

# Capturing Images, Sounds, and Movies

When adding images, sounds, and video clips to your PowerPoint presentation, the clip art gallery may not be sufficient. In order to find appropriate images, sounds and video clips, you should look on the Internet. The most important thing to remember when using images, sounds, or video clips from the Web is to check the copyright status. For more information on inserting images, refer to Working with Images.

## Capturing Images from the Web

The Web is a valuable resource for finding images for your presentations. To make use of these images, you must first capture them (save them) in order to insert them into your presentation.

NOTE: You must determine if the image is under copyright before using the image in your presentation. It is illegal to use an image under copyright without permission from the copyright holder.

1. Using your browser, find the desired image on the Web
2. Right click the image » select *Save Picture as...*  
The *Save Picture* dialog box appears.
3. Using the *Save in* pull-down list, select the appropriate location for the file
4. In the *File name* text box, type the appropriate file name
5. Click **SAVE**  
The image is saved for your use.

## Sound Clip Resources on the Web

There are many places where you can find sound clips on the Web. Many of these offer use of their clips for free or with minimal restrictions. Remember to always check on the copyright status of a sound clip before using it in a presentation to prevent copyright infringement.

## Capturing Sound Clips from the Web

There are many sites on the Web, which offer sound clips for public use. These clips can be easily captured and inserted into your PowerPoint presentation.

NOTE: You must determine if the sound clip is under copyright before using the sound clip in your presentation. It is illegal to use a sound clip under copyright without permission from the copyright holder.

1. Find the appropriate sound clip on the Web, using your browser
2. Right click the link to the sound clip » select ***Save Target as...***  
The *Save As* dialog box appears.
3. Using the *Save in* pull-down list, select the appropriate location for the file
4. In the *File name* text box, type the appropriate file name
5. Click **SAVE**  
The sound clip is saved for your use.

## Video Clip Resources on the Web

There are many places where you can find video clips on the Web. Many of these offer use of their clips for free or with minimal restrictions. Remember to always to check on the copyright status of a video clip before using it in a presentation to prevent copyright infringement.

## Capturing Video Clips from the Web

There are many sites on the Web, which offer video clips for public use. These clips can be easily captured and inserted into your PowerPoint presentation.

NOTE: You must determine if the video clip is under copyright before using the video clip in your presentation. It is illegal to use a video clip under copyright without permission from the copyright holder.

1. Find the appropriate video clip on the Web, using your browser
2. Right click the link to the sound clip » select ***Save Target as...***  
The *Save As* dialog box appears.
3. Using the *Save in* pull-down list, select the appropriate location for the file
4. In the *File name* text box, type the appropriate file name
5. Click **SAVE**  
The video clip is saved for your use.

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