

# Utilizing Graphics from the Internet

Here are two simple ways that you can obtain graphics for your own work that you find on the World Wide Web (WWW):

1. Copy and Paste (for immediate use)
2. Saving an image (for use in another work session)

Depending on how many graphics, or when you intend to utilize them, you would choose one method or the other.

## Method 1 Copy and Paste

1. Launch Netscape Navigator™ or Internet Explorer™, using LAUSDnet, AOL™, Earthlink™, UTLAnet™, or another service. If accessing from a school site, entering an access name and password may be necessary.
2. Go to an Internet site and/or a specific web page whose graphic you want to use. (For best graphic appearance, set the number of colors in the Monitors Control Panel to “Millions of Colors or Thousands of Colors” before displaying the web page on screen.)
3. Move the mouse arrow onto the graphic you want. Hold down the mouse button for a full second. You will see a menu appear with the arrow. The choice highlighted is **Copy this Image**. Release the mouse button on this choice.

Note: Copying a web page image in this way is akin to selecting a graphic in an AppleWorks/ClarisWorks™ document (making the bordering selection “handles” appear) and pulling down the Edit menu to Copy. The image is now held in the computer’s Clipboard. This “Clipboard” holds only one item, either one graphic or text object at a time.

You are now ready to use the graphic in your document. Be sure to cite your sources, in anything you plan to publish, requesting permission where required.

4. Open the document in which you will place the graphic (or open a new document in an application such as AppleWorks/ClarisWorks™). In some programs (AppleWorks/ClarisWorks is one), you have the option of pasting the graphic in as an *object*, or as an *in-line character*. An “object” can be moved simply by dragging it to another place in the document. Placing the graphic as an “in-line” character forces the graphic to stay in a line of text where the insertion point last blinked, and will always stay with the adjacent text, even if entire paragraphs or pages of text are subsequently inserted above in the document, forcing it downward (a distinct advantage in some work).

5. Pull down the **Edit** menu to **Paste**. The graphic appears in your document. Move or resize as necessary. Save your changes. With enough RAM, you can switch back and forth between your Internet browser (Netscape or Internet Explorer) and the application in which you're placing graphics. You can do this by using the application menu (the small icon in the upper right corner of your screen in the menu bar). Just pull the menu down to the name of the application you want to make active. 16-20 MB of RAM should allow you to do this. With less than 16MB of RAM, you may need to quit Netscape before opening the other program, which can be a real pain!



This graphic was placed on this page with the "Text Wrap" property set. This can be done by pasting or inserting the graphic while the arrow tool is selected in the Tool bar, and then pulling down the Options menu to "Text Wrap" and selecting the middle of the 3 icons.

6. Alternatively, when you have limited memory (RAM), or would like to browse many pages or sites for graphics first, and place all the graphics later, you can store them in the Macintosh's Scrapbook (very detailed, memory-intensive graphics may not "fit" here because of the memory limitations of the Scrapbook application). This "mini-application" is located in the Apple menu. After you have copied a graphic, just pull down the Apple menu to Scrapbook, and then Paste each graphic in. This replaces the graphic formerly in that position in the Scrapbook's album page.

When you are done archiving the graphics in the Scrapbook, you simply open the other application (again, with limited memory, you may have to quit Netscape or even "Restart" your Mac *-under the Special menu*), and then Copy and Paste, back and forth between the Scrapbook and the application in which the document was created.

## Method 2 (for use in another work session, or to store files in a folder for later use)

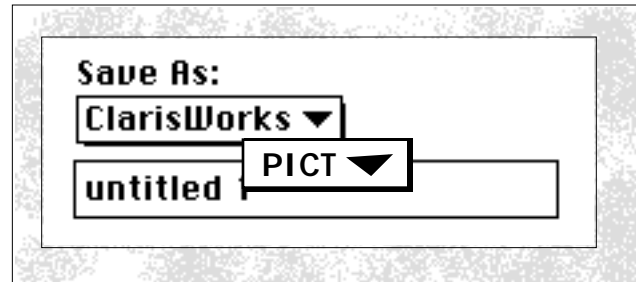
This method is especially valuable for archiving graphics for later use. You may want to create a graphics file (a folder of graphics) for a document you plan to create a month or more from now.

