



Saving Files to a Memo

- Open E-Mail message
- Put the cursor on the first letter of the top line of the message (not the subject line).
- Push the trackwheel in, scroll up to and click on "Select"
- Press the "B" key.
(This will go to the "bottom" of the page and should highlight all the text)
- Push the trackwheel in, and press "Copy"
- Exit "Messages" and open "Memo Pad"
- Push in the trackwheel and click "New"
- Type in the "Title Section" whatever you want to name the file
- Use the trackwheel and scroll down to the main body of the new page
- Push in the trackwheel and click "Paste"
- Push in the trackwheel and click "Categories"
- Push in the trackwheel and either select a category you have already made, or make a new one.
- To select a category you've already made - scroll down until the cursor is on the category and push the "space" bar - or -
- To make a new category - Push the trackwheel and click "New"



- Name the new category in the highlighted box
- Click the trackwheel and the new category will be saved
- Once you've selected the category, push the trackwheel and click "Save"
- Push the trackwheel again and click "Save" again.
- To View files in a folder (category) you've saved files in - Push the trackwheel, scroll to "Filters"
- Scroll to the category you want and either:
- Push the trackwheel in and click "Select Option".
or
- Highlight the category by scrolling to it and pressing the "Space" bar.