

Basic Instructions for Getting Web Text onto My Palm

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HOW DO I PUT TEXT FROM A WEB PAGE ONTO MY PALM?

- ?? Once you have found text that you would like to put onto your palm, highlight and right click on it, then select **COPY**.
- ?? Now you need to open up a new Word document. Once the blank document is open, right click anywhere in the document and select **PASTE**. The selected text should now appear in your word document.
- ?? Save the document (and take note of which folder it is saved in).
- ?? Open up Documents To Go by double clicking on your desktop icon. Once open, make sure your username is highlighted in the dropdown menu in the upper right of the screen.
- ?? Click on the **ADD ITEM** button. Navigate the directories to find the file that you wish to upload and click **OPEN**.
- ?? The desired document should now appear in the list of Docs To Go files.
- ?? Now just put your Palm in its cradle and press the hotsync button. This will put the new document on your Palm.
- ?? To open up your document on your Palm, tap on the Documents icon in Home View and select the desired file.