

How to Import Internet Pictures to a Word Document

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Part I: Getting the Picture From the Internet

A. Launch your browser and find the web site that shows the perfect picture for your work. (Be sure you are not violating any copyright laws when you “borrow” the picture – check the stipulations on your web site and remember, it’s always a good idea to cite your source).

B. If you are using a PC, put the mouse pointer on top of the picture, and **right click the image**. A pull-down menu will appear showing a variety of commands. (If you are using a Mac, you can click and hold to see options for saving.)

C. Select **Save Image As**. A dialogue box will appear. **Set your drive** (a or c) and folder (if using the c drive). A file name will appear, but you may wish to change the file name to something you will remember. NOTE: if you are inserting into Student Writing Center you must save the image as a bitmap, PCX. or as a Metafile.

D. Now save the picture to your disk.

Part II: Inserting the Picture Into a Document

A. Open the document. From the Menu, select **Insert/From a file**. Insert the picture as you would any graphic except this time you must select from the file where it was saved.

Part III: Formatting the Picture Into a Document

A. Move and resize the picture as you would any graphic object.

B. If the picture does not move, it may be an **inline** picture – one that is positioned directly in the text at the insertion point. This picture needs to be converted to a floating picture so that it can be formatted with the text.

C. To change an inline picture to a floating picture, **right click the picture**, A pull-down menu will appear. **Select Format/Picture**. **Click the Position tab**. **Select float over text**.

D. Now **click the Wrapping tab** to determine how the graphic will allow text to wrap around it.