

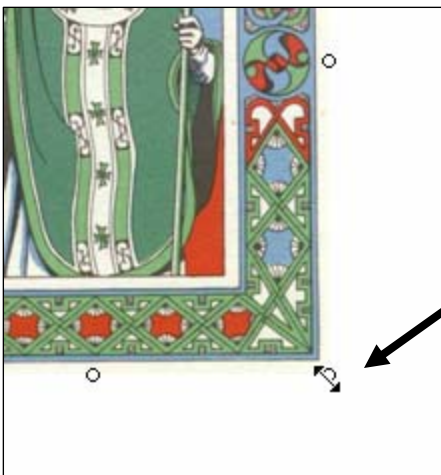
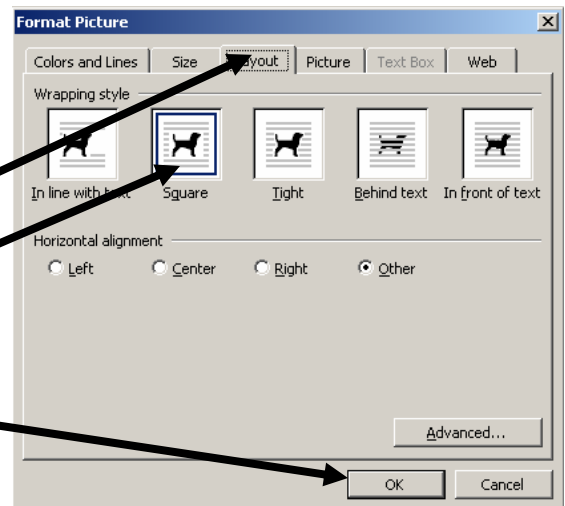
# Copying and Pasting Images

## Copying and pasting pictures from the Internet:

1. Go to [www.google.com](http://www.google.com)
2. Click on images
3. In the search box type a word for the picture you want.
4. Right -Click on the picture you want to copy
5. Click on “copy”
6. Open the document where you want to put the picture.
7. Click in the place where you want to put the picture.
8. Click on “edit”
9. Click on “paste”

## Formatting and resizing your picture

1. Click on the picture
2. Click on “format”
3. Click on “picture”
4. Click on “layout”
5. Click on “square” and “ok”



6. Click on the picture again.
7. Hold the mouse over the corner of the picture until you see two arrows like this.
8. Click and drag to make the picture bigger or smaller.

**Copyright:**

Be careful.

- You can only use these pictures for class.
- These pictures are not our pictures by law.
- You cannot use these pictures for a business
- You cannot use these pictures for a website
- Only for studying and educational purposes

