

## **LESSON 159**

### **ALL ABOUT SCRAPS**

Some Windows-savvy application programs can place scraps on your Desktop or in any folder. Scraps provide an easy way to pile up multiple notes on the Desktop or in any folder. You can then use these scraps at any time by clicking on the scrap and clicking on Copy. Now you can paste the text that you copied into any document. It's easier than clipboard and you can have multiple scraps. Here's how it works.

Click on Start and on Run. Type "WordPad" (without the quotes) and click OK or press the Enter key. Type text in the open box, highlight any part of the text and then, using the right mouse key, drag that text to and drop it on your Desktop. When you release the right mouse button, click on Create Scrap Here. If WordPad opens in full-screen mode, click on the large box icon in the upper right corner of the WordPad window to reduce its size so you can see your Desktop.

You have created a Desktop icon with the name Scrap. The scrap is a document containing the text you dragged and dropped on the Desktop. If you double-click on the scrap, WordPad will open and display your scrap text.

Both Microsoft Word and Excel allow you to click and drag scraps to the Desktop for use later. It really is a useful tool, and you can certainly impress your friends with your abundant computer knowledge

