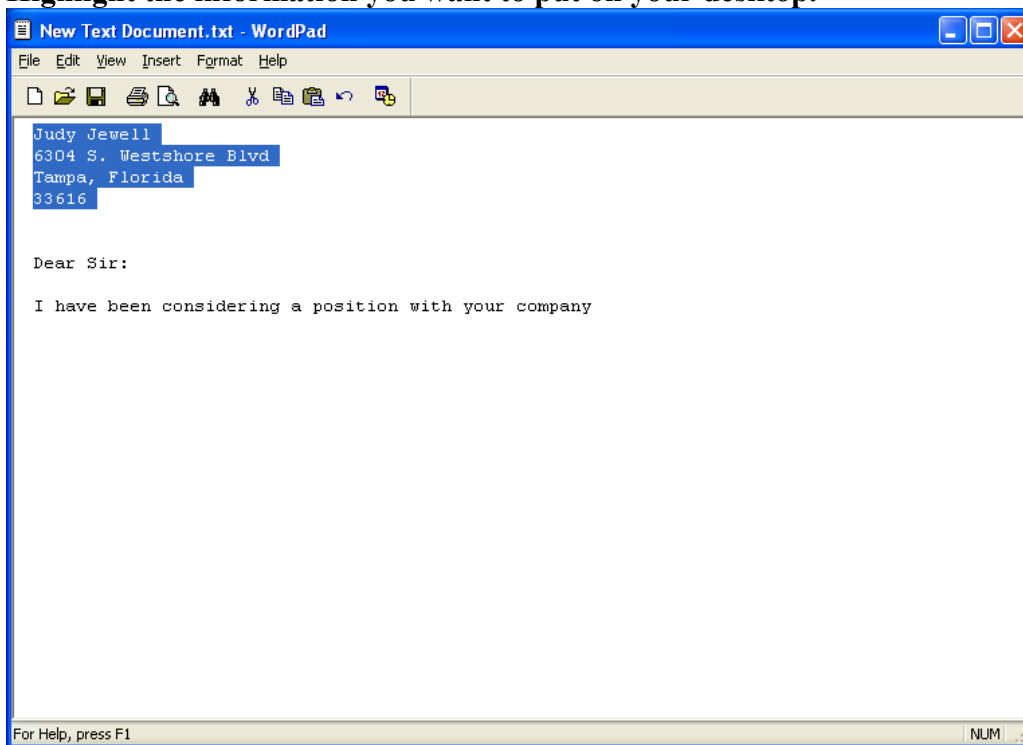


Putting Scrap on Desktop

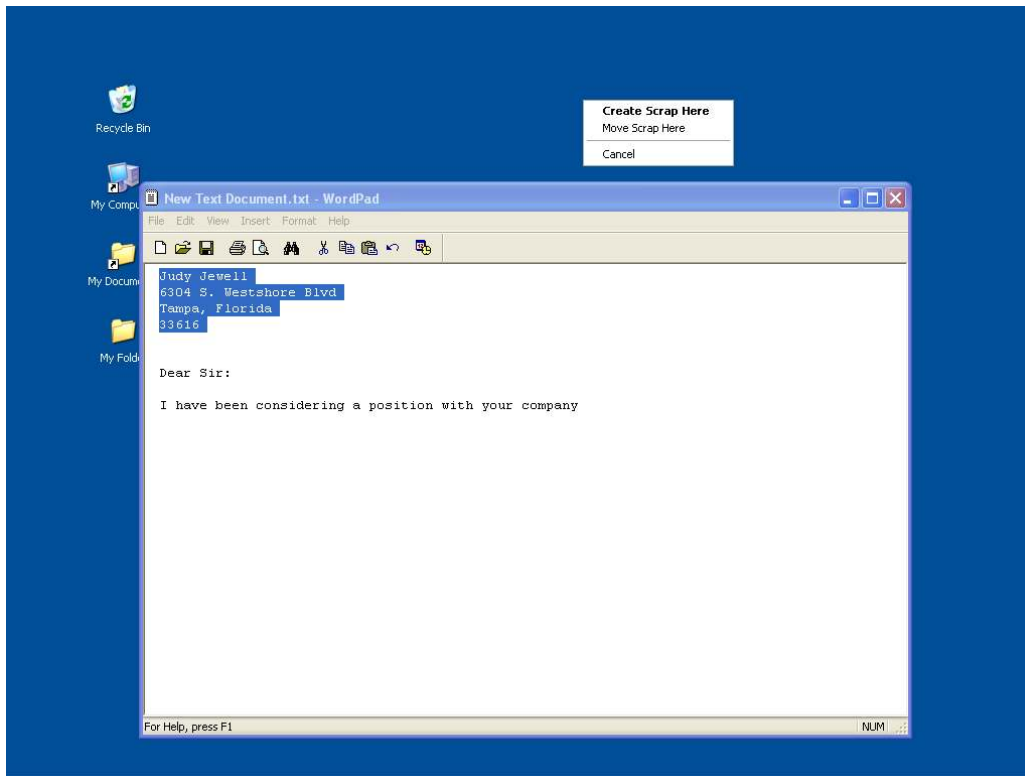
Scrap means putting part of a document on your desktop. Frequently used information can be placed on your desktop for easy access. Document scraps saves you time since you do not have to retype the same information over and over. For example, you can create a scrap containing your name, address and phone number.

Create or open a document containing the information you want to place on your desktop.

Highlight the information you want to put on your desktop.



Place the mouse arrow over the highlighted area, hold down the mouse button and drag the information to a blank area on your desktop.



Click “Create Scrap Here”



Windows creates a file called a scrap. The scrap stores the information you selected from the document.

The information remains in the document. You only made a copy to place on your desktop.