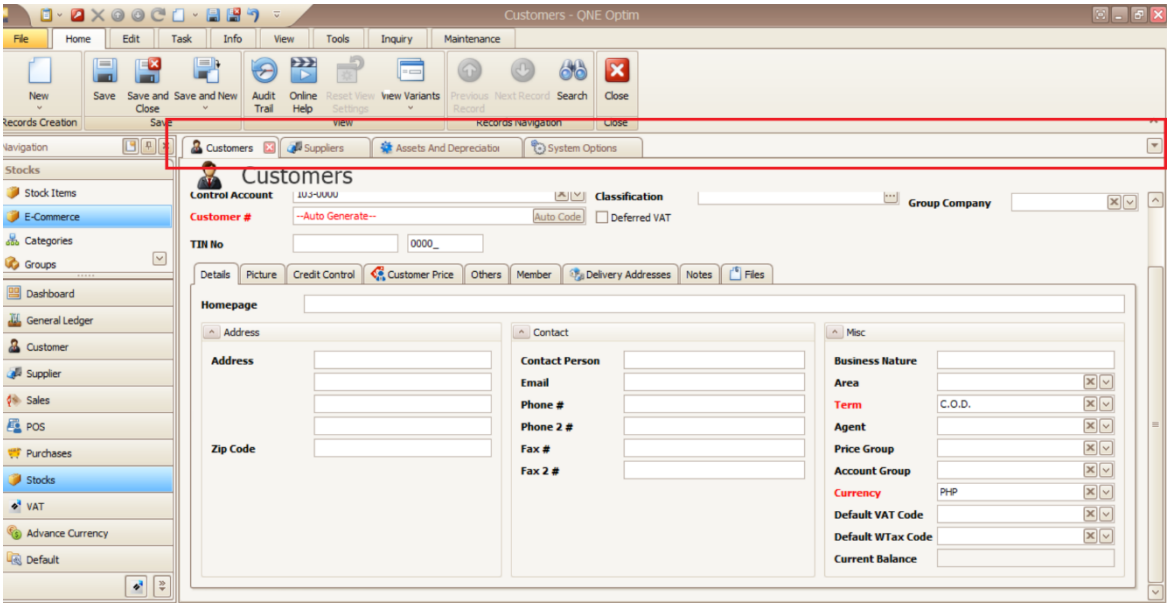
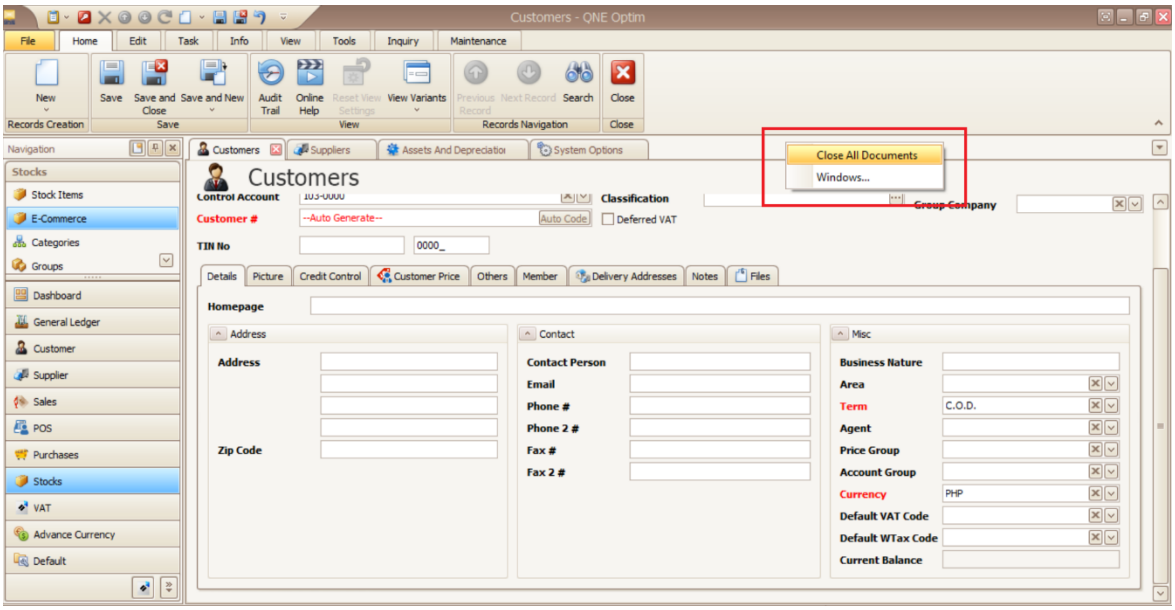
# HOW TO CLOSE MULTIPLE DOCUMENTS EASILY

