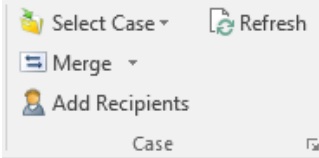
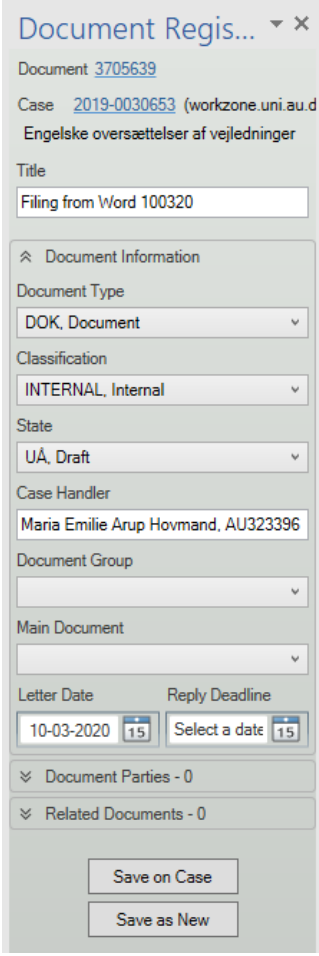


This is a guide on how to save a Word document on a case in WorkZone.

Instruction	Explanation	Navigation
<b>Open Word</b>	Open the document you intend to file.	
<b>Select case</b>	Select the case you intend to save the document in by clicking the button <b>Select case</b> in the top panel. When select a case, a pop-up window opens.	
<b>Apply information</b>	Apply the relevant information.  Finish by clicking <b>Save on Case</b> .  When the document is saved on the case, a document number will appear in the top of the Document Registration window.  Now you can work in your document.	
<b>Save document changes</b>	To save document changes on the case in WorkZone, click <b>Save on Case</b> in the Document Registration window.	