

## **ADD TEXT TO AN EXISTING FILE**

1. Highlight text you wish to save,(e.g. a portion of Jmax Bits) click CTRL+C or EDIT and COPY.
2. Click FILE, OPEN. In the LOOK IN box click the down arrow and doubleclick the drive where the original file was stored. (e.g. the C:\ drive)
3. Scroll down until you locate the FOLDER the file was stored in, doubleclick to get a list of the files in that folder. Files will be displayed on the right side of the screen.
4. Scroll to find the particular file and doubleclick it to open.
5. Press the keys CTRL and END to take you to the bottom of the file.
6. Place cursor at the bottom and press CTRL+ V or EDIT and PASTE to paste the text you copied to the computer's clipboard in step 1 above.
7. Click FILE and SAVE.

Revised 6/3/2009 JMM