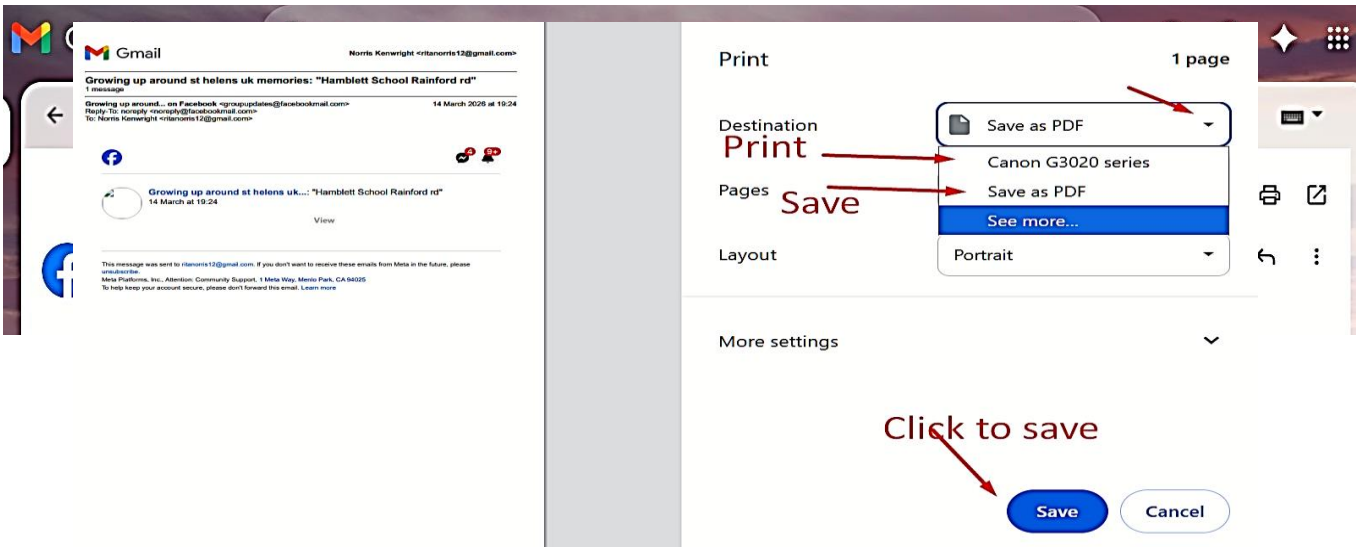
Saving emails.

When you receive emails do you save them in folders in your email program or just leave them in your Inbox? I have seen 1600 emails in one person's folders and inbox and I am at a loss to known how many of them can be useful if they are stuck in a myriad of other emails. Eventually the email program will be full. I personally do not save huge numbers and use other techniques to save the ones I really want in a folder. For example in Gmail. A method I use is to open the mail click on the "**Print**" icon, but I don't print it. If it is important I save it as a PDF file on my computer. Here is an email. Open an email.

If I click on the print icon and then click on the drop arrow I have the options of printing the text saving it as a PDF.



When I click on "**save as PDF**" and it will usually go to my Downloads folder but I can rename it and save it to anywhere on my computer. Now I can delete the email.

Note. When you have done this, change the instruction back to your printer option or it will always save emails as a PDF in future.

An alternative way of saving information from an email

There is another technique I can use to save the contents of an email as a word document. Open a word document and minimise it to the taskbar. Open the email.

In the image below is text in an opened email. If I **click just before** the "T" of "Thursday and then **hold down the shift key** and **click behind "2026"** all will be highlighted.

Thursday Tech Headlines – 19MAR2026

Every Thursday, we share tech headlines we find interesting (or disturbing), and we hope you find them informative or thought-provoking, too. You can read them all or pick the ones that interest you the most. So, click on the titles that pique your curiosity! We hope you will like our new Thursday Tech Headlines feature. If you do, please let us know!

PS: The headlines we pick do not necessarily reflect our opinions and shouldn't be taken as recommendations. We post these items to spark curiosity and encourage learning. Most of all, we hope you find them interesting or thought-provoking.

