

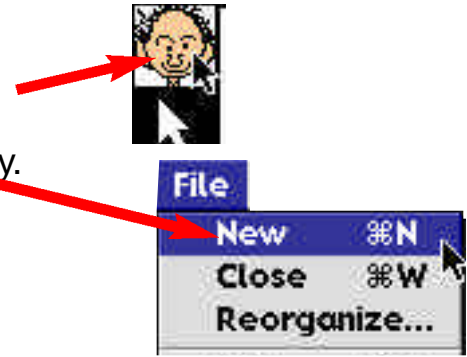
Copying and Pasting Pictures from the Internet to Boardmaker

Open Boardmaker and make a new picture library

(Above seen in Boardmaker Outline)

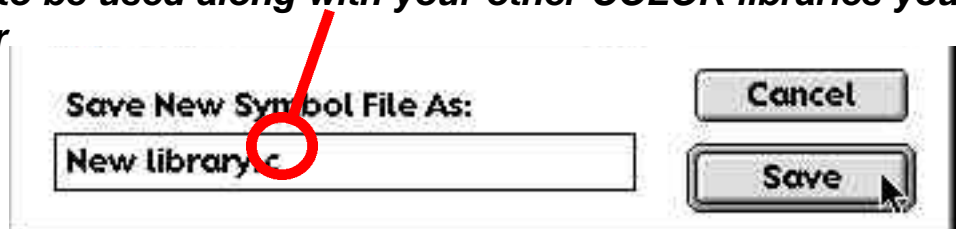
Creating a New Picture Library -

- Click on the ugly man to get into the picture library.
- Click on the **File** menu and drag down to **New**.



- Name the library when the save box comes up.

***In order for the library to be used along with your other COLOR libraries you must add a period and the letter to the end of the name.**

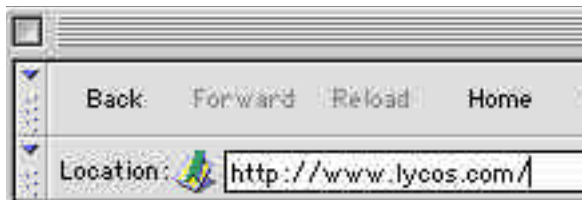


Open your internet and Search for Pictures

Typing in the name of company or site



- Click where the browser says Location or Netsite
- Highlight the text and press the delete key on the keyboard.



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

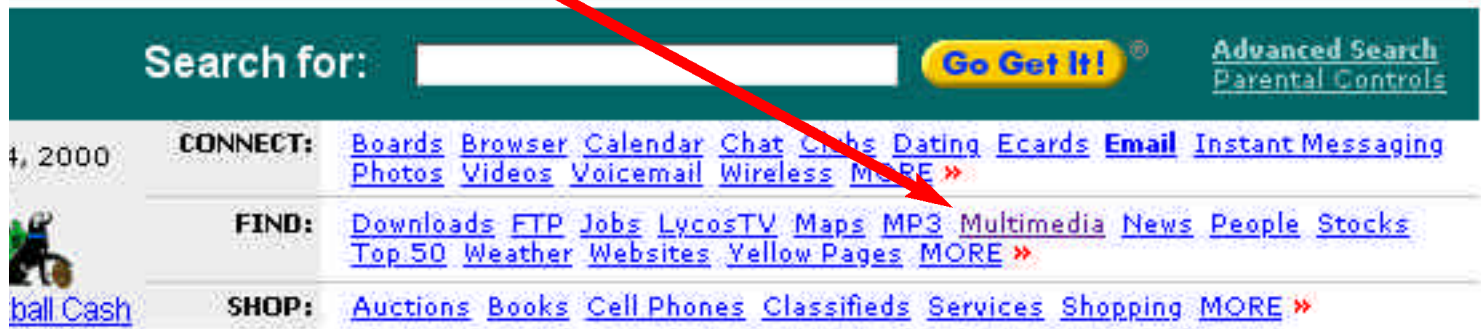
Omit http:// (Example: type *www.lycos.com*)

- Netscape or Explorer should add the rest of the

text that is required as shown below

pecifically Lycos Search Page the you typed in above)

- a. Once you get to the Lycos search page.
- b. Click on **Multimedia**.



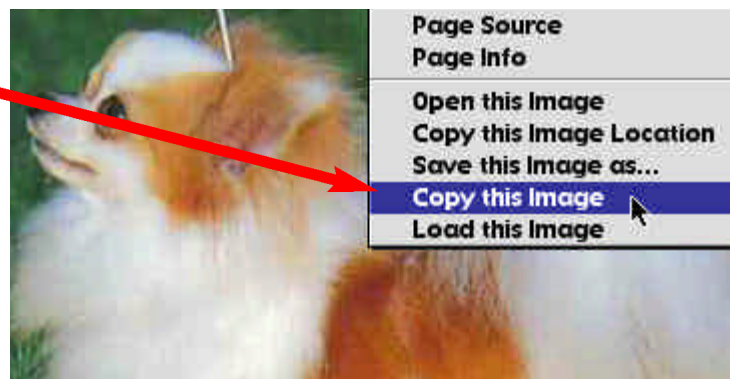
- c. Click on **Pictures**.



- d. Type in the name of the picture you wish to find.
- e. Click **Search**.
- f. Click one time on the picture you wish to copy to Boardmaker



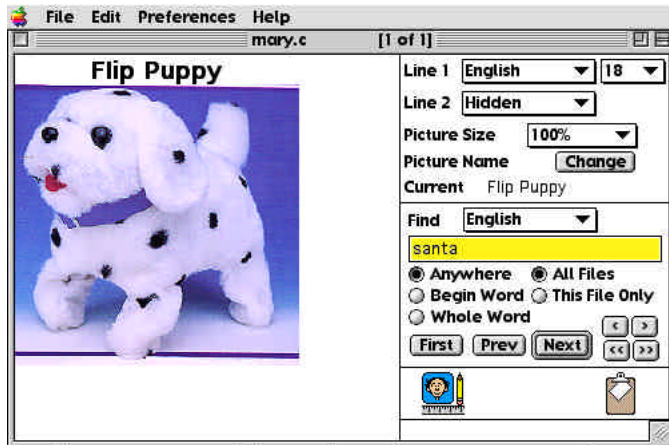
- g. A larger picture should appear. (*Occasionally you will be taken to another window with a small picture. Just click on the small picture a second time.*)
- h. Click and hold down on the larger version of the picture.
- i. You should see a menu.
- j. Drag in the menu to **Copy this image**.



Pasting from the Internet into Boardmaker Outline

a. Click on the far right menu and drag down to **Boardmaker**.

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 the name above it do the following.

1. Click on **Change**
2. Type in the name of the picture.
3. Click **OK**.