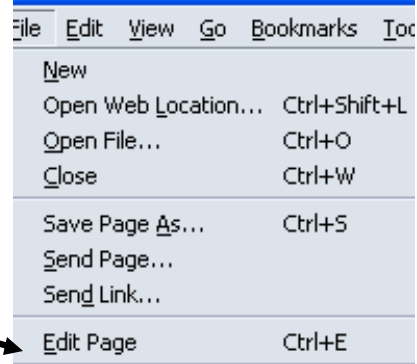


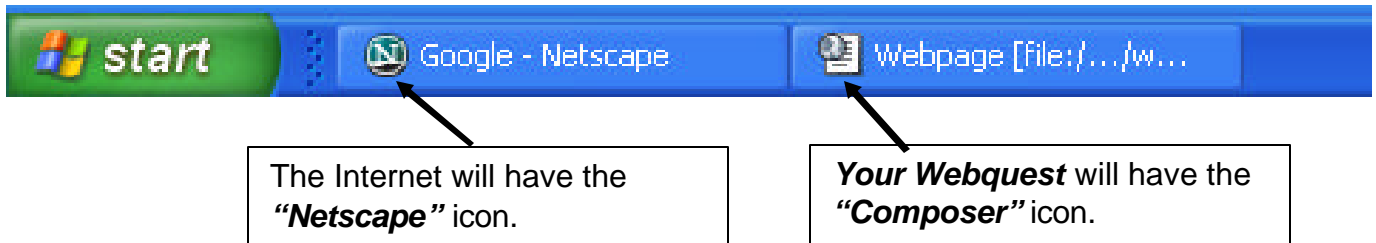
Images in Webquests

Please be sure to use “free” clipart and avoid violating copyright laws. The example website with free clipart we will be demonstrating in this training packet is <http://school.discovery.com/clipart/>

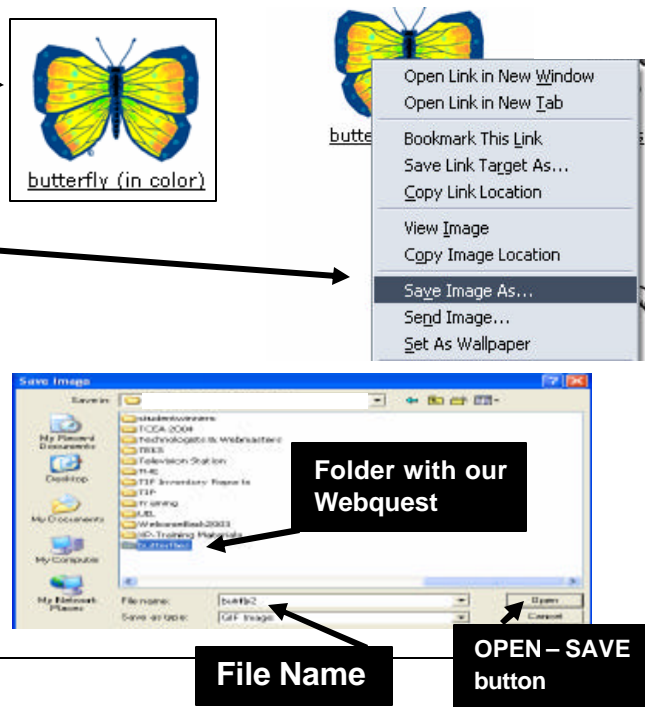
1. Open the Webquest you would like to work on. (If you do not have a Webquest, please refer to the Webquest handout to begin your page.)
2. Make sure you have clicked on **FILE** and **EDIT PAGE** so that you are in edit mode.



3. For the next step you will be switching back and forth between the **Internet** and **your Webquest**. The image below will help illustrate which is which. To switch from the Internet to your Webquest, simply click the mouse on the tab that represents what is needed for the task.



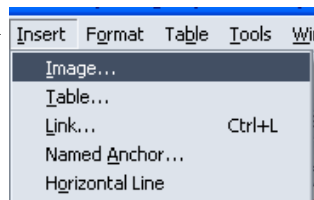
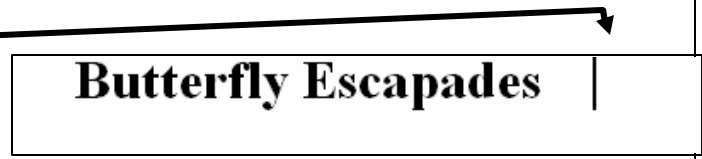
4. On the Internet, find an image you would like to use in your Webquest and **RIGHT-CLICK** your mouse on that image.
5. A menu will appear. **LEFT-CLICK** on the words **SAVE IMAGE AS**.
6. Be sure to open the folder that contains the Webquest you are working on. (Click on the folder, then click the word **OPEN**.)
7. The file name of the sample image is butterfly2. We will leave this as is and click on **SAVE**. (The word **SAVE** appears where the **OPEN** button was after the folder has been opened.)



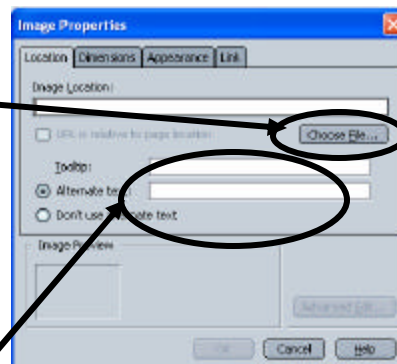
8. Select the tab on the taskbar that will take you back to your Webquest. (refer to step 3 for image regarding switching back and forth)

9. Single-click the mouse on the page where the image is to be placed.

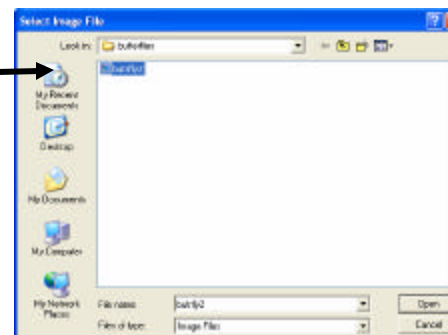
10. Click on **INSERT** and then **IMAGE**.



11. This menu will appear. Click on **CHOOSE FILE**. (circled here) You will need to make sure you're in the correct folder again.

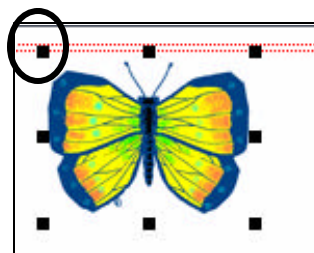


12. Single click on the image you want. Click on **OPEN**.



13. You will need to type in **ALTERNATE TEXT** (also circled above). (example: image of butterfly). Click **OK**.

14. When the image appears, it can be resized by placing the mouse on a corner "**HANDLE**" and clicking and dragging.



15. Remember to click your **SAVE** button frequently to save your work!!