

## COPYING THE WEB ADDRESS OF AN IMAGE FOR YOUR CITATIONS:

- 1 – Find an image you want to use
- 2 – Hold down the CONTROL key and click on the image (or use your right mouse button).
- 3 – Choose COPY IMAGE LOCATION from the pop-up menu
- 4 – Switch to your Word document that is being used to list your citations.
- 5 – Use the EDIT MENU or keyboard shortcut (command-v) to PASTE
- 6 – The complete address for the image appears. Be sure to label the image for that address clearly. (Ex. Picture of Newton with a telescope.  
<http://www.sciencepicture.com/Newton-telescope.img>)

## COPYING AN IMAGE FOR YOUR CEREAL BOX

- 1 – Find an image you want to use
- 2 – Hold down the CONTROL key and click on the image (or use your right mouse button).
- 3 – Choose COPY IMAGE from the pop-up menu
- 4 – Switch to a blank Word document.
- 5 – Use the EDIT MENU or keyboard shortcut (command-v) to PASTE
- 6 – The image appears. You can resize it as needed and print. Be sure to get the web address for your citations (see above).

## ADJUSTING YOUR MARGINS IN MICROSOFT WORD

- 1 – Under the FILE menu from the top of the page, select PAGE SET UP
- 2 – Click on the PAGE ATTRIBUTES option
- 3 – Select MICROSOFT WORD
- 4 – Click the button that appears for MARGINS
- 5 – Adjust your top, bottom, left and right margins as needed, based on the measurements of your cereal box
- 6 – Click OK, watch your document's margins change, and use the rulers on the sides of your windows to check.
- 7 – Print a rough copy with the new margins, check how they fit your box, and readjust as needed.