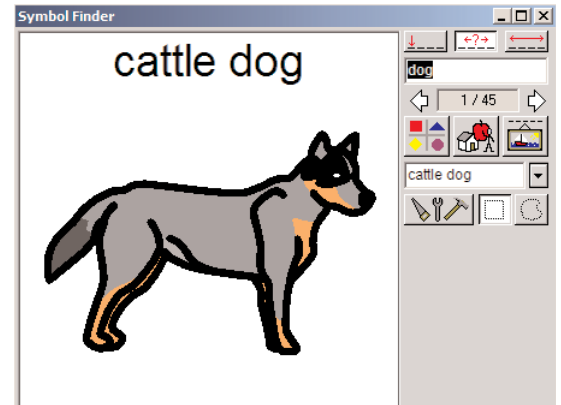
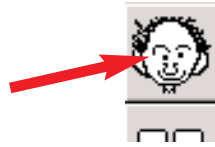


Copying and Pasting Pictures from the Internet to Boardmaker

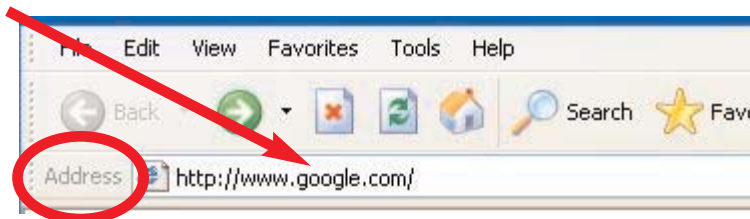
1. Open Boardmaker and Click on the Ugly Man



2. Open your internet and Search for Pictures

Typing in the name of company or site

- Click where the browser says Address
- Highlight the text and press the delete key on the keyboard.

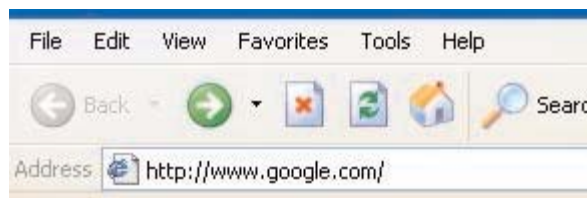


- Type in the name of the company or site you wish to find.

Omit http:// (Example: *www.google.com*)



- Netscape or Explorer should add the rest of the text that is required as shown below



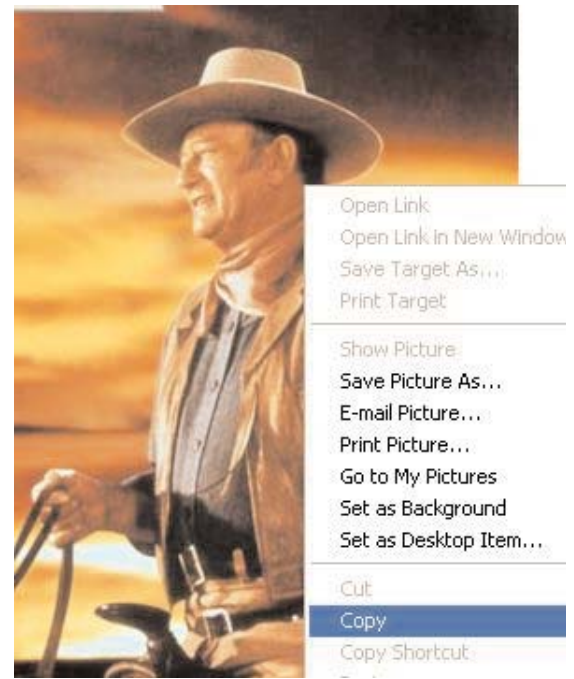
3. Copying pictures from the Internet

(Specifically Google Search Page the you typed in above)

- Once you get to the Google search page.
- Click on **Images**.



- c. Click **Google Search**.
- d. Click and hold down on the picture you wish to copy.
- e. You should see a menu.
- j. Drag in the menu to **Copy this image**.

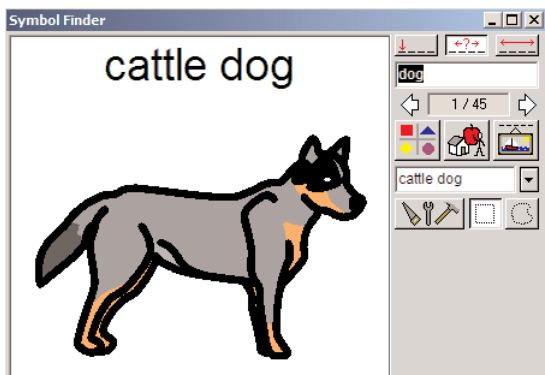


4. Pasting from the Internet into Boardmaker Outline

- a. Click on the Boardmaker Icon on start menu to bring Boardmaker to front.



- b. Make sure you are in the Picture Library as (shown below)



- c. Click on the **Edit** menu and drag down to **Paste**.

- d. The new picture will appear in the window with no name above it.

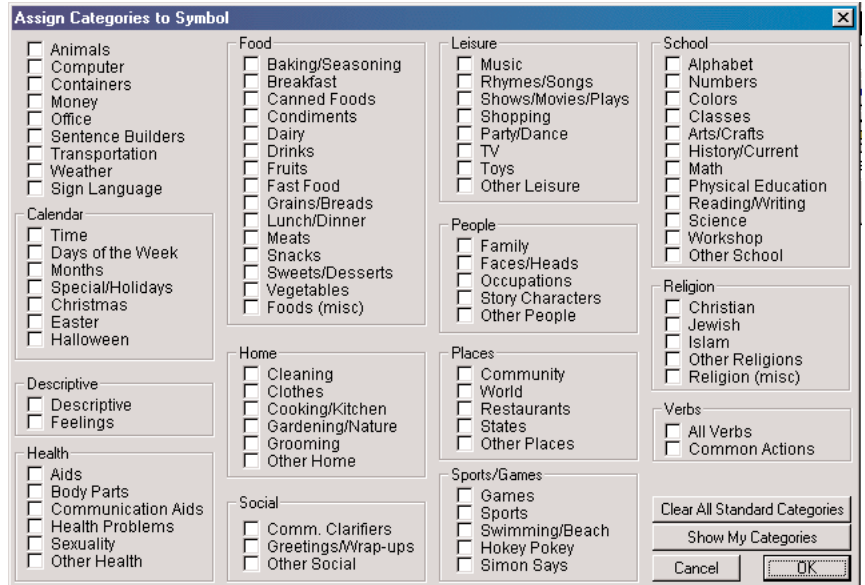
e. To **Add a Name...**

1. Click on the blank below **Add a Name**
2. Type in the name of the picture.
3. Click **Add a Name**.
4. You may give a picture as many names as you wish



f.. To **Assign a Category..**

1. Click **Assign Categories**
2. Check one of the boxes shown to assign a category.
3. You may assign more than one category to each symbol.



g. Click **Ok.**

*If you have a digital picture saved to your computer you will right click and drag down to **Import Picture** for better picture quality.*

1. Right click and drag down to **Import Picture.**
2. Click on picture you have saved. (Example 3pigs.jpg)
3. Click **Open**

