

## *Inserting an Image into a Resource Table*

It will help you to add a small version of the image to your resource table so that you can more easily identify sources you are looking for.

1. Locate the thumbnail on the web page where you found your image.
2. Place the computer's mouse over the image. The arrow will change to a hand.
3. Click the right mouse button (Mac users: push down and hold down the button of the mouse).
4. A menu will appear.
5. Left click on the word *COPY*
6. Open your Resource Table and click in the cell where the picture will be inserted.
7. Click the right mouse button (Mac users: push down and hold down the button of the mouse).
8. A menu will appear. Select *PASTE* .
9. Left click on the word *PASTE*
10. The thumbnail should appear in your resource table.