

How to Save a Graphic from the Internet and Insert it into a Word Document



- Go to the website that has the graphic that you would like to copy.
- **Right-click** on the graphic you would like to save.
- On the pull-down menu that appears, click **Save Image As** (or it may appear **Save Picture As**).
- On the dialogue-box that appears to ask you where you want to save the image, **select A Drive** (or you may want to save it in a folder on your hard drive C).
- Name the image so you will remember what you saved...

It is a good practice to name files with only lower-case letters ---
with no spaces or punctuation ---
- Go back to your Word document and make sure your cursor is where you want the graphic to appear.
- Go to **Insert** on the Main Tool Bar. Click on **Picture** and then **From File**.
- Go to the drop-down arrow beside **Look In** and choose where you want to save it.
- Find the name of the graphic you saved and select it.
- Click **Insert** and your graphic should appear where you wanted it.
- To resize, click on the graphic. After the dots that show it was highlighted appear, go to a corner and when you see a **diagonal arrow**, drag the graphic to the size you desire.