

SAVING TO DISKETTE FROM ONLINE PA DUNLAP-HANNA FORMS DATABASE:

Once you have opened the full form onto the screen:

- Highlight text
- Pull down EDIT; choose *copy*
- Open Word Processor
- Pull down EDIT; choose ***paste special*** (You may have to pull down at the arrows to find more options beyond *paste*.)
- Choose ***unformatted text***
- Proceed with save function, that is, *file, save as*, change to the A drive, etc.