Drag and Drop Techniques 2
Email Tips

We are going to drag and drop into Outlook Express, but keep in mind that you can do the same thing with Hotmail or Yahoo.

Close all programs before starting.

1. Open up Outlook Express – click on the Outlook Express icon in the Quick launch area (lower left hand) of the Taskbar. It looks like this

2. Click on the Create Mail icon – upper left hand corner.

3. Open My Documents. Find a Word file called Robbies Pumpkin Pie and open it (double-click on it).

4. Press CTRL-A – this selects all the text.

5. Hold down the CTRL key and drag the text to the TaskBar over the New Message icon.

(Why do you have to hold down the CTRL key? Because if you don’t, you will move the text out of your Word Document).

6. When the email pops open, drag into the body of the window and release the mouse.

7. Open Internet Explorer. You should be at Google. Type pumpkin pie in the search box.

8. Click on Images (just above where you typed pumpkin pie). (Click here)

9. Choose one of the images – click on it,

10. When you get to the next web page, find the image – it’s on that page somewhere. Right-Click on it and click on Copy.

11. Click on your email in the Task Bar. Click the mouse at the bottom of the page. Hold down the CTRL key and tap the V key. (Ctrl-V – that’s the keyboard shortcut for Paste).

12. In the To line, type this address: alc@iw.net. You can CC it to someone else if you want. Also type in the subject line: My favorite pumpkin pie recipe.

13. Click on Send – then click on Check Mail – it will come back to your computer.