How to save a picture from a website to my computer or flash drive:

1. Choose a picture you want to save
2. Right click on the picture
3. Click on Save Image As
4. Click on the down arrow and select my documents or if on a flash drive REMOVABLE DISK
5. Name the image
6. Click save

How to insert a picture I saved into a document

1. Open your document
2. Click on insert tab
3. Click on picture
4. Make sure you are looking under my doc or REMOVABLE DISK and click on the picture you want to insert
5. Magic, it’s in your document