*There are two ways on How to Close All Documents:*

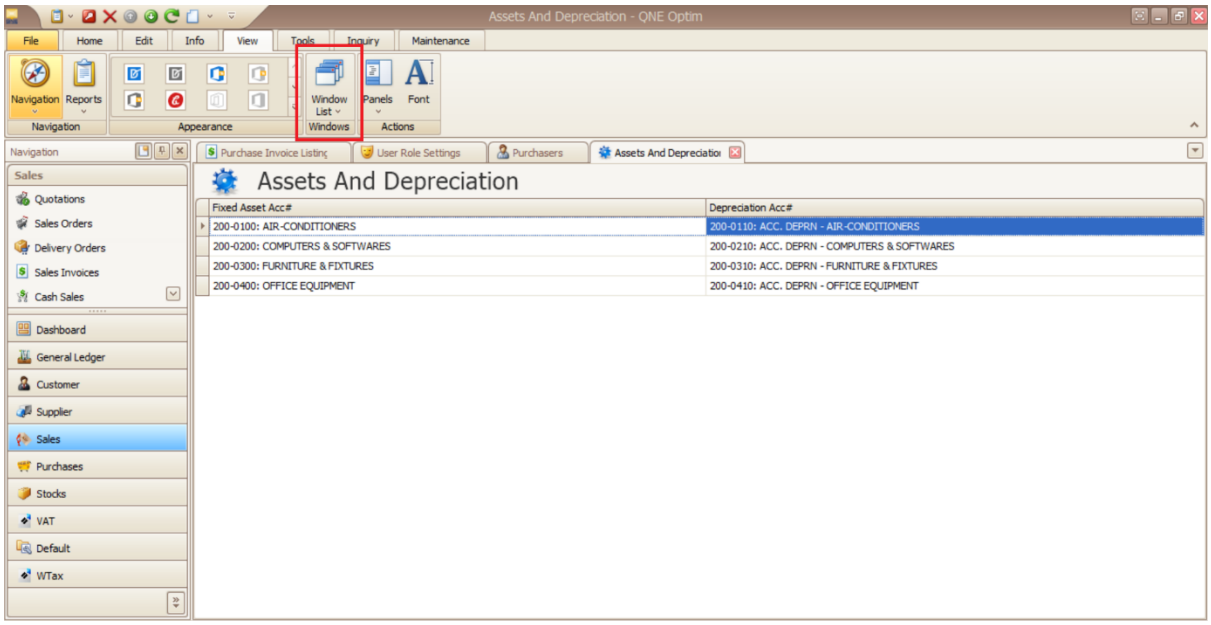
1. To **Close** all documents, **Right Click** on the Task Bar at the top of your Workspace.



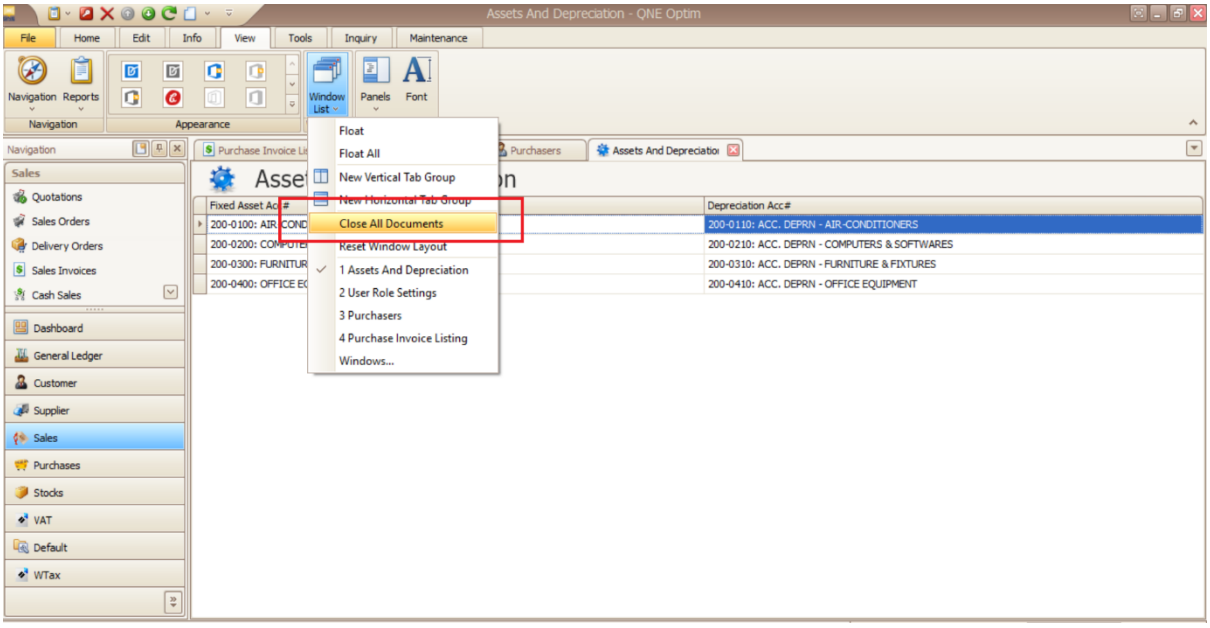

Then ***Click*** Close All Documents.



2. *You can also **Close** your documents by going to Window List under the View Tab.*




*Then Under Window List there you can see the Close all Documents button.*




Note: After clicking 'CLOSE ALL DOCUMENTS' the system will ask you to save or discard your ongoing transactions