



How to Save a Picture from the Web

1. Locate the picture on the Web
2. Place the **cursor** over the picture
3. **Right mouse click** and a menu opens
4. Choose **Save Picture As** from the menu
5. A Save Picture dialog box will open
6. In the **Save In:** box near the top **select your My Documents folder or My Pictures folder**
7. In the same dialog box **type in a file name** that names the picture
8. **Click on Save**
9. **Open Microsoft Word**
10. **Click** where you want your picture
11. From the main menu, go to **Insert** and choose **Picture**
12. **Select From File**
13. An Insert Picture dialog box opens
14. In the **Look in:** box near the top **select you're My Documents folder or My Picture folder**
15. **Scroll** to find the name of your file
16. Choose the file by **clicking on its name**
17. **Click Insert**
18. The picture will appear in your document.

To Resize the Picture

1. Click on the picture to select it (the boxes, called handles, will appear at the corners)
2. Click on a corner and drag to enlarge or reduce the picture