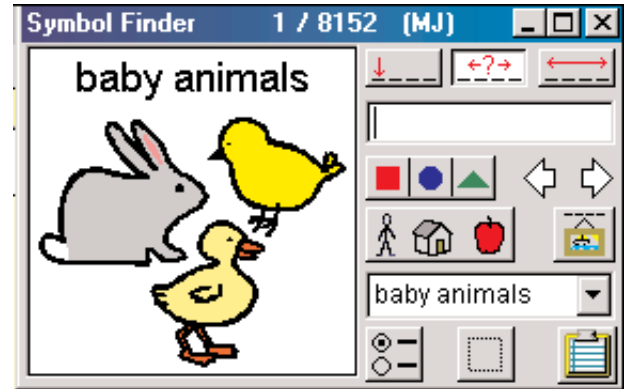
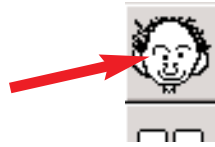


## Copying and Pasting Pictures from the Internet to Boardmaker

### 1. Open Boardmaker and Click on the Ugly Man

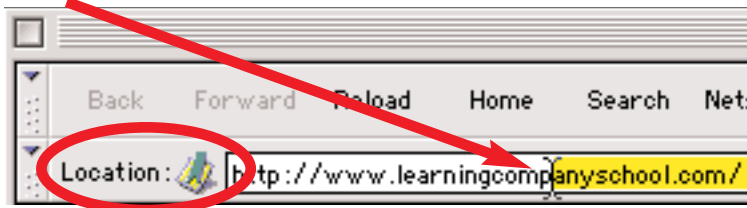
1.



### 2. Open your internet and Search for Pictures

*Typing in the name of company or site*

- Click where the browser says Location or Netsite
- Highlight the text and press the delete key on the keyboard.



- Type in the name of the company or site you wish to find.  
Omit http:// (Example: type *www.lycos.com* or *www.google.com*)



- Netscape or Explorer should add the rest of the text that is required as shown below



### 3. Copying pictures from the Internet

*(Specifically Lycos Search Page the you typed in above)*

- Once you get to the Lycos search page.
- Click on **Multimedia**.



c. Click on **Pictures**.



d. Type in the name of the picture you wish to find.

e. Click **Search**.

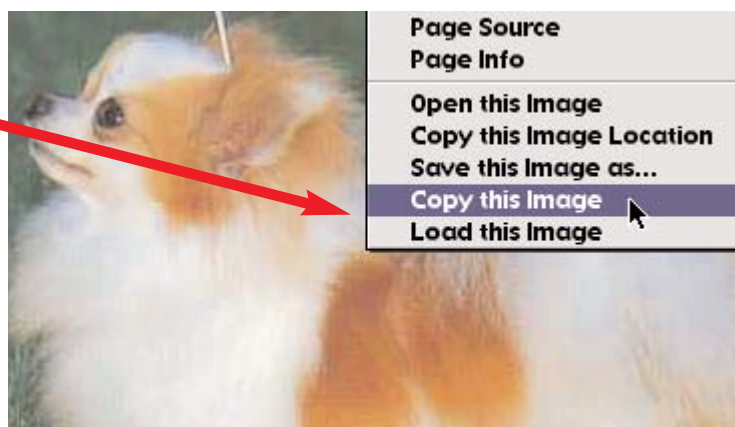
h. Click and hold down on the picture you wish to copy.

i. You should see a menu.

j. Drag in the menu to **Copy this image**.



**dimensions:** 480x357  
**file size:** 13.2kB  
[full size photo](#)

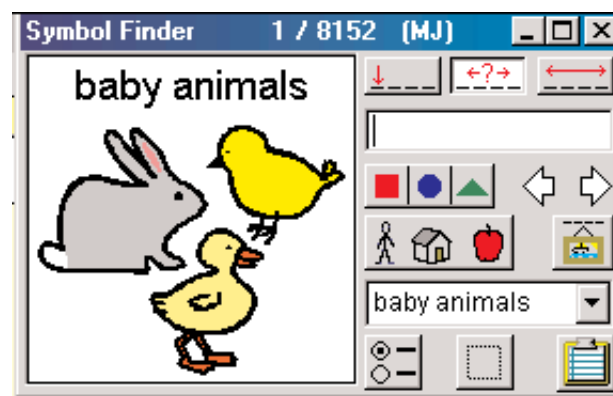
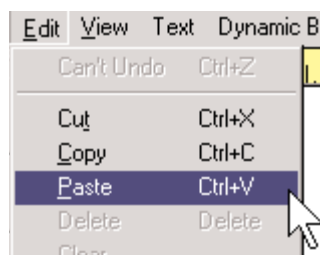


#### 4. Pasting from the Internet into Boardmaker Outline

a. Click on the **Boardmaker icon** on the **Start Menu** to bring **Boardmaker** to front.

b. Make sure you are in the Picture Library as (shown below)

c. Click on the **Edit** menu and drag down to **Paste**.

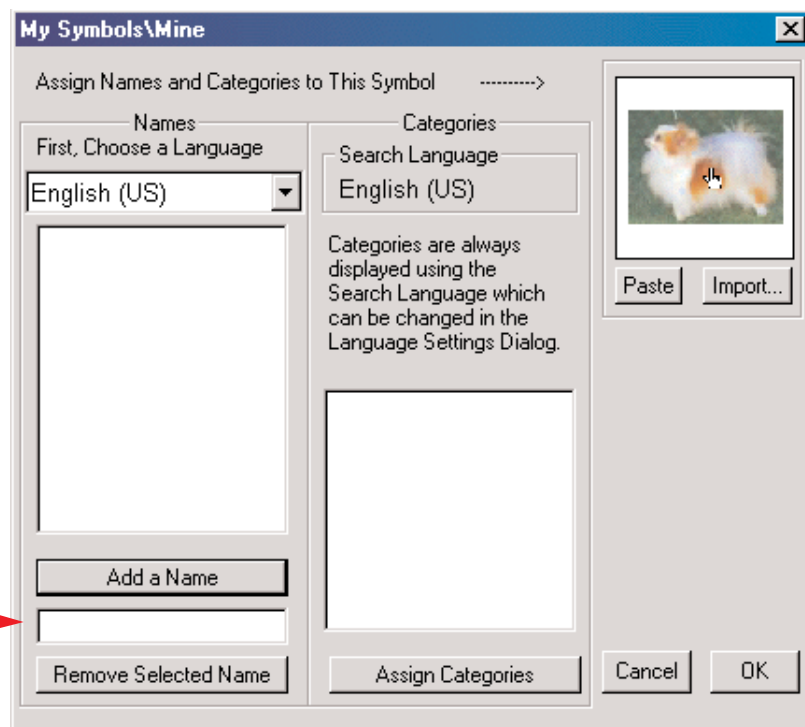


d. The **My Symbols\Mine** window will appear.

*You must now give the picture a Name and Assign a Category.*

e. To **Add a Name...**

1. Click on the blank below  
**Add a Name** →
2. Type in the name of the picture.
3. Click **Add a Name**.
4. You may give a picture as many names as you wish



f. To **Assign a Category..**

1. Click **Assign Categories**
2. Check one of the boxes shown to assign a category.
3. You may assign more than one category to each symbol.

