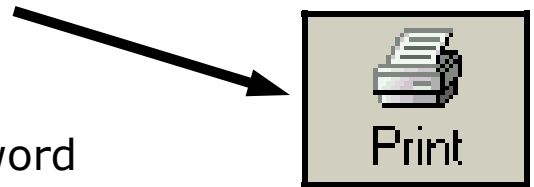


USING THE INTERNET FOR RESEARCH

When you are using the Internet to find out things, you can use the information you discover in lots of different ways:

PRINTING:

If you would like to print everything on a web page, just click on the print button (only once!).



COPYING TEXT:

If you need to copy some text into a word processor (e.g. Word)...

- Highlight the text you would like to copy.
- Click on **EDIT** and then **COPY**. The text will then be copied into the computer's memory.
- Now load your word processor, and click on **EDIT** and **PASTE**. The text should then appear in the word processor.

COPYING PICTURES:

If you would like to copy a picture into a word processor..

- Click on the picture with the **RIGHT** mouse button, and choose **COPY** from the list which appears.
- Now load the word processor, and click on **EDIT** and **PASTE**. The picture should now appear in the word processor.

Something to think about...



If you are copying text or pictures from a website, you need to think about copyright. When somebody makes something (including text and pictures), they own the copyright. This means that other people can't say that they made it.



So, when you are copying things from the Internet, remember to say where you got them from – you can't say that you made it, if you didn't!