


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.

DRAG HERE



*(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)**
Click on **Search Images**
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.