If you have access to your folder handy, on a disk, a folder on your Hard Drive, connection to a file server, etc..., you can simply do the following:

Get the image you want to save on the screen (you don't even need to see the entire image).

1. Hold down the mouse button for one second (or as long as it takes to get the submenu next to the mouse's arrow to show up).
2. Select the choice "Save Image as..." and release the button.
3. Locate the place you want to save the file.
4. Rename the file, if you like, and click save.

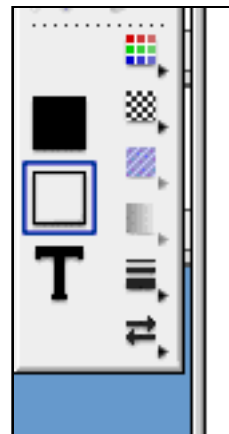
If you want to alter the image from its saved state it had on the web page, follow these steps:



Begin by repeating steps 1-4 from method 1 with a graphic you want to archive as a PICT file. ("PICT", by the way, is just one of many computer formats for graphics, and is the most commonly and easily used.) Once the graphic from the Internet is copied, continue as described below:

1. Open Apple/ClarisWorks. Select "Drawing" for the type of document. Paste the graphic in, using **Edit, Paste** (the position of the graphic on the page is not important, as the extraneous white space will not be saved).

2. Decide whether or not you want the graphic to have a border (Apple/ClarisWorks automatically puts a 1 point frame around the graphic). Beneath the pen tool in the Toolbar are buttons that open palettes to change the color of the bordering line, the pattern of the line, or the line's thickness. You can choose to have no line at all by choosing "none".



This is the portion of the toolbar from AppleWorks / ClarisWorks version 2-5.

This is the portion of the toolbar from AppleWorks 6.

3. Pull down the **File** menu to **Save**. In the Save dialog box, choose the location where you'd like to save the graphic (on a floppy disk, by inserting it at this time, choosing "Student's Folder" on the Desktop, or some other folder location).

4. Name the graphic by changing “untitled 1” to a relevant name for the graphic.
5. Just above the field where you named the file, it says “**Save as:**” A **ClarisWorks / AppleWorks** file is the default choice. Click on the pop-up menu with the downward pointing triangle and release on **JPEG** or **PICT**. Then click the **Save** button. “JPEG” is the most common graphic format used today, whether on Macs, Windows™ PC’s or in Internet browsers. “PICT” is a graphic format that works only on Macintosh-based computers, but is now used less frequently.

If you plan to save another graphic using the same method, you can now delete the picture from the Apple/ClarisWorks file safely, without affecting the JPEG/PICT file you saved. Notice that the name of the Apple/ClarisWorks file has not changed (it still says “untitled 1” in the title bar of the window, as you didn’t save it as an Apple/ClarisWorks file...you saved it as a JPEG/PICT file). When you choose to quit ClarisWorks, you’ll be asked if you want to save changes to the document. You can click “No”. Your JPEG/PICT file will be preserved.

6. Using the JPEG/PICT file later...

The procedure for placing the JPEG/PICT file into an application differs with the application.

In Apple/ClarisWorks, you use the **Insert** command in the **File** menu;

Go through the organization of folders on the Hard Drive of your computer to find the graphic (or insert your disk, if that’s where you saved it).

Remember that if you are Inserting the JPEG/PICT file into a ClarisWorks word processing document, you have a choice between placing it as an Object (with the Arrow Tool) or an In-line character (with the “A” Tool selected). The tool bar can be shown by pulling down the **View** menu to **Show Tools**.