

Save Text or Picture a File

1. Highlight the message or document or any portion thereof that you want to save to a file, Click CTRL+ C to copy the highlighted portion to the computer's 'invisible' clipboard.
2. Bring up a new blank document page. Place the cursor in the message portion of the blank page and click CTRL+ V to paste the message from the clipboard to this blank page.
3. Click FILE and select SAVE. A box will pop up asking where (SAVE IN-top box). Click C: if you want to put it in a file on your Hard Drive, Scroll to the folder in which you wish to save the file, doubleclick it so that it's name now appears in the SAVE IN box.
OR click A:/floppy disk, if you want to save to a disk (put a disk in the A: drive)
OR click the flash drive inserted in the USB port
4. Type a Name in the bottom box (FILE NAME)
5. Click SAVE

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