

# USE YOUR WORD PROCESSOR TO COMPOSE THAT IMPORTANT EMAIL MESSAGE

**Beginners' Kaffee Klatch**  
**Presented by Bill Wilkinson**  
**January 5, 2008**

Many people feel that they have better control over their written compositions if they compose their text in a word processing document and then copy the final draft to the text area of an email message. If you are one of these people, then these step-by-step suggestions will be for you.

First, compose your text in a word processing document.

Then you'll need to select the text you wish to copy. You do this by putting your mouse cursor at the first character you want to copy and, holding down the left mouse button, drag the cursor to the last character you need copied. As you drag, you'll notice everything gets highlighted (selected). If you want to select the entire document, simply press CTRL + A.

Next, right-click the selected area. Choose Copy from the menu that pops up (or you can use CTRL-C if you like keyboard shortcuts).

Finally, right-click the area in your e-mail document where you would like to insert the word processor text. Click Paste from the menu that pops up (For this, CTRL-V is your keyboard shortcut).

That's it. The steps are basically the same for any copy & paste procedure you need to do.

If you want to get a little fancy, place your cursor at the first character you want selected and, while holding down the SHIFT key, click to the immediate right of the last character you want selected. It's sometimes easier to follow this procedure than to make selections by dragging, especially when you are wrestling with a lengthy document.

Another way to use the SHIFT key is when you are adding to an existing selection. Let's say you select an area of text and you came up short of what you really needed. Rather than trying to re-select the whole thing and start over, just hold down the SHIFT key and click your mouse where you would like the selection to end. (You can also shorten a selection by doing this too.)

After you have used the SHIFT key to get your text selected, follow the previous steps to copy / paste.