



IT Support User Guides

Help and advice with using computers and our network

Internet: Copying and saving text and images

Copying and pasting text from the Web to Word

On the Internet Web Page

- **Highlight** the text you want to copy

From the Internet browser menu bar

- **Click** on **Edit, Copy**
- **Open Word** by going to **Start, All Programs, MS Office XP, Microsoft Word**

From the Word toolbar

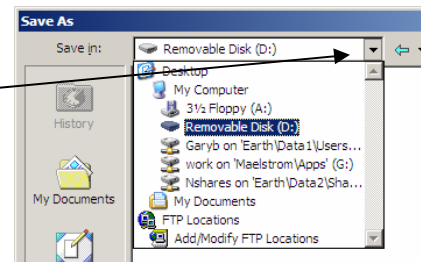
- **Click** on the **Paste** icon



The copied text will now be in the new document.
Further text can also be added

To save the document

- **Click** on **File, Save As**
- **Click** on drop down arrow
- **Click** on floppy, USB drive or F drive
- **Type** in a filename
- Keep adding text to this document as many times as you wish
- Always **save** the document after each text addition



To move from one application to another, use the icons on the Taskbar



To return to the Internet Web Page

- **Click** on the **Internet** icon (on the **taskbar** at the bottom of the screen)

To choose more text from Web Pages

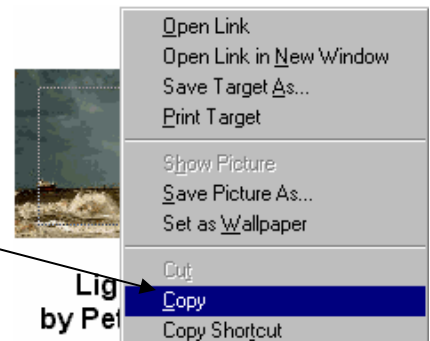
- **Highlight** the text
- **Click** on **Edit, Copy**

Word is already open

- **Click** on the **Word** icon on the Taskbar to get back to your document
- **Click** on the **Paste** icon on the Word toolbar and **Save** the document again

Copying and pasting images from the Web to Word

- **Place** your mouse pointer over the image you require
- **Click** with the **right mouse button**
- **Click Copy** from the menu list
- **Open Word**
- **Click Edit, Paste**



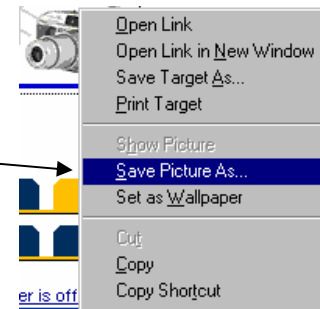
The image will appear in the word processed document



Saving an image

Use mouse to position pointer over the required image
Click the right mouse button

- **Click Save Picture As**
 - **Click on** floppy, USB drive or F drive
 - **Type the file name**
 - **Click Save**



Saving the whole webpage

WebPages consist of several files containing the browser settings, images and text.

- **Click File**
- **Click Save As**
- **Click on** floppy, USB drive or F drive
- **Type the file name**
- **Click Save**

