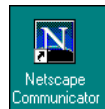


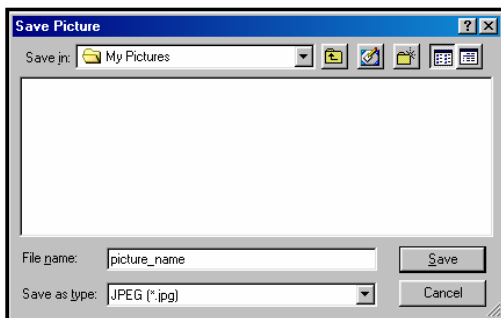
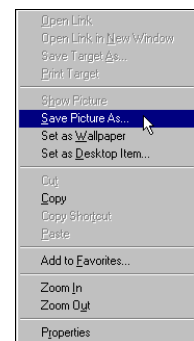
## Copy and Paste Graphics From the Internet

1. Open *Internet Explorer* or *Netscape Communicator*.



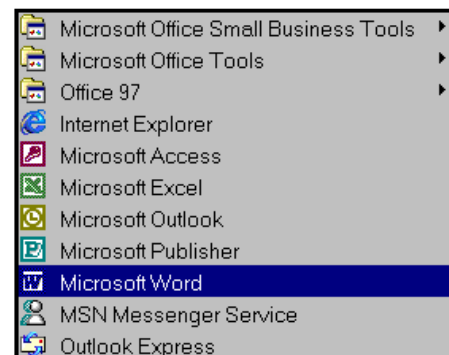
2. Using a search engine, saved bookmark, or URL entered in the **LOCATION** box of the Web browser; locate the graphic on the Internet that you wish to copy.

3. Right-click on the graphic. A drop down menu will appear. Click on **SAVE PICTURE AS**.



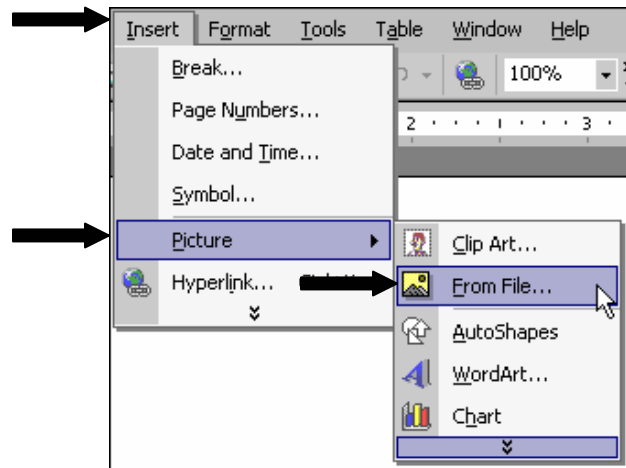
4. In the box that opens, choose where to save the file, choose a file name (or leave the file name as listed), and click **SAVE**. In the box below, the picture would be saved in the **MY PICTURES** folder.

5. Open a new word-processing document by selecting **START > PROGRAMS > MICROSOFT WORD**.

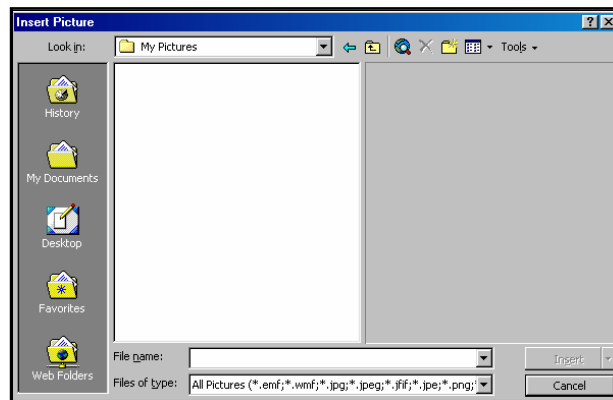


6. Place the mouse cursor where you want the graphic to be located and click.

7. In the menu bar, select **INSERT > PICTURE > FROM FILE**.



8. Browse to find your file in the box that opens. In step 4, the file was saved to the **MY PICTURES folder**. This would be where you browse to in order to find the file. Click on the file to highlight it. Click **INSERT**.



9. The graphic that you saved should now be displayed in the word-processing document. Be sure to explore the issue of copyright and plagiarism when teaching this skill to your students!