

Downloading a Picture from the Web

1. Launch Microsoft Internet Explorer.
2. Locate a webpage with a picture you wish to download.
3. Right-click one time on the picture to bring up the context menu
4. Choose "**Save picture as . . .**"
5. Navigate to a place where you know you can retrieve your picture at a later time.
6. Check the name of the file. Make sure it's something meaningful.
7. Click **Save**.

The same process works with Netscape Navigator, but the context menu reads "Save Image As . . . "

=====

To Insert a Saved Picture into PowerPoint or Word

1. Launch application.
2. Click **Insert > Picture > From File**
3. Browse to the saved picture file you wish to insert.
4. Click once on the picture, click **Insert**.