

File

Working papers of the type **File** can be in different formats, such as MS Word, MS Excel, PDF, etc. In order to open them, you must have the respective program installed on your computer.

When working with a file which is not in MS Word or MS Excel format, the program will wait until you have finished your work to ask whether you wish to save the file to the [database](#). Depending on your needs, select **Yes** or **No**.