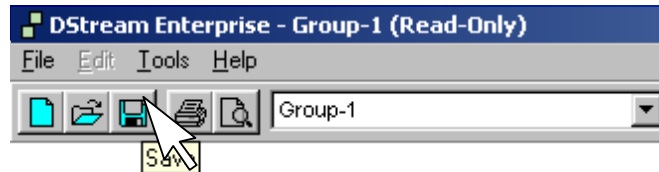
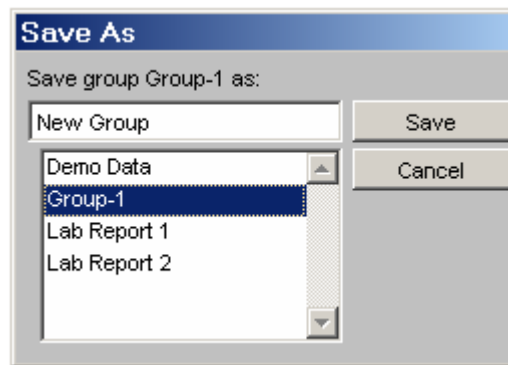


### 5.3 Saving/Renaming a Group

New groups are named “Group-#” with a consecutive number, just as new documents are named “Document#” in Microsoft® Word. Once a new group is established, the group may be saved with a different name. To rename a group, select “File/Save As” from the menu bar, or click once on the “Save” button on the toolbar:



On the *Save As* screen, highlight the group, and type the new name in the text box (overwriting the existing name):



Any existing group may be renamed in this manner.