How to Download Text From the Web

(Note: The procedure for downloading text from DCCC **subscription databases** may differ from these instructions.)
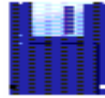
Follow These Instructions Carefully

Use a 3.5 inch DOS *formatted* disk.   Make sure your disk is not locked or write protected.

Your disk should look like this one:
closed write protect hole ➔   ⬅ open write protect hole

Insert a formatted disk into the **A** Drive of the computer.

To Download a Text Document:

1. When the document you wish to download is visible on your monitor, click once with the left mouse button on the FILE menu in the upper left corner of your screen and highlight "***Save As***."
   The "***Save Web Page***" box will appear.

2. In the "***Save in***" box:
   - This window should show that the file will be saved to the A Drive. If not, you must click on the down pointer and select the A Drive.

Select the A Drive for this box.   ➔

   OR

Typing "**a:**" here will force the file   ➔
to go to the A Drive.
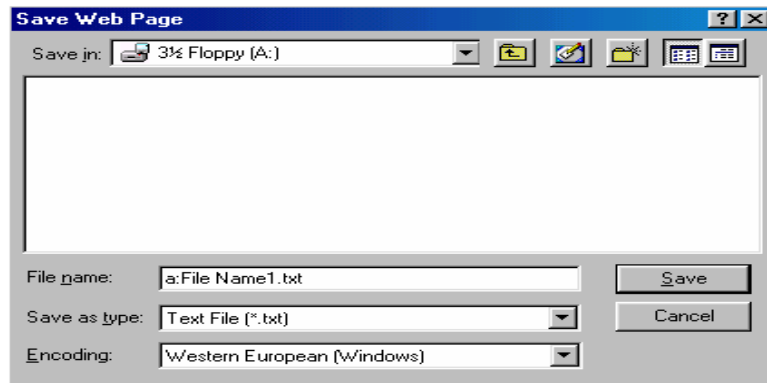
3. In the "***File name***" box:
   - Next, type a name for your file. (If a file name already appears, you may choose to use it.)
   - *Now, add the file name extension **.txt** at the end of the file name (e.g., **File Name1.txt**).

4. *In the "***Save as type***" box :
   - Click on the down pointer at the end of the box and **change the file type** from **"Web Page, complete (*.htm, *.html)"** to **"Text File (*.txt)."**

5. Click on the "***Save***" button.

6. **Get the URL** (web address) - **the URL will _not_ automatically be saved on the disk.**
   - If you are downloading from the web, copy the URL so you can write a proper MLA citation for your works cited page.
   - If you are downloading from a subscription database, ask a librarian for a handout that will show you how to cite your source with the correct URL.

*NOTE: If you save a file as a **.html** file type, you must be sure that whatever other computer you will be using has a browser (*Internet Explorer* or *Netscape*) that can open and read .html files.

If you save a file as a **.pdf** file type, you must be sure that whatever other computer you will be using has Adobe Acrobat Reader installed so that can open and read .pdf files.
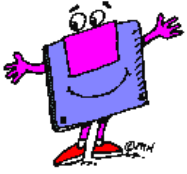
How to Download Pictures or Graphics From the Web

(Note: The procedure for downloading pictures or graphics from DCCC **subscription databases** may differ slightly from these instructions.)

Insert a formatted disk into the A Drive of the computer.

To Download a Picture or Graphic:

1. Place your mouse pointer in the center of the picture or graphic that you wish to download, and click once with the **RIGHT** mouse button.

2. Highlight "***Save Picture As***" and click.
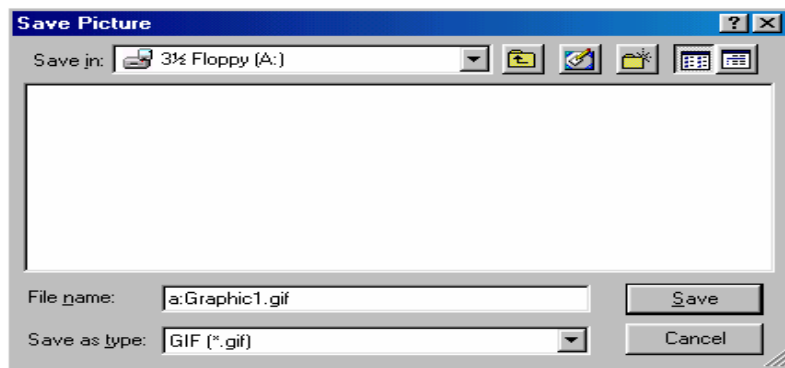   The "***Save Picture***" box will appear:

3. In the **"*Save in*"** box:

    *   This window should show that the file will be saved to the A Drive. If not, you must click on the down pointer and select the A Drive.

Select the A Drive for this box. →

OR

Typing "**a:**" here will force the file → to go to the A Drive.

4. In the **"*File name*"** box:
    *   Next, type a name for your file. (If a file name already appears, you may choose to use it.)
    *   Now, add the file name extension **.gif**, **.bmp**, or **.jpg** at the end of the file name. Use the same file type that appears in the lower box. (e.g., **Graphic1.gif**)

5. In the **"*Save as type*"** box :
    *   Use whatever file type that appears. It will not need to be changed.

6. Now click on the **"*Save*"** button.

7. **Get the URL** (web address) - **the URL will <u>not</u> automatically be saved on the disk.**
    *   If you are downloading <u>from the web</u>, copy the URL so you can write a proper MLA citation for your works cited page.
    *   If you are downloading <u>from a subscription database</u>, ask a librarian for a handout that will show you how to cite your source with the correct URL.

➢ Pictures and graphics can be found on the web at ***Google Images*** at
http://www.google.com/imghp.

➢ Pictures and graphics can also be found in the following DCCC Subscription Databases:
Academic Search Premier, eLibrary, Opposing Viewpoints Resource Center*, and *Student Resource Center.