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How to Insert an Image from Internet Explorer into an MS Word Document

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We are going to save the Google logo image/picture to the left and then insert it into an MS Word Document. The procedure can be used for most images on a webpage.

NOTE: Be aware that certain usage of webpage images may infringe copyright. This usually occurs when using images for commercial gain.

Also: Animated gif images don't work in MS Word

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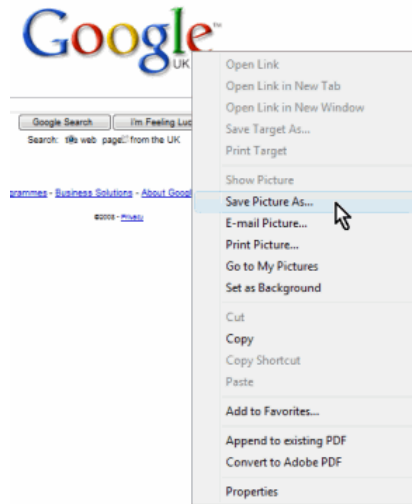
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In Internet Explorer on the Google Search Page :

- 1. Right Click the Google logo.*
- 2. Left Click "Save Picture As".*

Note: The same method applies if the Google image is being viewed in other browsers such as Firefox or Chrome.



In the Save Picture Window:

- 1. Select "Save as type" from the drop down box - usually Gif or jpeg (Gif for a small file size or JPEG for better quality if the image is a photograph for example).*
- 2. Give the image a name - we have called it google-logo.gif in the "File name" dialog box.*

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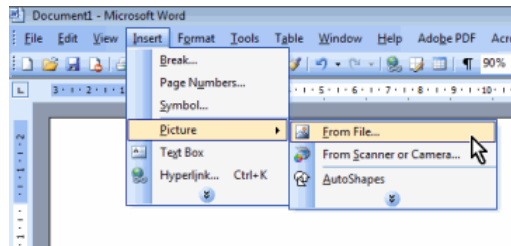
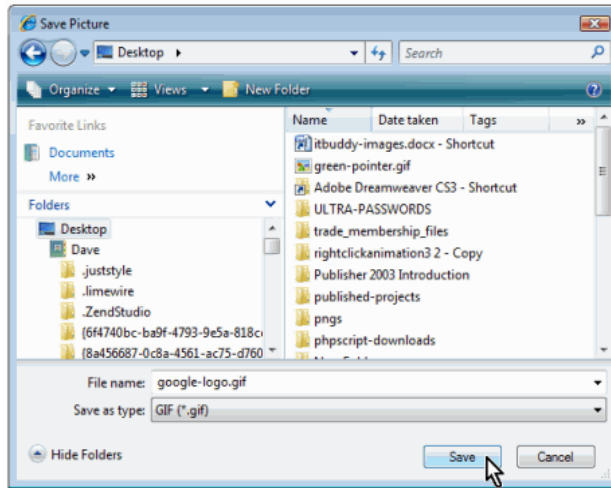
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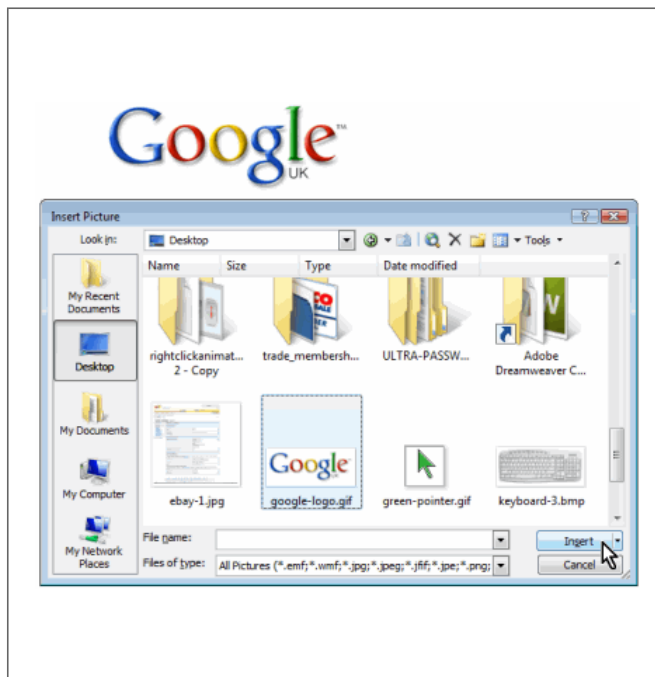
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To insert the image into a Word Document:

1. Open MS Word - Word 2003 is shown, but the method is similar for all versions.
2. Place the cursor at the point in the document you wish the image to appear.
3. Left Click Insert then Picture then From File



- In the Insert Picture window:
1. Locate the image file - in this instance we have saved the file in "Desktop" as "google-logo.gif".
 2. Left Click the file to select it.
 3. Click "Insert"

The image is now inserted into the Word Document and can be resized or moved around then saved along with the rest of the documents content.

NOTE:

If you don't wish to save the webpage image as this tutorial suggests - simply right click it in the browser and select "copy". You can now paste it from the clipboard wherever you wish!



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