

## **ADD TO An Existing FILE**

1. Highlight item you wish to save,(e.g. a portion of Jmax Bits) click CTRL+C or EDIT and COPY to copy that item to the computer's invisible clipboard.
2. Click FILE, OPEN, select the drive on which the file already exists( e.g. click down arrow and doubleclick C:). The C: drive should now be listed in the SAVE IN box.
3. Scroll down until you locate the FOLDER the file is in, doubleclick the folder to get a list of the files in that folder.
4. Scroll to find the particular file to which you wish to add and doubleclick it to open it.
5. Click CTRL and END to take you to the bottom of what is already in the file.
6. Place cursor at the bottom and click CTRL+P or EDIT and PASTE to paste the item from step #1.
7. Click FILE and SAVE.

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