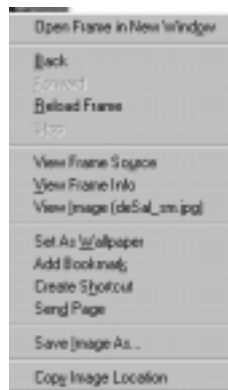


How to Download an Image and Import it into MS Word



1. Find a digital image that you want to use. Enlarge the image to level you wish, by clicking on it.



2. **PC users:** "Right click" on the image using the button on the right side of your mouse. A menu appears. Select **Save Image As...** **Mac users:** Choose 'Save as...' from the File menu. It is recommended to save your images in JPEG (jpg) format to insert them easily into an MS Word document.

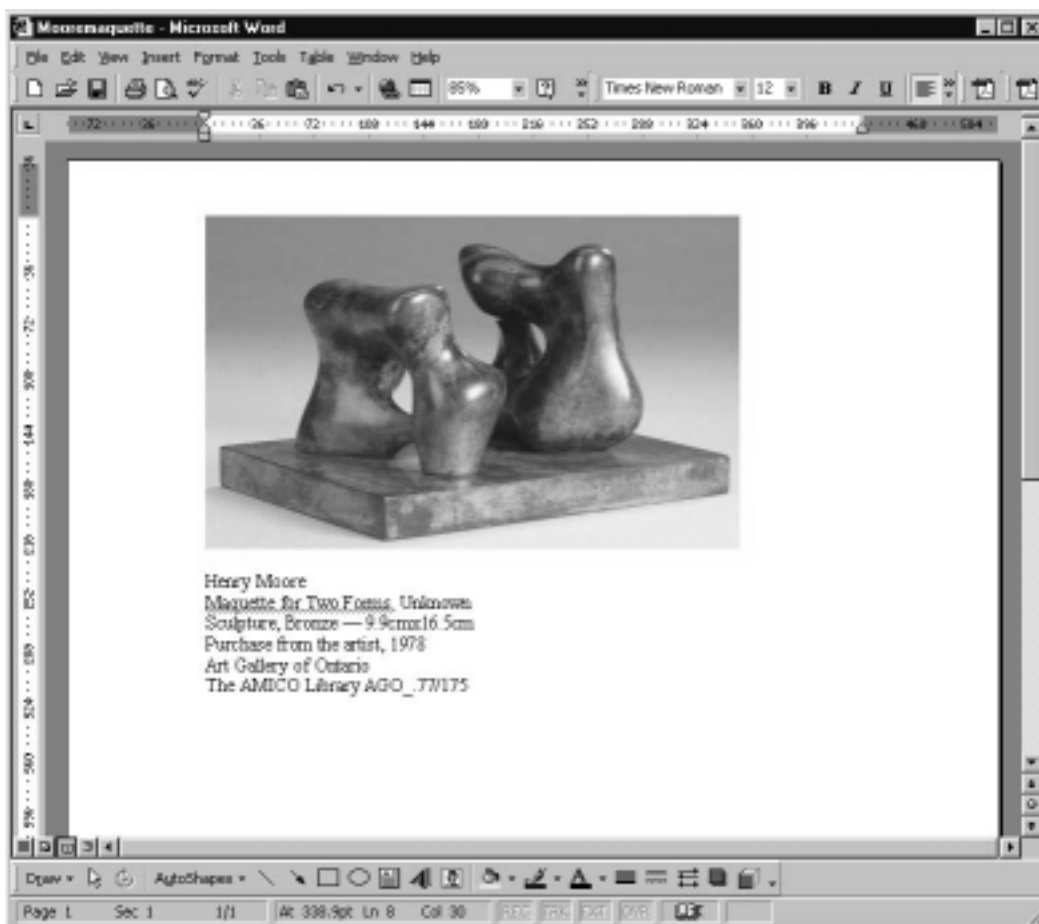


3. A dialogue box opens and asks you where you want to save the image on your computer. Use a diskette, or choose a place on your hard drive where you can easily find the image. You may also want to rename the image so that you can easily recognize it.

7. Your image should appear in your MS Word document. If you want to make changes to your image in the Word document, make sure you have your picture toolbar visible. Go to your main menu and click on **View**. Click on **Toolbars**. Click on **Picture** and the picture toolbar will appear. **View** ⇒ **Toolbars** ⇒ **Picture**. It looks like this:

The **Picture Toolbar** allows you to format the image, crop it, change it from color to grayscale, change

brightness and contrast, and wrap text.



8. When your image is in MS Word document, save it. Next, cite the work of art. See the Citation Practices section of this handbook on pages 31-32. If you want to, you can add more images and text to your Word document. Don't forget to save it!

Thanks to Dina Helal at the Whitney Museum of American Art for these instructions.