Tech Headlines for Thursday, March 19, 2026

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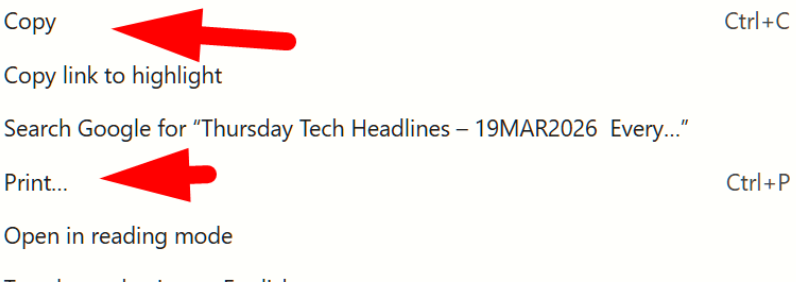
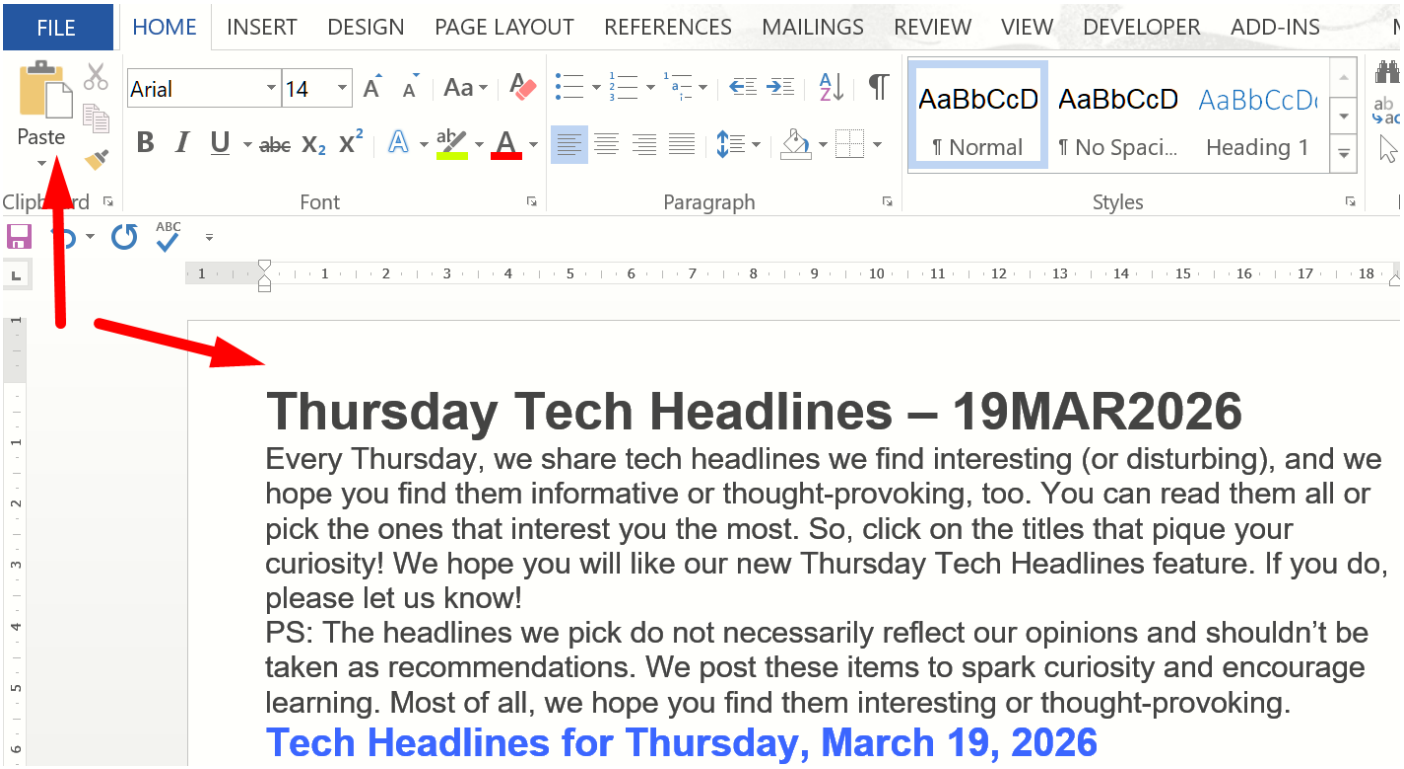
Tech Headlines for Thursday, March 19, 2026

If I **right click** on the **blue text** I can copy (or Print it). I will choose "**Copy**".

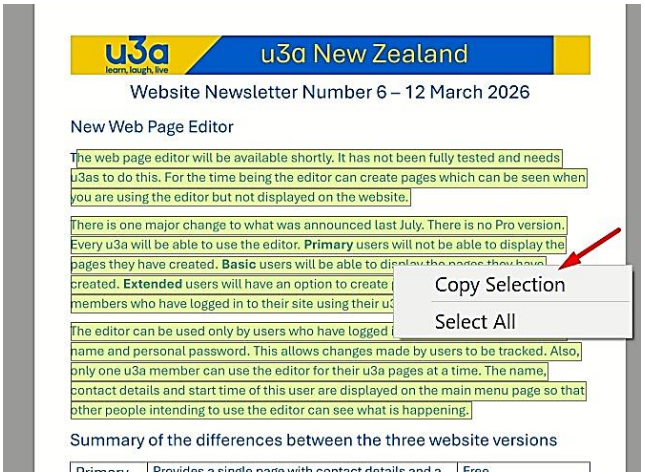


Now if I open the Word Document on my toolbar I can paste the text into it by the usual technique of pasting (using the Text icon or right click and paste).



Now you can save the document to a folder of your choosing. If I receive another email from the same sender I can open the original word document and paste the new information after the original text. I sometimes do this if I have a continuing number of discussion emails with someone. It is a good method of saving important information about any topic. You have the information in a document rather than an email.

Note.

This is also how I save information from any pdf file I receive which is opened in my Genius PDF reader.

I highlight the text I want to save, right click and choose “copy selection” and paste it into a new word document as shown peviously.