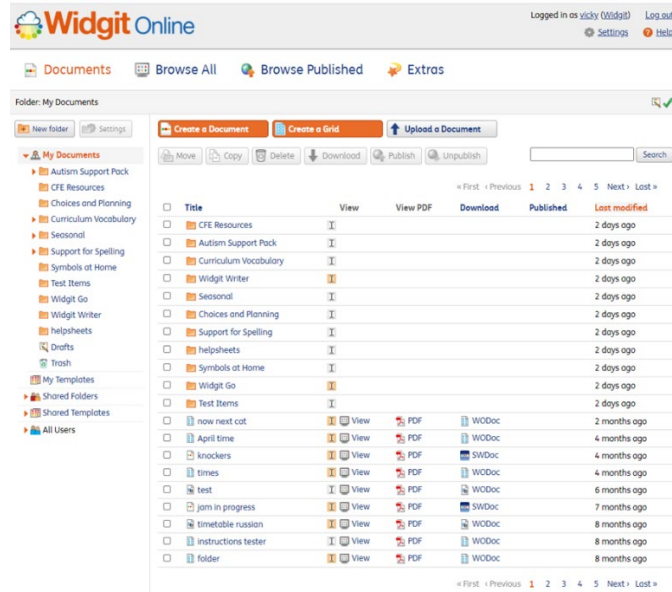




## The Documents Page

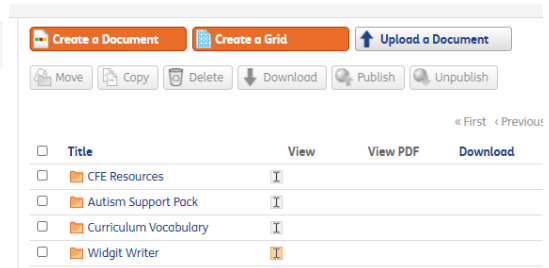
Once you have logged in, you will be taken to the **Documents** page. You can use this page to find and manage your documents.



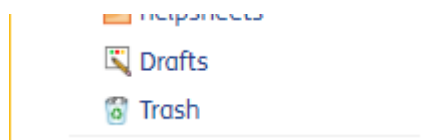
The page is divided into two sections:

The **Folder Menu** on the left.  
The **Document List** on the right.

The contents of the folder you select in the **Folder menu** will be displayed in the **Documents List**.



There is a **Drafts** folder, where documents are backed up by the autosave system.



Group account holders also have access to a folder menu called **Shared Folders**. This is a place where users on the same account can share their documents with each other.

