



Saving Graphics from the Internet

**Outreach and Technical
Assistance Network
<http://www.otan.us>**

If you find a graphic or image on the Internet, you can quickly save this image to your computer to use in your class handouts or for educational purposes. Be sure to comply with all copyright laws in the process. To save an image from the Internet, use the following steps:

Find the Internet image you want to use.

1. Right-click on the image

or for a Mac

Click and hold on the graphic.

2. Choose the Save Picture As... option
3. Browse to a location on your computer where you wish to save the image.
4. Choose the save button.

Whenever you want to insert this image in programs like Word, PowerPoint or on a Web page, you will just need to navigate back to the location where you saved the image on your computer.

