

## Finding and Saving Picture From the Internet

It is often helpful to be able to find and use images from the internet to complete your printed work. This is really a two step process. First you must find the pictures you wish to use, and then you must import them into the program you are using. These instructions cover step one of these processes.

1. Open the **Internet Explorer** by double clicking on the **Internet Explorer** icon on the desktop.
2. First click on the box beside address at the top of your explorer. The current address should be highlighted in blue. Now enter **google.com** in that box to go to the search engine (or enter another address to go to another engine of your choice).
3. Press **Enter**.
4. The search engine page will appear with the cursor blinking in a blank box. In this box, enter a brief description of what you wish to find—eg, Boy, bird, car, Paris, statue of liberty, etc.
5. Above this box, click on the underlined word, **Images**.
6. Now click on **Search Images**.
7. You will see several small pictures that match your search description. You will want to note the size of the image under the pictures that look good to you. If the size is too small, (in the low hundreds) the picture will loose too much quality when you enlarge it to use in a project. Larger numbers are better for larger pictures.
8. Decide which picture you would like to use. Double click on the small picture to go to the website where the picture is found. You may need to find the picture on the new website, and double click on it again to see what it is really like.
9. Right click on the picture when you decide to use it, and then click on **Save Picture As**.
10. The save picture box will appear with the **File name** will be highlighted in blue. This name is often not very descriptive, and you would be wise to enter a short title for you picture that will help you find it in the future.
11. In the **Save as type** box, you should select a format that easy to use in other programs. JPEG or Bitmap files are two formats that are easily used universally. On the drop down menu, be sure to highlight one of these two types.

12. Click **Save**.
13. Your picture is saved to your drive, usually in the **My Pictures** folder, and you are returned to the search engine you were in.
14. Click the **Back** button until you return to the small pictures you found in step 7. You can repeat the save process by repeating steps 7 to 13.
15. If you wish to modify your search phrase, click **Back** until you see the search box you filled in at step 4. Make any changes you wish, and repeat the search process from step 6.
16. When you have found the pictures you wish to use, close the internet explorer by clicking the red **X** in the top right corner.

### **Finding your Pictures**

1. Click **Start** in the lower left corner.
2. In the next pop up window, click **My Documents**.
3. In the next pop up window, click **My Pictures**.
4. You should see the small picture of the image you saved.
5. Double click on the small pictures you saved to view them in a larger size.
6. To view the next images, click the red **X** in the upper right corner of the window showing your picture. You will be returned to the **My Pictures** box, and can view other saved images.

From this point, you can either copy and past pictures to the places you want them, or you can go through the import process of the other programs you use to import the pictures in to reports and documents.