

Reference Number: ORG.1611.PR.013	Program Area: Information
	Technology
Issuing Authority/Source: Information	
Technology	Policy Section: Internal Portal
	Services Contributors Resources
Issue Date: August 27 2014	Subject: Copy an Image
Review Date:	
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SUBJECT:

Copy an Image

PURPOSE:

Procedure to copy an Image

PROCEDURE:

For purposes of this procedure, the example referred to is an image from the Community Health Assessment. Copying an image has been separated from capturing a screenshot of an image or one of a table or figure because you would want to capture table or figure information that identifies the heading label and source of information. See IPS-118.000 Capture a Screenshot Image, if required.

The procedure is the same when copying an image from any document.

1.	From the Navigation Row, Select the appropriate site from the dropdown menu.	Regional Health Authority Central Manitoba inc. Office régional de la santé du Centre du Manitoba inc. Home Administrative Library • Clinical Library • Resource Centre Tools • Disaster Management > Health Information Services + Welcon Human Resources + Human Resources + Library Egional Planning Reference Site Library Medical Administration > Policies, Procedures and Guidelines + Regional Planning mining
2.	Open the file you want to copy the image from.	Nindows Internet Explorer
		copen the file.
3.	Click OK. The file will open.	File name: CH4 2009 Chapter 2 Summary of 2009 CHA Findings and Key Themes.pdf From: Intranet
		OK Cancel All Docum
4.	Scroll through the document to the image you require.	CHA 2009 Admowledgements Contains CHA 2009 cover page and admowledgements. Page 11/05/2010 9:37 AM

- 5. Using the mouse Left Click (image selected will be highlighted in blue as shown), then Right Click the image. Select Copy Image.
- Minimize or close the file you copied the image from. Open or maximize the file you need to paste the image into. Navigate to the correct location in your file. Using your mouse,
 Right Click your mouse and select Paste or using your keyboard enter "Ctrl + V".

