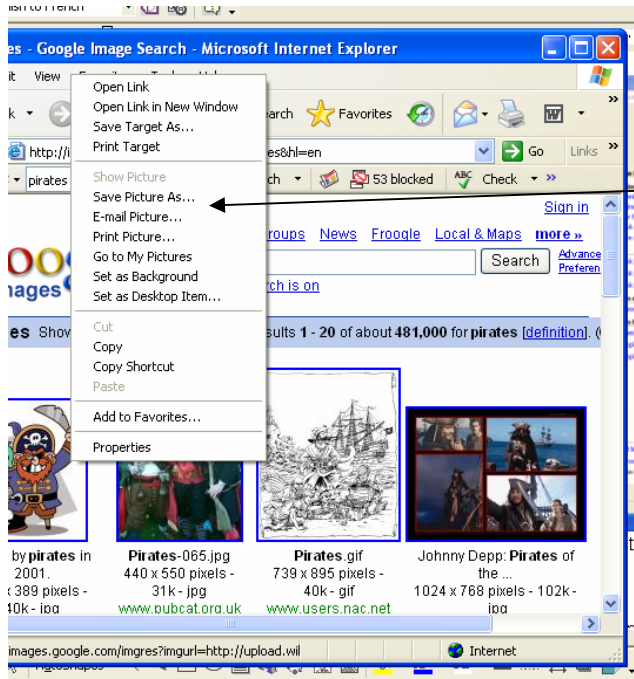


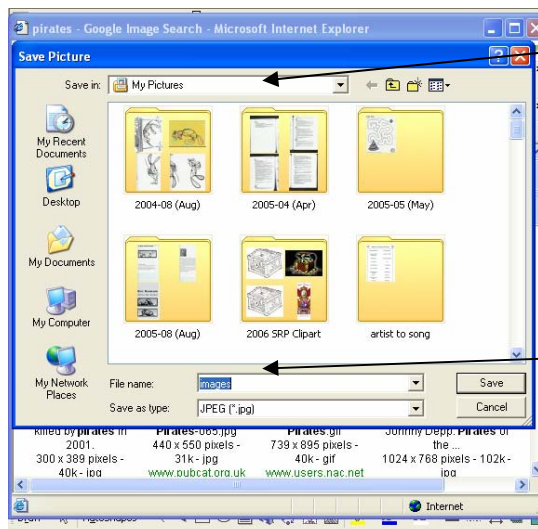
# Download an Image

1. Put your mouse over the image.
2. Right click the image
3. Choose “**save Picture as**”



Click on  
“Save Picture As”

4. A dialog box will appear. Choose where you would like to save the image.



Save in  
My Pictures

Insert  
File name here

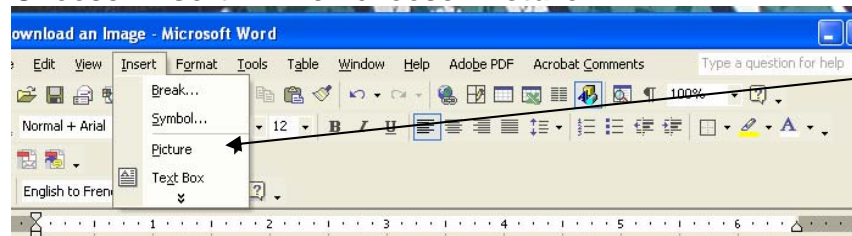
Most of us save it in our ‘**My Pictures**’ folder.

5. Once you choose where you want to save it, you can rename it in the “file name” box.
6. Click Save and you’re done.

# Inserting an Image into a Document

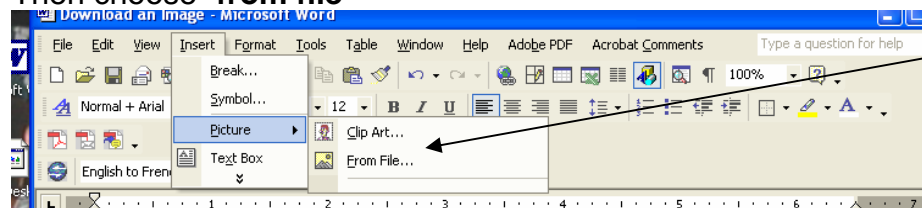
To insert an image in a document, put the cursor where you want the image to appear.

Choose **“Insert”**. Then choose **‘Picture’**.



**Insert  
Picture**

Then choose **“from file”**



**Choose  
From File**

If you saved it in **My Pictures**, find that folder, and then find the picture in that folder



**My Pictures**

**Choose your  
picture and  
insert**

Choose your picture and insert, and it's in your document