



User Guide

Software Solution

(Handling Documents and Files)

Spectacle Hut



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Solution for handling documents and files

This section would teach you how to handle documents and files.

When you are handling documents and files:

1. Documents – If anyone send you a document (Excel or Word) and you are not able to open it, they might be sending with a format that you cannot open. Try to save it on the desktop and open it by right click the document and click open with “openoffice documents”. For your information, we prefer word and excel in 2003 format (.doc and .xls)
2. Images – If you are not able to see images from others, save it on desktop. Right click the image and click preview. If it is still not viewable, look for IT support assistant. We prefer only JPG and PDF for image files.
3. Zip files – If you receive attachment that is in zip file format, save it on desktop. Right click the zip file and choose extract here.