

COPY OR CUT AND PASTE

The portion must be copied to another mail form or document. Cannot cut,paste, change,etc original message.

To transfer only certain parts of a message so it can be saved, printed or both:

1. Highlight the part you want to print, save or send to someone else.
2. Select EDIT from the control bar at the top of the page or press CTRL+C(to copy)
3. Select COPY (or CUT if you never want to see it here again)
4. Select WRITE to bring up a new email form.
5. Place the mouse cursor in the message part of the email and click
6. Select EDIT, then PASTE or press CTRL+V(to paste)

The part of the message you highlighted in step #1 will be copied to the new email form. Now you can print, send to somebody, save, etc.

Save the selected part of an email message to a file:

1. With the email on the screen click FILE, then SAVE.
2. On the screen that comes up, in the SAVE IN: box click the down arrow and click C:\ . Scroll down to the folder where you want to put the file (e.g. My Documents) ,doubleclick My Documents. Now you will see My Documents listed in the SAVE IN box.
- 3.In the SAVE AS: box at the bottom of that screen, type in the name you wish to give this file (e.g. Copy and Paste)
3. Click SAVE.

To add to a file:

1. Highlight that portion you wish to save on the email
2. Click EDIT, click CUT or COPY(CTRL+C)
3. Click FILE, click OPEN
4. Select the file to which you wish to add this “bit”, click OPEN
- 5.Hold down the CTRL key and click END, this will put the cursor at the bottom of file.
6. Click PASTE(CTRL+V), click SAVE

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