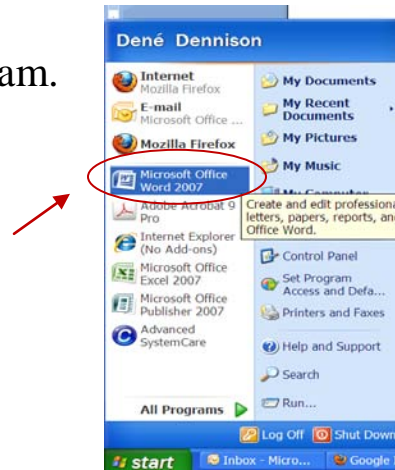




Using Google Images in Microsoft; PowerPoint, Word, or Publisher

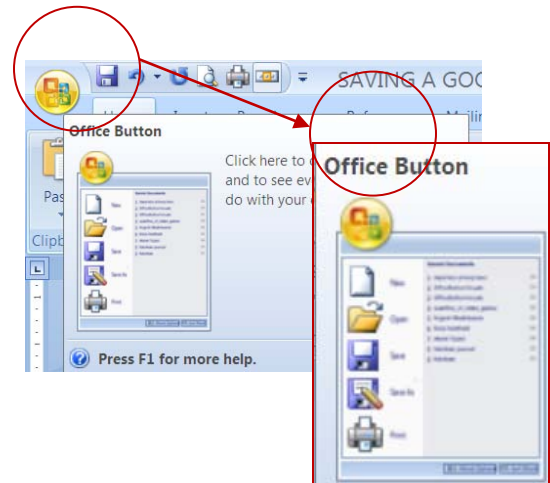


1. Open the program.



2. Using the Office Button, create a new document by clicking on “New” or open an existing document by clicking on “Open”.

**Please note: if you are using Office 2003 or earlier, instead of using the office button, you will click on “File” in the upper left hand corner then click “New” or “Open”.*

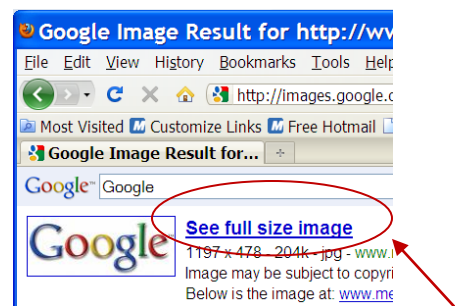


3. Minimize your program

4. Using the web browser of your choice (today we’ll be using Internet Explorer), go to Google and click on “Images”.

5. Type in a keyword for the picture you want to find. Click Search.

6. Once you have found the picture you’d like to use, double click on the image.

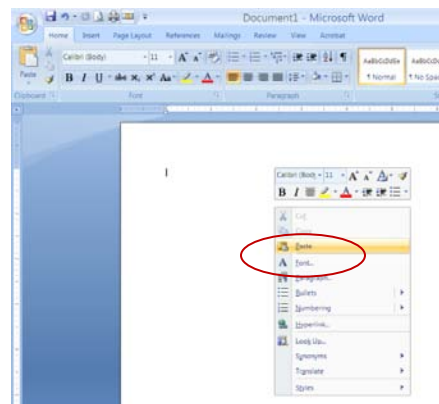
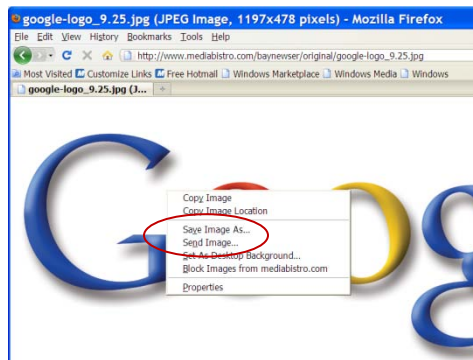




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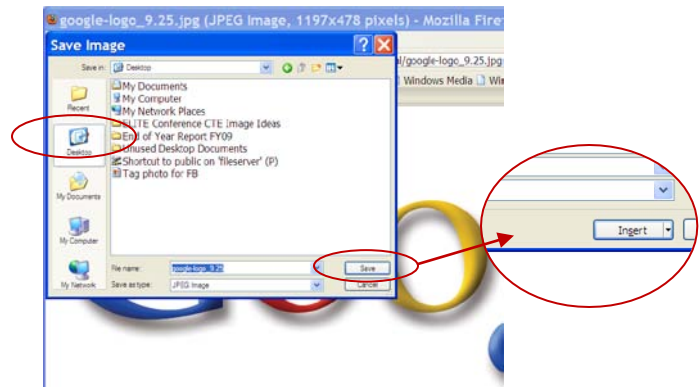
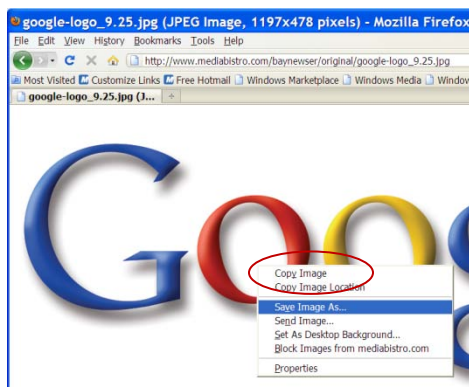


7. After the link opens to the website source of the image, click on “See full size image”.
8. Once the link opens to the full sized Google image, you can do one of two things:
 - a. Right click and copy the image. Then, maximize your program document, right click, and paste the image.



- b. Right click and “save as”. Save the image to your desktop or “My Pictures”. Make sure to name the picture and then click save.

After you have saved the picture to your computer, maximize your program document, click on the “Insert” tab, click “Picture”, and choose the Google image you have saved. Next, click on the image once and select “Insert” (located on the bottom right corner of the dialog box).



Using Google Images in Microsoft; PowerPoint, Word, or Publisher



Important Tips:

1. Some pictures from Google image will not paste correctly if they are copied and not saved. For example: if after pasting an image it seems fuzzy and/or has a discolored background, please follow the instructions using 8-B and the image should insert correctly.
2. If you're searching for cartoon type pictures, using the term "clip art" is a good start to finding what you're looking for.
3. To narrow your search you can add descriptors such as; male chef clip art, blueberry pie clip art, etc.

