



## How to Copy and Paste from the Internet using Internet Explorer and Word

### **To copy text:**

1. Open Internet Explorer. Select (highlight) the text you want to copy.
2. Put the cursor on the text and right click on it (use the RIGHT mouse button).
3. Click on copy.
4. Open Microsoft Word.
5. Place the cursor where you want the text to appear on the page and right click.
6. Click on Paste.
7. **Follow directions on citing your source.**

### **To copy a picture:**

1. Open Internet Explorer.
2. Move your pointer to the picture and right click on it (use the RIGHT mouse button).
3. Click on copy.
4. Open Microsoft Word.
5. Place the cursor where you want the picture to appear on the page and right click.
6. Click on Paste.
7. To change the size of the picture, click on it, grab a corner of the picture and drag the corner to make the picture smaller or larger.
8. **Follow directions on citing your source.**

### **To cite your source:**

1. In Microsoft Word, scroll down to the end of what you pasted (the text or the picture), click at the end, and then press enter.
2. Check to see if an author is given for the website in Internet Explorer. If there is, then type that into your Word document.
3. Check the title of the website in Internet Explorer and type that into your Word document.
4. Find the date of last update, if it's given and type that into your Word document.
5. Type today's date in your Word document. (This is the day you visit the site.)
6. In Internet Explorer, right click on the Address (URL) and click on copy.
7. In Word, right click and paste. You will see the URL in your Word document.
8. Remember, the correct way to cite a webpage is  
Last Name, First Name. "Title of Webpage." Last update (if given). Date of access <URL>.

### **To print:**

1. Save the Word document to your disk or to your folder on the network.
2. Open Microsoft Word at a print station.
3. Open your file and print.