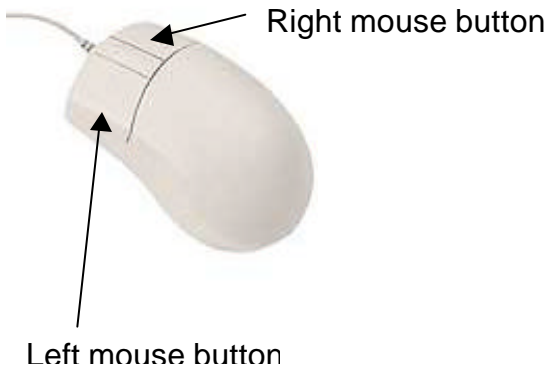


Saving Pictures from the Web

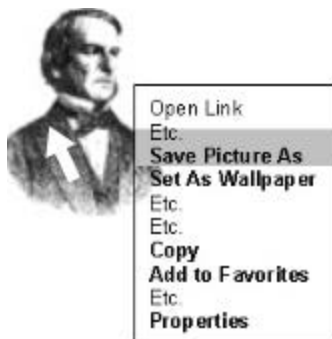
Let's say you've found a great picture on the web. You want to save it to a disk. Here's what you need to do:

1. Put a diskette in the A drive.
2. Look at your mouse. Notice the left and right mouse buttons. Place your hand on the mouse as shown, with your index finger on the left mouse button and your middle finger on the right mouse button.



The left mouse button is used for selecting the item you want. The right mouse button is used for opening a menu of shortcuts.

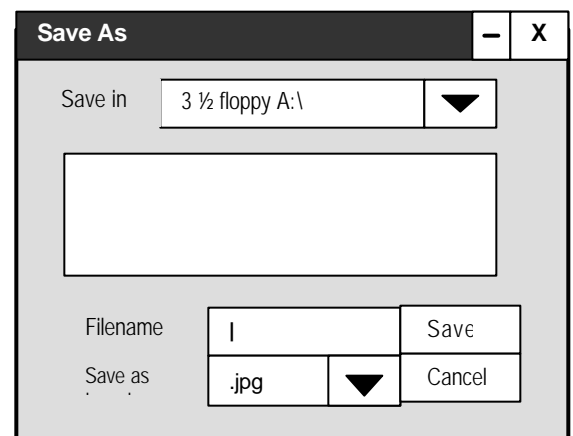
3. Using the Mouse, move the cursor over the picture you want to save. Click the right mouse button. You will get a menu like this:



Left-click on **Save Picture As**.

4. In the Print box, name your file like this:

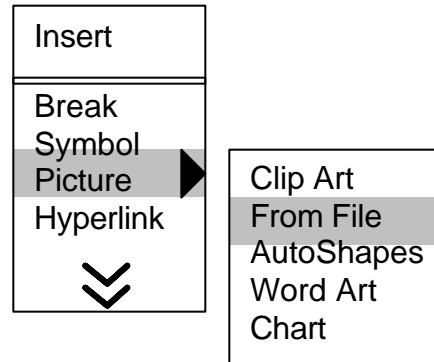
A:picture1.jpg



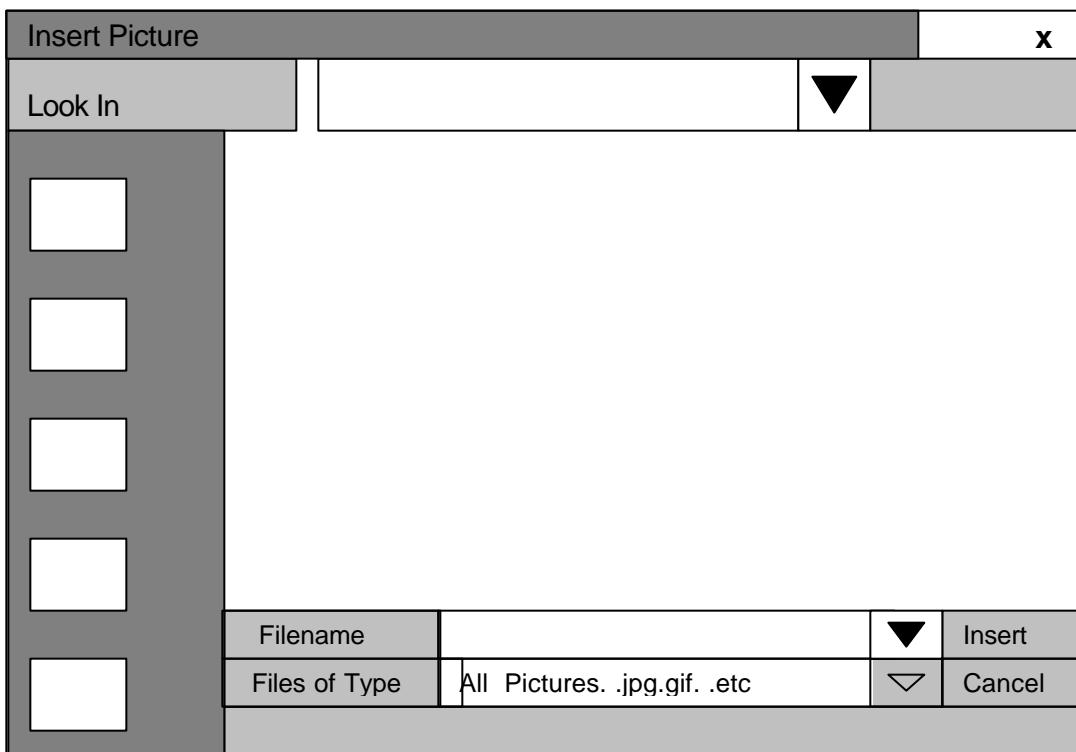
Using a Digital Picture in a Word Document

1. Open a new Word Document. Type the information you need.
2. When you want to insert a picture in your text, left click the Insert menu. You will see a box like this:

Left click on picture, then select From File.



3. You will see a box like this:



You can click the arrow by Look In to find the A: drive where you have saved your file. Click on the file that has the picture you have saved and click Insert. Your picture will show up in your Word document.

4. To size the picture, scroll up or down to the corner of the picture. Click and drag the picture by the corner to shrink or enlarge the picture without changing its dimensions .
5. Use the right arrow key to find where the picture ends and continue typing as before.