

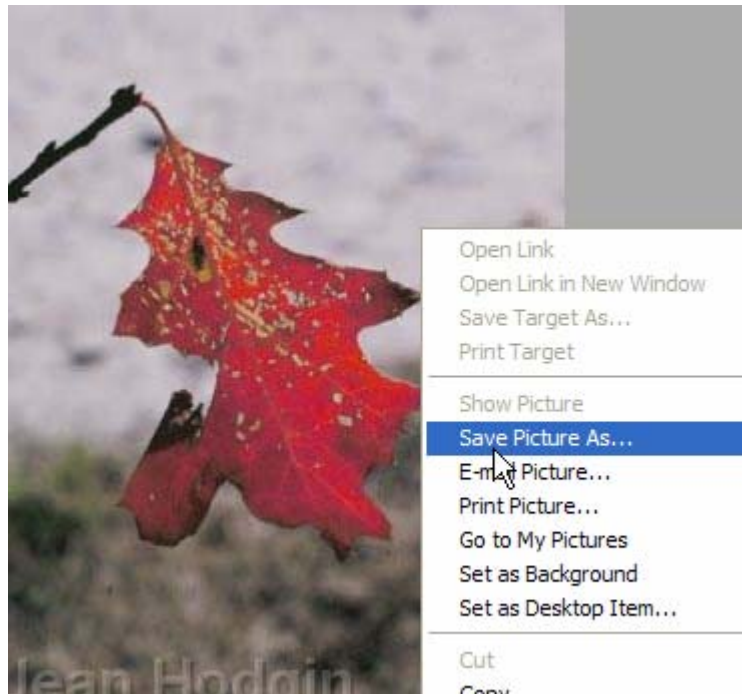
# How to Save Images from the Hodgkin Photo Web Site and Use in Word or PowerPoint

1. Click on the small image that you would like to use.



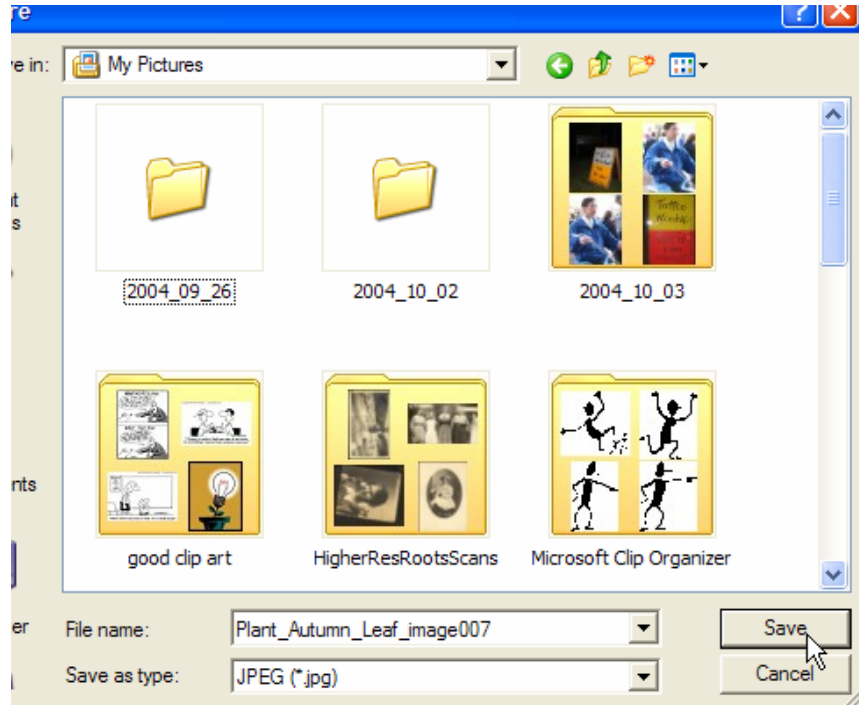
2. This will open a page with a larger image on it.

RIGHT click on the larger image and choose "**Save Picture As...**" from the menu.



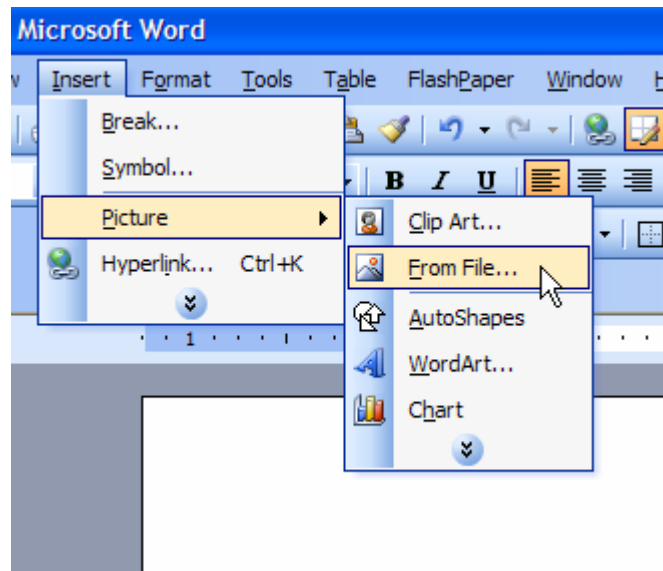
3. A window will pop up. Navigate to the folder where you would like to save the picture. We recommend saving it in the "My Pictures" folder in "My Documents"

Then click **Save**

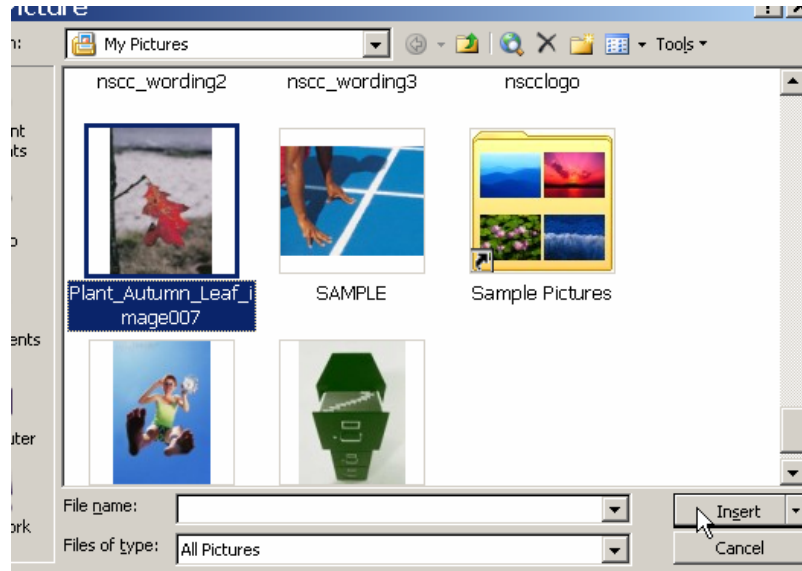


4. The picture is now on your computer. To use it in a Word document, or PowerPoint presentation, open Word or PowerPoint and then open the file you'd like to use the photo in.

Click on **Insert > Picture > From File.**



5. Navigate to the folder where you saved the picture. Click on the picture and then click on "Insert."



6. To make the picture smaller, click on it, then put your mouse pointer on one of the corners. Your pointer will turn into a double-headed arrow. Hold down your mouse key and drag to resize the photo.



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