

# ENHANCING WRITING WITH TECHNOLOGY

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## Importing a Picture from the Internet Step-By-Step

1. Open Microsoft Publisher.
2. Minimize the Microsoft Publisher page by clicking the minimize icon on the top right of the page.
3. Open Internet Explorer.
4. Type in to the address bar [www.google.com](http://www.google.com) (or any search engine).
5. Above the Google search bar, click on the “Images” option.
6. Type into Google search bar a word that describes what you are looking for (schoolhouse, Mumia Abu-Jamal, community, etc...) and click “search.”
7. Look at the different available pictures.
8. Click on a picture that you want to use; the page will open.
9. Right click on the picture and a menu will appear.
10. On the menu, click “Copy.”
11. Minimize the Internet Explorer page by clicking the minimize icon at the top right of the page.
12. Open the Microsoft Publisher page by clicking on the minimized page at the bottom of the screen.
13. Click on the “Edit” menu.
14. In the “Edit” menu, click on “Paste.”
15. Adjust the size of the picture by clicking on it once.
16. Move the pointer to one of the size-adjust boxes around the picture.
17. Click and hold in the box; adjust size by moving the pointer while you hold.

## Example Langston Hughes

