Internet Explorer
COPY TEXT FROM WEB
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Some times you want to copy text from a Webpage. Here's how to do it.

1. Go to the Website where you want to get the data.

2. Look to see if there is a "Print" button or link on the Webpage. This does not print the page, but, rather, strips away all excessive ads and links to reveal only the main topic for that page. (NOTE: Not all Webpages have this feature.)

3. With the Webpage still open, open your word processor, such as MS Word, WordPerfect, or WordPad. WordPad comes with Windows. To us it, go to the programs listing:
     A. In Windows 95, 98, Me, select Start Programs Accessories WordPad.
     B. In Windows XP, select All Programs Accessories WordPad.

4. Select the text you want to copy:
     A. Use the Edit > Select All (from the MenuBar) or use Ctrl+A (hold down the Ctrl key and touch the A key, releasing both immediately) to select all the text
     B. If you want only some of the text, Left-click, hold, and drag your cursor to select a specific amount of text.

5. Press Use Ctrl+C — hold the "Ctrl" key and touch the "C" key — or, from the MenuBar, select Edit Copy to "copy" selected data. Nothing appears to happen but all the selected data is now on your "Clipboard" which is a part of your random access memory (RAM).

6. Open word processor. To do this, either click on the word processor's minimized button on the TaskBar (at the bottom of your screen) or click on Start > All Programs and click on your word processor.

7. Paste what you copied using either Ctrl+V keys or, from the MenuBar, select Edit > Paste).

8. SAVE your work by using either the Ctrl+S keys or, from the MenuBar, select File > Save.

9. Name the file.
> A. I recommend you call the document by its topic plus a date code. I use a 6-digit code for year+month+day. An example would be "Copy Text From the Internet 070111" (without the quote marks) which might be the name given to the word processor file you created if you copied this file.
> B. If you are going to download a program or file, name the word processor document the same name as the downloaded program. Remember to save it in the same folder you are going to save the program. Thus, the program and this file will appear together, side-by-side, in the listing.

10. Return to the Internet by either using Alt + Tab keys or clicking on the minimized button on the TaskBar for your Internet Explorer or Outlook Express.