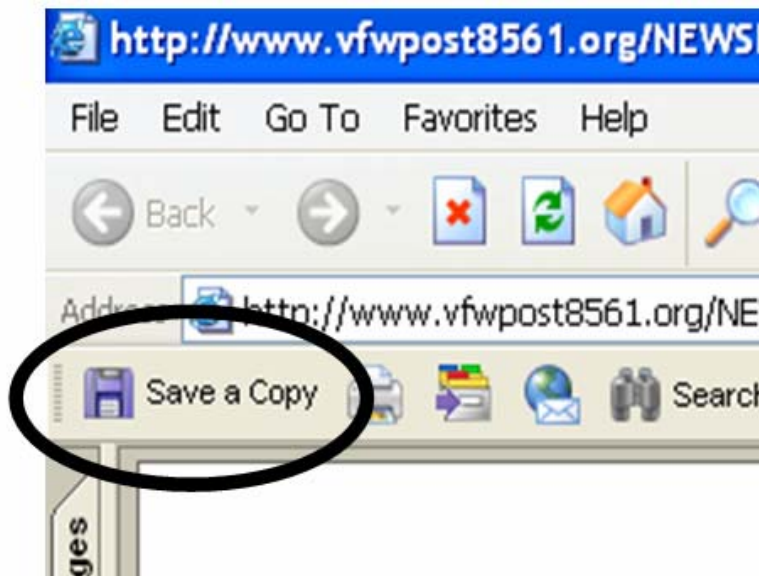# HOW TO DOWNLOAD (SAVE) NEWSLETTERS, PICTURES, AND GRAPHICS, TO YOUR COMPUTER

Should you wish to keep a copy of a newsletter locally on your Computer, it is very simple to do.

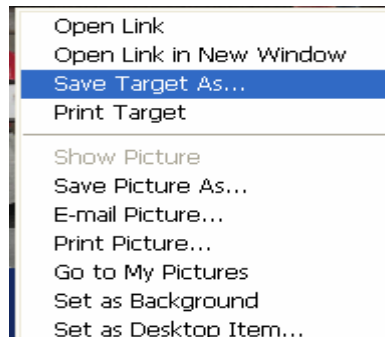## TO SAVE A PDF FILE

Open the Newsletter as normal.

Then Left Click on "Save a Copy" menu item in the top left of the Internet Explorer Window.

A browse window will open and prompt you to choose the Destination for the file.

TO SAVE A PICTURE from a website

The Procedure for saving any pictures or graphics found on this web site, is as follows.

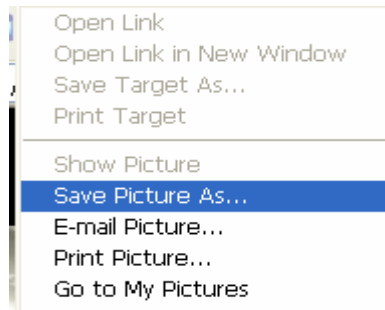RIGHT Click on the picture or graphic you wish to save.

Highlight and LEFT Click on "Save Target As"

This will open a browse window and prompt you for the File destination of your choice.

TO SAVE A PICTURE from a SlideShow
IF You Are Trying to Save a Picture from within a Slide Show . . the procedure is slightly different.

From within the show . .RIGHT Click on the picture you wish to save . . .

Highlight and LEFT Click on "Save Picture As . . "

This will open a browse window and prompt you for the File destination of your choice.

Questions? Email webmaster@vfwpost8651.org