

Using Images from the Web

I. Copy an Image

Using Explorer:

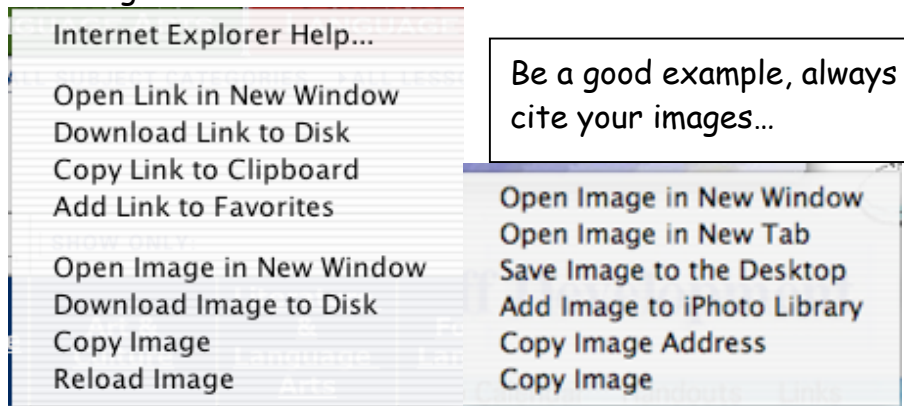
- Locate the image you wish to use.
- Drag the image to your document.

Using Safari:

- Position your mouse over the image you wish to download. Hold down the control key and then hold the mouse button down on the image.

You will get a menu that is similar to the one of the pictures below; each browser is slightly different.

- Select Copy Image.
- Open the target document. Select Paste from the Edit menu.



Download an Image

- Position your mouse over the image you wish to download.
 - If you are using a Mac, Control-Click the image.
 - If you are using a PC, Right-Click the image.

You will get a menu that is similar to the one of the above; each browser is slightly different.

- Select Download Image to Disk (Explorer), or Save Image to the Desktop (Safari).
- If you are using **Explorer**:, point to where you wish to save your image. Rename your image if desired, maintaining the three-digit extension (.jpg .gif, etc.). Click Save.
- If you are using **Safari**: the image will download to your desktop. You can rename it by clicking the image (on the desktop) once, then hitting Return or Enter. Always keep the three-digit extension (.jpg, .gif). Hit Return or Enter again when you are done naming the file.

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