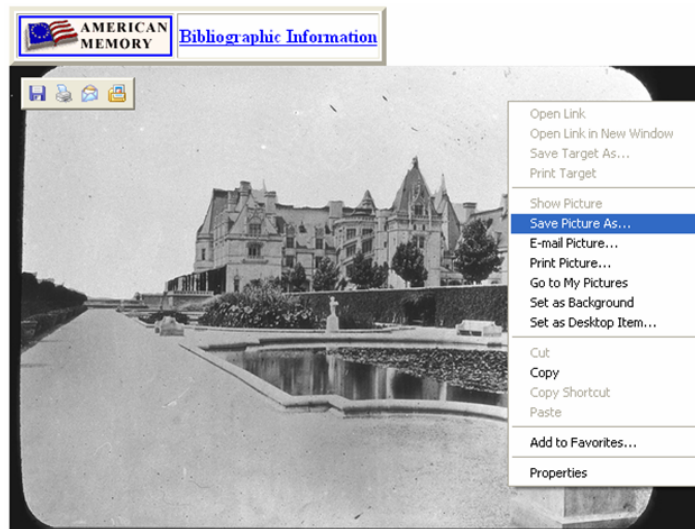

Saving Images

Before you save an image, remember to develop a method (like an Image Table) to store bibliographic information.

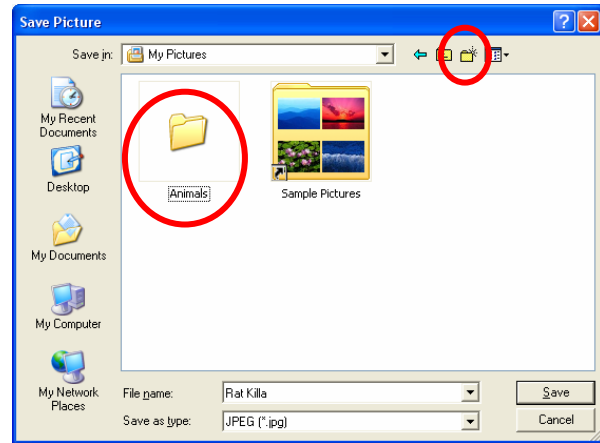
1. Remember to check **copyright information**: general fair use guidelines allow for:
 - a. A photograph or illustration may be used only in its entirety.
 - b. No more than 5 images of an artist's or photographer's work may be used.
 - c. When using photographs from a collection, no more than 10% or 15 images, whichever is less, may be used.
("Copyright Basics", by John Brim, NC Dept. Public Instruction)
2. Locate the larger version of the image (preferably a **JPG or JPEG** image)
3. Place your mouse pointer on top of the photograph you want to save
4. Right click on top of the photograph
5. A menu will appear (like the one below)
6. Click **Save Picture As**



[Higher resolution JPEG version](#) (522K bytes)

Screen Capture: Library of Congress and Microsoft Office

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7. After you click **Save Picture As** the Save Picture window will appear
 8. Select where you want to save the image (the the **Save in:** box at the top).
 9. On the top of this box, you have the option to make a new folder (yellow folder icon).
 10. In the middle of the **Save** menu, double-click on the folder where you want to place the image.



Screen Capture: Library of Congress and Microsoft Office

11. Name the image

-
12. Locate the folder you created to house the photos you plan to save and double click it
 13. Next, give your photograph a descriptive name. For example, the photograph used in this document is an image of the Biltmore House in Asheville, NC. Therefore, it is given the name “biltmorehouse”.
 14. The last thing you have an option to change is the “Save as type”. With this photograph, when you click on the down arrow beside “Save as type”, you have two options: JPEG or BMP. Select the JPEG.



Screen Capture: Library of Congress and Microsoft Office

NOTE: Occasionally, there is no “JPEG or JPG” option in the “Save as type” box. If this happens, try updating your browser or download the image as a “BMP” and use an image/photo editing program to convert it to a “JPEG or JPG”.
