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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.

<p>1. From the Navigation Row, Select the appropriate site from the dropdown menu.</p>	
<p>2. Open the file you want to copy the image from.</p> <p>3. Click OK. The file will open.</p> <p>4. Scroll through the document to the image you require.</p>	

5. Using the mouse **Left Click** (image selected will be highlighted in blue as shown), then **Right Click** the image. Select **Copy Image**.

6. 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**".

