



Working with Multiple Programs

Note: You don't have to save this file, the instructions are here just to show you how to save.

1. Click the **WordPad** program button on the taskbar to activate the **WordPad** window.
2. In the **WordPad** window, type **This is the picture I created**, then press **[Enter]** twice.
3. Click the **Paint** program button on the taskbar.
4. Click the **Select**  tool, and then drag a rectangle around the portion of the graphic that you want to copy in to your **WordPad** document.
5. Click **Edit** on the menu bar, then click **Copy**.
6. Click on the **WordPad** box in the taskbar.
 - **WordPad** should now be the active window.
7. Click **Edit** on the menu bar, then click **Paste**.
8. Click **File** on the menu bar, then click **Save As**, and save the file to your disk with the name **My WordPad File**.
9. Click the **Close**  button in both the **WordPad** and **Paint** program windows to close the open files and exit the programs.