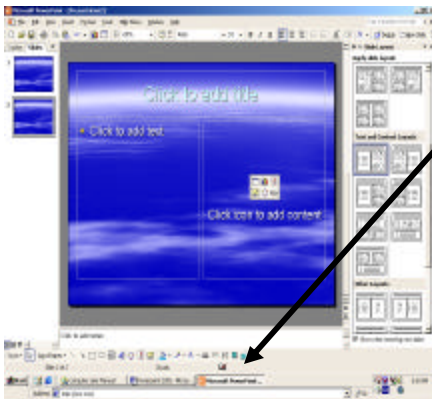


How to Use Pictures From The Internet

The fastest way to get pictures in your work is to cut & paste a picture from the internet. This is a simple process. However, you should keep track of where you get the picture and include a reference like the following.

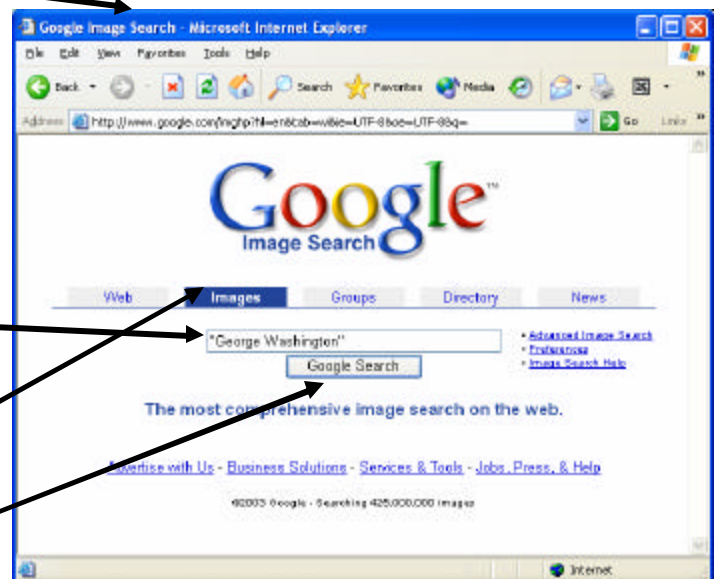
Happy.jpg. Retrieved January 11, 2004 from <http://www.happygolucky.com>.

1. Have the program open that you want the picture to be in, for example MS PowerPoint. Minimize the program by clicking on the box with the minus sign in the upper right hand corner.



This will reduce the program to the bottom status bar of your computer screen.

2. The next step is to open your Internet Browser, most likely MS Internet Explorer.



3. Go to any search engine such as www.google.com Type in the Search Box the kind of pictures you want.

Don't forget to put multiple words in quotation marks ("").

4. Then, most importantly, click on the "Images" tab so that only pictures will be brought back for you to see. Click on the "Google Search" button. Then you will see various pictures as the result.



To copy a picture

5. "Right Click" on the picture you want. You will see a drop down menu appear.
 - Click on "Copy."
6. Minimize the Internet Browser (*click on the minus sign in the upper right hand corner*).
7. Click on MS PowerPoint on the bottom status bar. It will open fully.
8. "Right click" on the PowerPoint slide. A drop down menu will appear.
 - Click on "Paste."
9. The picture will be somewhere on your slide. Then you can position it and scale it as needed.