

Saving, Copying and Printing from an Internet Page

When on-line, there is occasionally information that needs transferring to a PC or laptop. You may even wish to print it as hard-copy. If your operating system is Microsoft Windows, following are a few tips for making life easier and less frustrating.

By right-clicking within the text of a page, an option menu appears. If you just want to **Print...**, click on this and you'll be presented with something like the example below:

The default page selection is "All" so if you choose to print, you will get the lot; and you can see what that is by using the scroll bar on the right:

If you only want specific pages, click on the selector button and type in the ones you wish to print as per the example in the box. Then simply hit the **Print** button.

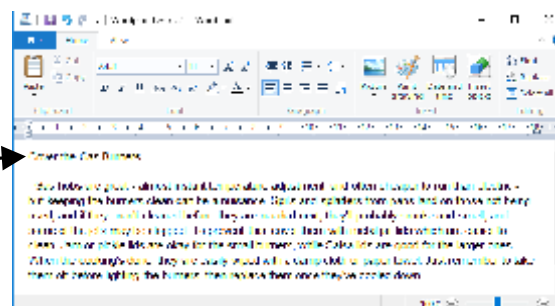
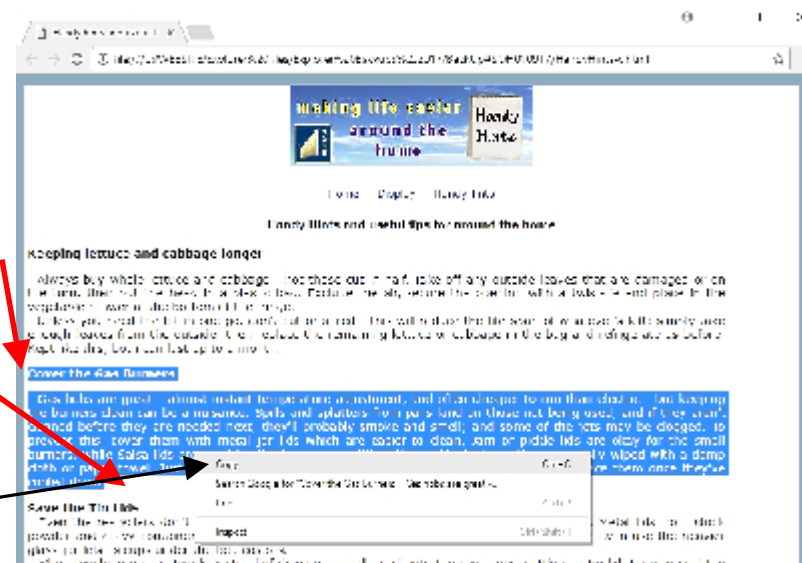
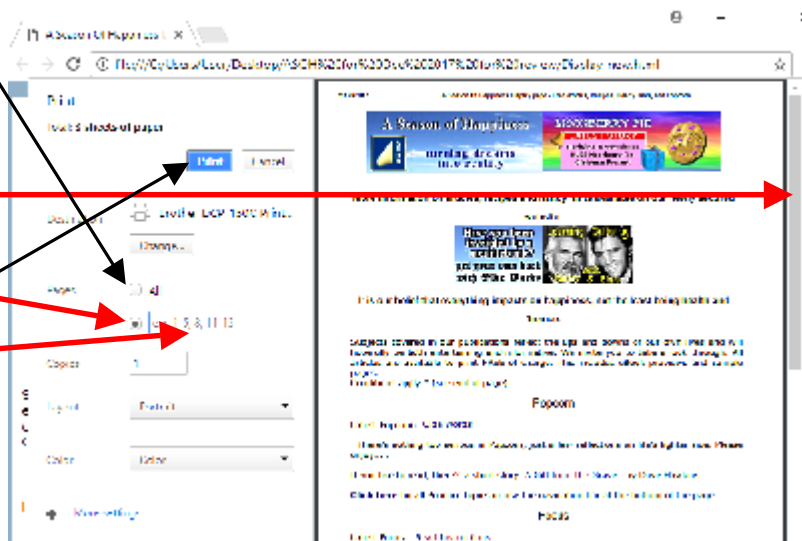
There will be times, however, when you just want part of a page. The easiest way to do this is to select that section with your mouse or keypad, then copy it to the clipboard on your machine.

First, select your text the same as you would in a word document by placing the cursor at the beginning, then dragging to the end;

or left-click at the start, hold down the Shift key while using the keyboard arrow keys to take the highlight to the end.

