

How to get Pictures from the Internet

- Open Internet Explorer
- Highlight the address in the address bar by clicking on it
- Enter the following: www.google.co.uk/



- Select the '**images**' link by clicking on it
- Enter the subject that you want to search for in this box
- Click on the '**Google Search**' button
- You should find pages of pictures for each theme

To save a picture

- Click on the picture with the right mouse button
- From the menu that appears click on **Save Picture As...** with the left mouse button
- In the Save Picture Box, select your own folder in '**My Pictures**' or create your own folder:



- Give your folder a name & double click on it to open it.
- Give your picture a meaningful name & click on **Save**



To copy a picture

- Click on the picture with the right mouse button
- From the menu that appears click on **Copy** with the left mouse button
- This will copy the picture to the clipboard (an area in the computers memory where you can save things on a temporary basis)

To paste a picture into a word document

- Open the word document you are working on and you will see a cursor flashing on the page, this is where the picture will go.
- Click on the page with the right mouse button
- From the menu that appears click on **paste** with the left mouse button

To position a picture on the page

- The picture will be placed in the page where the cursor is flashing.
- If you want to centre the picture, make sure the picture is selected by clicking on it. Then click on the **center** button on the formatting toolbar
- To move the picture downwards on the page, press the **Enter/Return** key (remembering to select the picture first!)



Here are some web sites to look at...

<http://www.flamingtext.com/> - free text, buttons & arrows

<http://www.webshots.com/> - free photos

<http://www.clip-art.com/index.php> - links to lots of free clipart

<http://www.inspirationalthoughts.co.uk> - greetings, message cards, & a selection of pocket-sized cards of verses, poems, quotations, sayings and prayers...