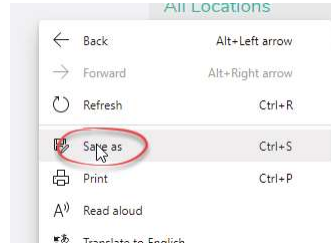




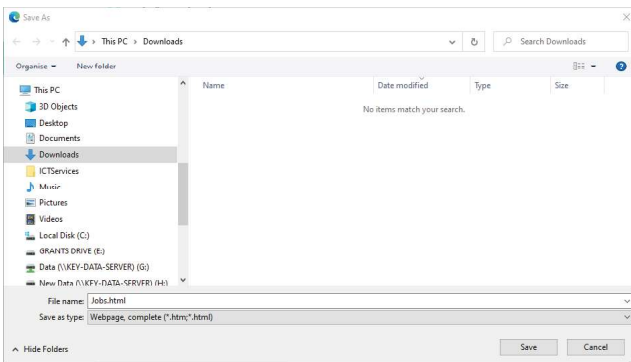
# Saving Web Pages

## How do I save a web page?

1. Right click
2. Click 'Save As' to display the 'Save Web Page' dialogue box.



3. Locate the folder into which you wish to save the web page.

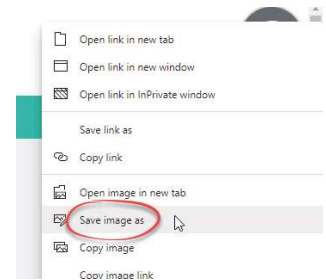


4. The filename will be completed. This is the default name as specified by the page designer. Delete and retype if required.
5. Select the desired file type using the drop down menu.
  - **Web page, HTML only (\*.htm, \*.html)**  
Saves the text and some basic formatting of the page. Any graphics on the page will not be saved.
  - **Web Page, Single File (\*Preferred Option\*)**  
Save the page contents and layout. The page, graphics and other information will be saved in, as the name suggests, a single file.
  - **Web Page Complete (\*.htm; \*html)**  
Saves the page contents and layout.
6. Click 'Save'.

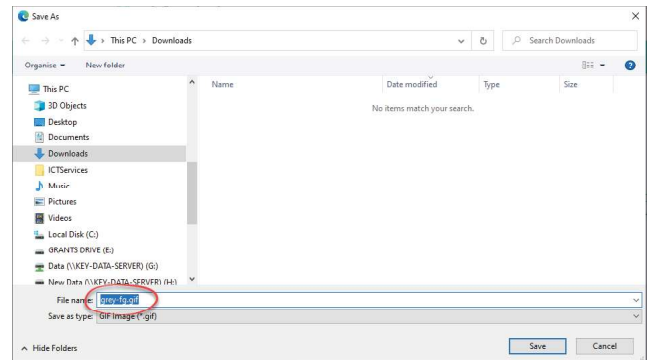
## How do I save a graphic from a web page?

The Copyright, Designs and Patent Act covers online content as well as printed material. You should check the licence of the image to ensure you have permissions to use it. If you are unsure - dont use it!

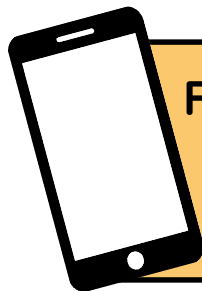
1. Right click on the graphic.
2. Click 'Save Image As...'



The 'Save Picture' dialogue box will be displayed.



3. Locate the folder into which you wish to save the image.
4. Delete the image name and type a new name if required.
5. Click 'Save'.



For help and assistance,  
call the ICT Helpdesk  
**0141-342 1570**

Available during office hours. For critical support at other times refer to the out-of-hours phone list.

Part of the 'How do I...?' series of helpsheets. For more, visit [ictsupport.key.org.uk](https://ictsupport.key.org.uk)