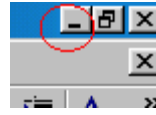
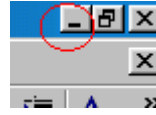


# Saving text from Internet to Msword

Please use this method to print information from the Internet rather than printing the whole site.



1. Open MsWord and minimize by clicking on the  in the upper right hand corner.
2. Open the Internet Browser (Firefox or Explorer)
3. Find a site you would like to copy text from.
4. Highlight the text
5. Edit – copy or Ctrl C
6. Switch back to MsWord by clicking on MsWord on the status bar
7. Click in the document where you want to place the text
8. Edit – paste or Ctrl V
9. File—Print