

How to copy and save portions of or whole Internet pictures or photos

Capture a **portion** of a picture:

- Find a picture or photo that you want to capture. This can come from the Internet, CD-Rom or any program.
- Hold down the Alt key and press the Print Screen (PrntScr) key
- Release the keys and the screen will be "captured" into the computer's memory (clip board)
- Open a Paint program. You can go to Start, Programs, Accessories, then Paint if you don't have a direct icon link.
- Click on Paste (from the edit drop down menu). Your captured screen should appear in the Paint screen.
- Use the select button in the Paint program and drag the select box over the part of the picture you wish to capture. You will now have a frame around the part of the image that you want to keep.
- Click on cut (from the edit drop down menu). You will cut out the portion you wish to keep.
- Save this as a picture in your multimedia file.
- Import this picture into any document you wish.

Copy a **whole image** from the Internet:

- Find an image that you wish to copy, any picture, photo or clip art.
- Click on the image with the RIGHT mouse button.
- Click on "save as"
- Save in your download or multimedia file on the hard drive or your network folder.
- To use the picture in a document go to the Insert drop down menu, picture, from file, and then type in the location where you saved your image.
- Find the image name and click "open" or double click the name. This will insert the image into your document.