

# Inserting (copying) pictures from web sites

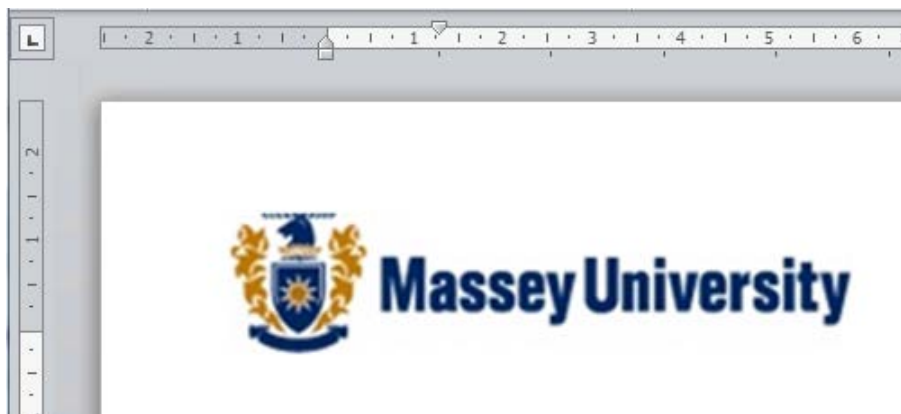
## Microsoft Word

You may find some good pictures from the Internet and wish to use them for your documents.

1. **Right** click on the graphic (e.g., Massey logo) that you wish to copy on the website > **Copy**

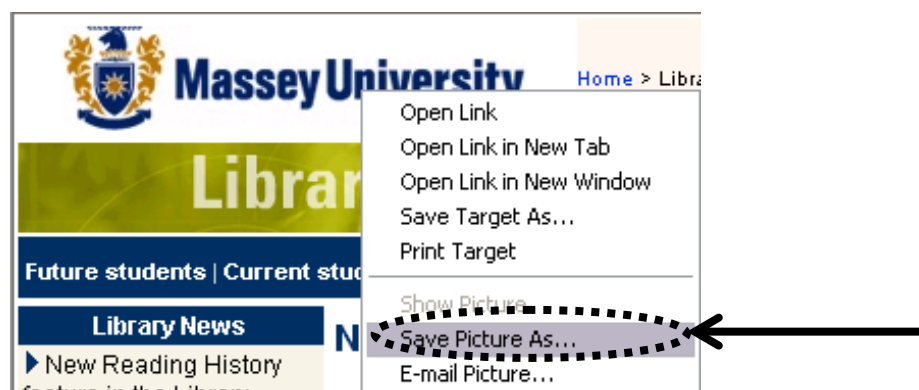


2. Go back to your document > **Paste** (CTRL + V)



### Tip: Saving an image from the web site

If you wish to keep the image, for later use, you can save it onto your computer.



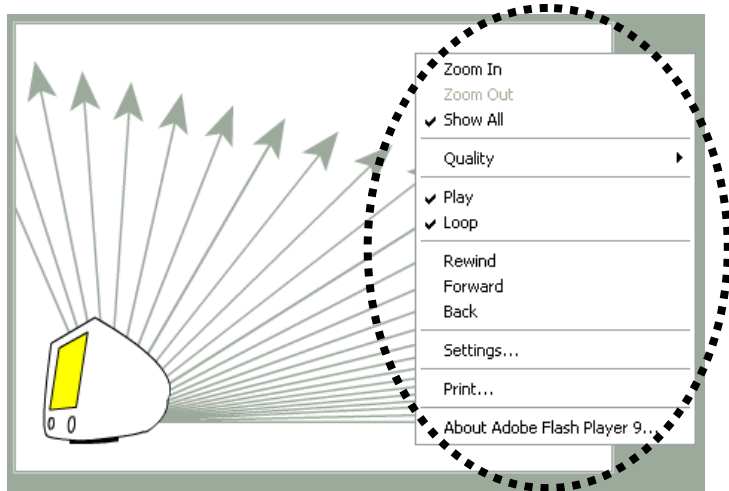
## Troubleshooting:

When **right** click menu doesn't give you "Copy" or "Save As" options, the image you see could be some kind of video clip format.

For example, QuickTime and Flash movies are below. These ones are difficult to save as a picture image but capturing a screen snapshot would be a way to go! Please see the screen snapshot tip.



Apple QuickTime Movie



Adobe Flash Movie

Tip: *Image Google* - <http://images.google.com/> or <http://search.live.com/images/>

To get graphic images from the Internet quickly, Image Search Engine would be quickest by searching with key words.



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