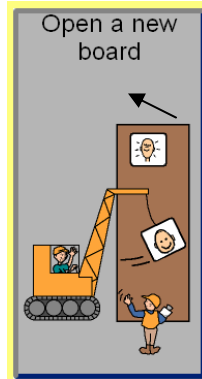


Directions for Importing Images from the Internet into Boardmaker 5.0

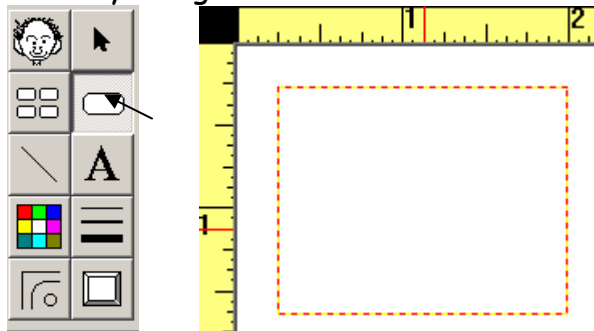
Created by: Erinn Dobres

InterACT/October 20, 2005

1. Open Boardmaker 5.0
2. Click on "Open a New Board" on the left hand side within the menu that appears onscreen.



3. A new board appears onscreen. You may choose to paste a picture into this blank document or you may choose to paste a picture into a cell. If you choose to paste a picture from the Internet into a particular cell, draw your cells in advance by using the "Button Tool".



4. Minimize Boardmaker 5.0 by clicking on the minimize button in the upper right hand corner of the screen or simply leave the program open.



5. Connect to the Internet while Boardmaker is either open onscreen or minimized at the bottom of the computer screen. To do this:
 - 1) Click on "Start" from the toolbar at the bottom of the screen
 - 2) Scroll up to "Programs"
 - 3) Scroll over to and select "Staff Menu"

- 4) A "Staff Menu" dialogue box appears onscreen. Double click on the icon for the Internet.
- 5) An "Internet" dialogue box appears onscreen. Double click on "Internet Explorer" to launch the program.
6. The school's home page appears onscreen. Type www.google.com in the space provided for address and click "Enter".

Address

7. Once Google.com opens, click on "Images".

Web [Images](#) [Groups](#) [News](#) [Froogle](#) [Local](#) ^{New!}

8. Type in the name of picture you're looking for in the space provided and click on the "Search Images" button.

[Web](#) [Images](#) [Groups](#) [News](#) [Froogle](#) [Local](#) ^{New!}

9. Scroll through the pictures provided and double click on the picture you want.



10. A new page appears. Click on "See full-size image" at the top of the screen.

Google
Images



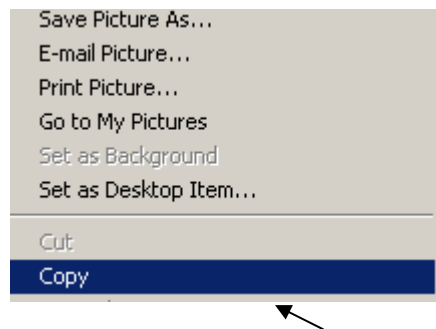
[See full-size image.](#)

www.beware-of-art.c
800 x 600 pixels - 4l
Image may be scale

11. A new page appears with the full-size of the image. (Note: Sometimes full-size images are unavailable. If this is the case, go back and select another image and try again.) Right click on the image so that a dialogue box appears.



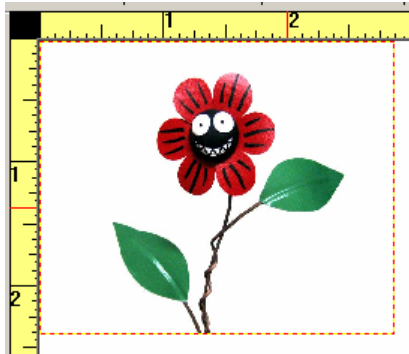
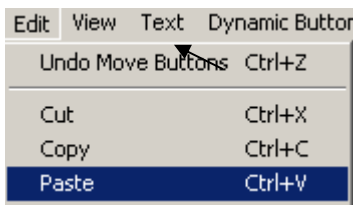
12. Scroll down to and select "Copy".



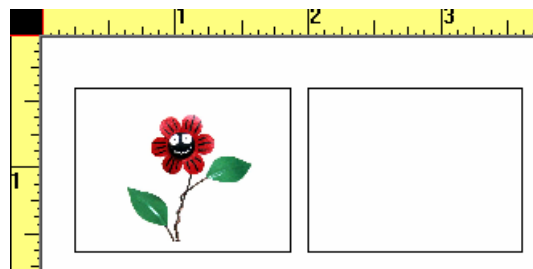
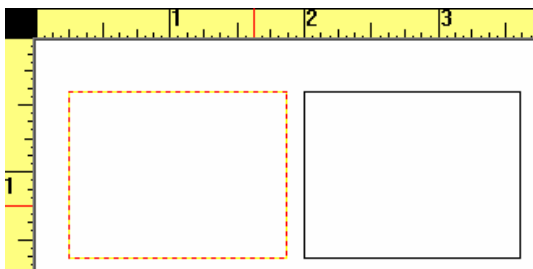
13. Minimize the Internet by clicking on the minimize button in the upper right hand corner of the screen or click on "Boardmaker" within the bottom toolbar to return back to Boardmaker.



14. Boardmaker will appear onscreen. If you're pasting within a blank document, simply click on "Edit" in from the toolbar at the top of the screen and scroll down to and select "Paste". The picture will appear within the blank document.



If you're pasting a picture into a cell, select the cell first and then click on "Edit" from the toolbar at the top of the screen and scroll down to and select "Paste". The picture will appear within the selected cell.



15. Congratulations! You did it!

