

## Copying an Image (Picture Symbol) from the Web

1. Right click on the image
2. A pop-up menu appears
3. Select "Save image/picture as"
4. Title and save into your folder (my pictures)
5. Go to your folder and open
6. Right click on picture
7. Go to Format picture
8. Click on Layout
9. Click on Tight
10. Resize and move as needed before printing

