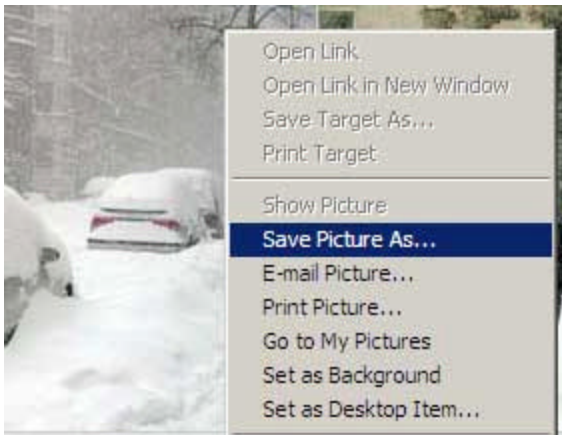


WINDOWS XP USERS

Saving a web image on the hard drive

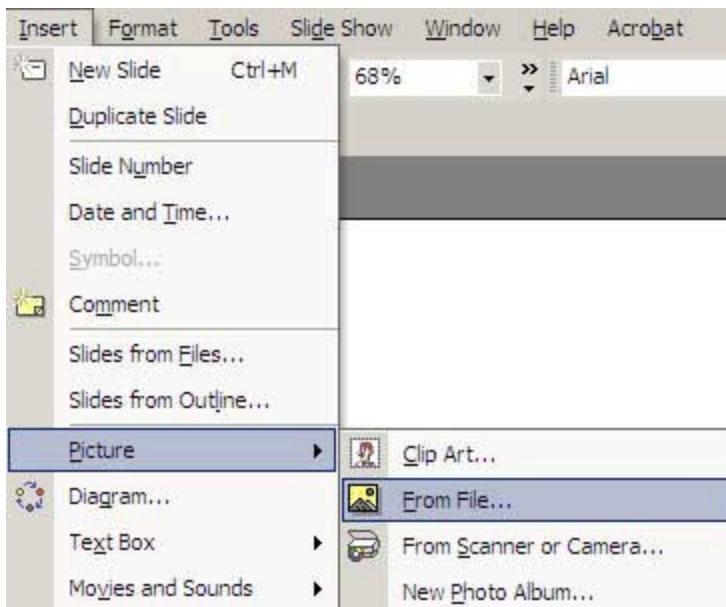
1. Hold your mouse arrow over the image, and right click your mouse.



2. Choose "Save Picture As" and choose the folder to save the file in.
4. On your "Save As" screen, you'll notice a "File name:" box. Here is where you'll name your image file: myimage.gif or myimage.jpg
5. The file extension .gif is recommended for graphics that are not photographs. The file extension .jpg is recommended for photos for best quality.
6. Once you've named your image, click "Save", and you're done.

Adding a saved picture from hard drive to PowerPoint:

1. Choose a slide to put your picture on.
3. Click on *Insert* (on tool bar). Then click on *Picture*, and then choose *From File*.



6. Click on the triangle next to the *Look in* box.
7. Click on [C:] or wherever the picture is stored on hard disk
8. Double click on the name of the saved picture.
9. Place the picture where you want it on the slide.

MAC OSX USERS

Saving a webimage on the hard drive

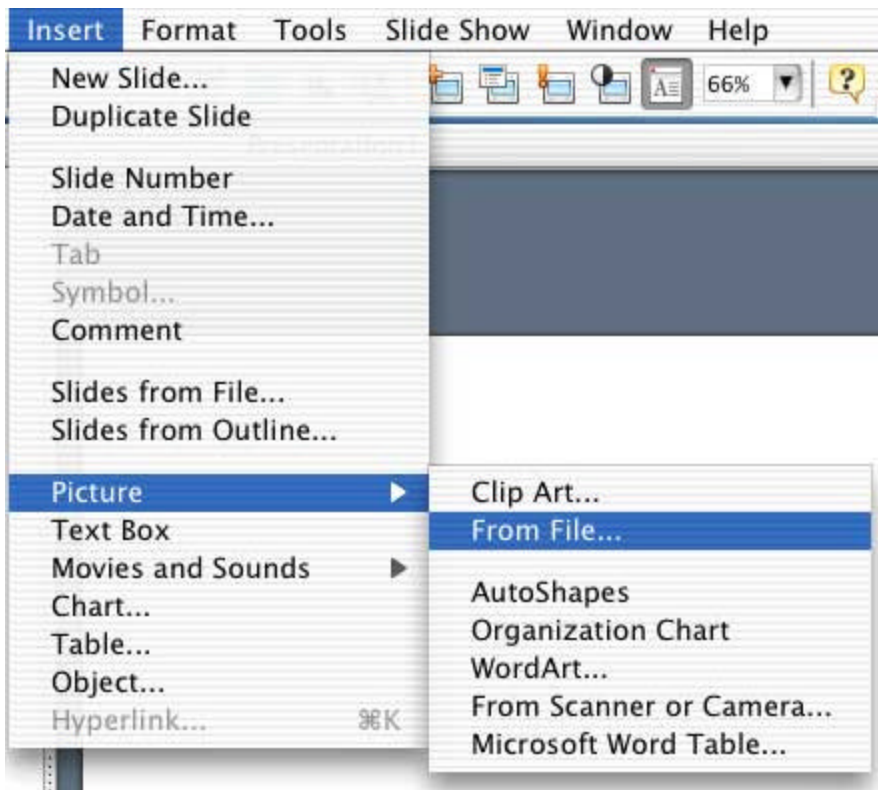
1. Hold and press down the control key and click your mouse.



2. Choose "Download Image to disk".
3. Your hard drive access screen labeled "Save As" will appear where you can choose the folder to save the file in. You can normally place the image into the same folder as web page file.
4. On your "Save As" screen, you'll notice a "File name:" box. Here is where you'll name your image file.
5. The file extension .gif is recommended for graphics that are not photographs. The file extension .jpg is recommended for photos for best quality.
6. Once you've named your image, click "Save", and you're done.

Adding a saved picture from hard drive to PowerPoint:

1. Open PowerPoint.
2. Choose a slide to put your picture on.



3. Click only once on the picture box if there is one on the slide.
4. Click on *Insert* (on tool bar).
5. Click on *Picture*, and then choose *From File*.
7. Browse to the location where the picture is stored on the hard disk
8. Double click on the file
9. Place the picture where you want it on the slide.