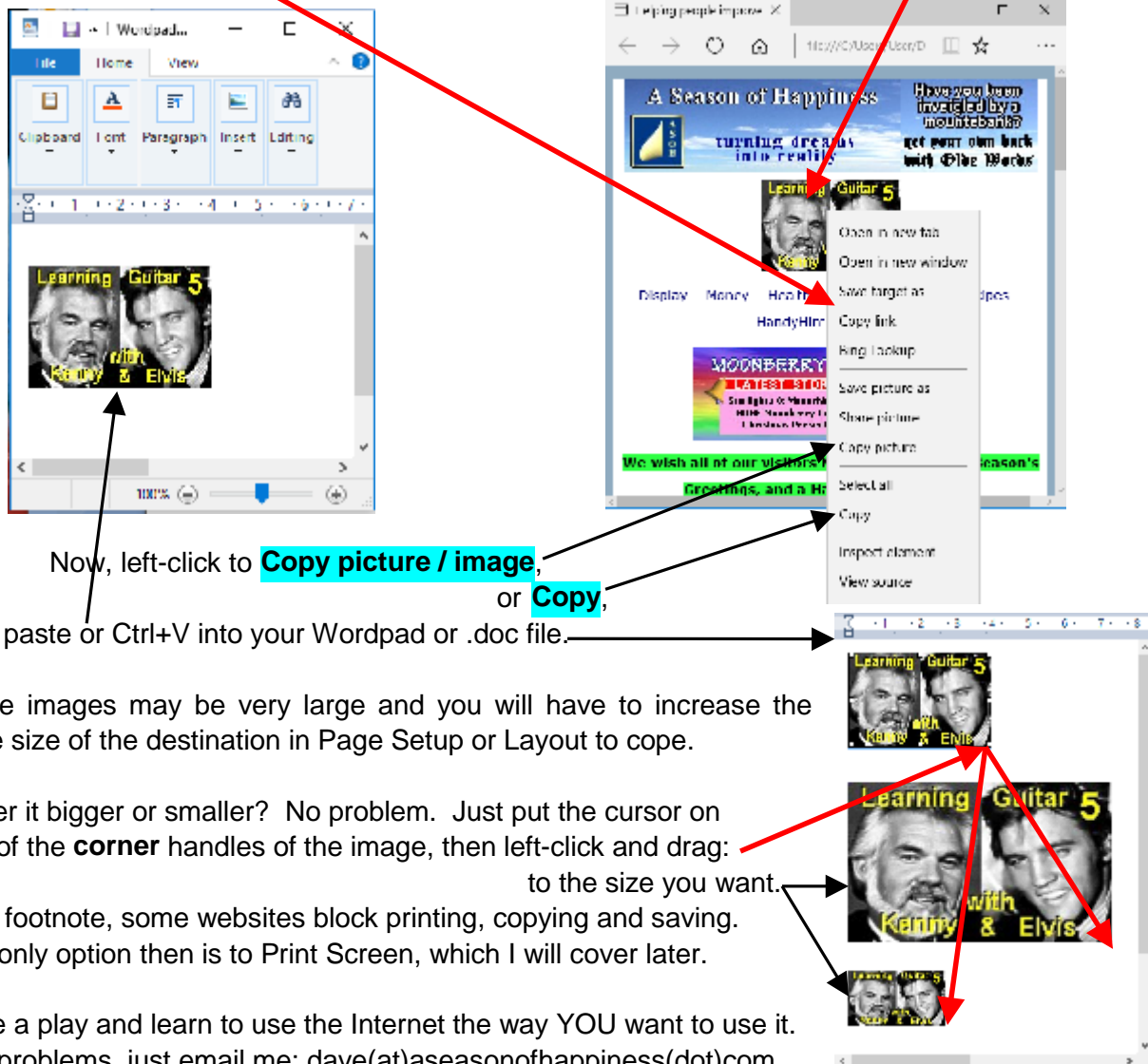
Now either right-click and select **Copy**; or use your keyboard to Ctrl+C.

It's then just a matter of pasting or Ctrl+V into a word file such as Wordpad:



If you're new to this procedure, you might have considered just saving the entire Internet page to your PC; and there is a **Save As...** to click on which then gives the usual box for entering file name and destination. Fill all that in and just Save, you might think. The trouble is, this saved file can only be opened by an Internet browser, so all you can do is merely look at it. If your idea was to use the text in a word-processor document of your own, you still can; but you will have to do it the same way as described on the previous page.

If it's just an image or picture you want, this is pretty easy. Right-click on the image and a drop-down menu will appear:



Now, left-click to **Copy picture / image**, or **Copy**, then paste or Ctrl+V into your Wordpad or .doc file.

Some images may be very large and you will have to increase the page size of the destination in Page Setup or Layout to cope.

Prefer it bigger or smaller? No problem. Just put the cursor on one of the **corner** handles of the image, then left-click and drag: to the size you want.

As a footnote, some websites block printing, copying and saving. The only option then is to Print Screen, which I will cover later.

Have a play and learn to use the Internet the way YOU want to use it. Any problems, just email me: dave(at)aseasonofhappiness(dot)com.

Return to the Web Page to read, download and print information on a variety of topics



Where every effort has been made to be accurate and fair-minded, comments and opinions expressed on this website are based on personal experience and do not necessarily reflect the views of the wider community or those groups and institutions mentioned. A Season of Happiness and its staff accept no responsibility for any outcome based on suggestions offered. What works for us may not work for you. Please bear this in mind.