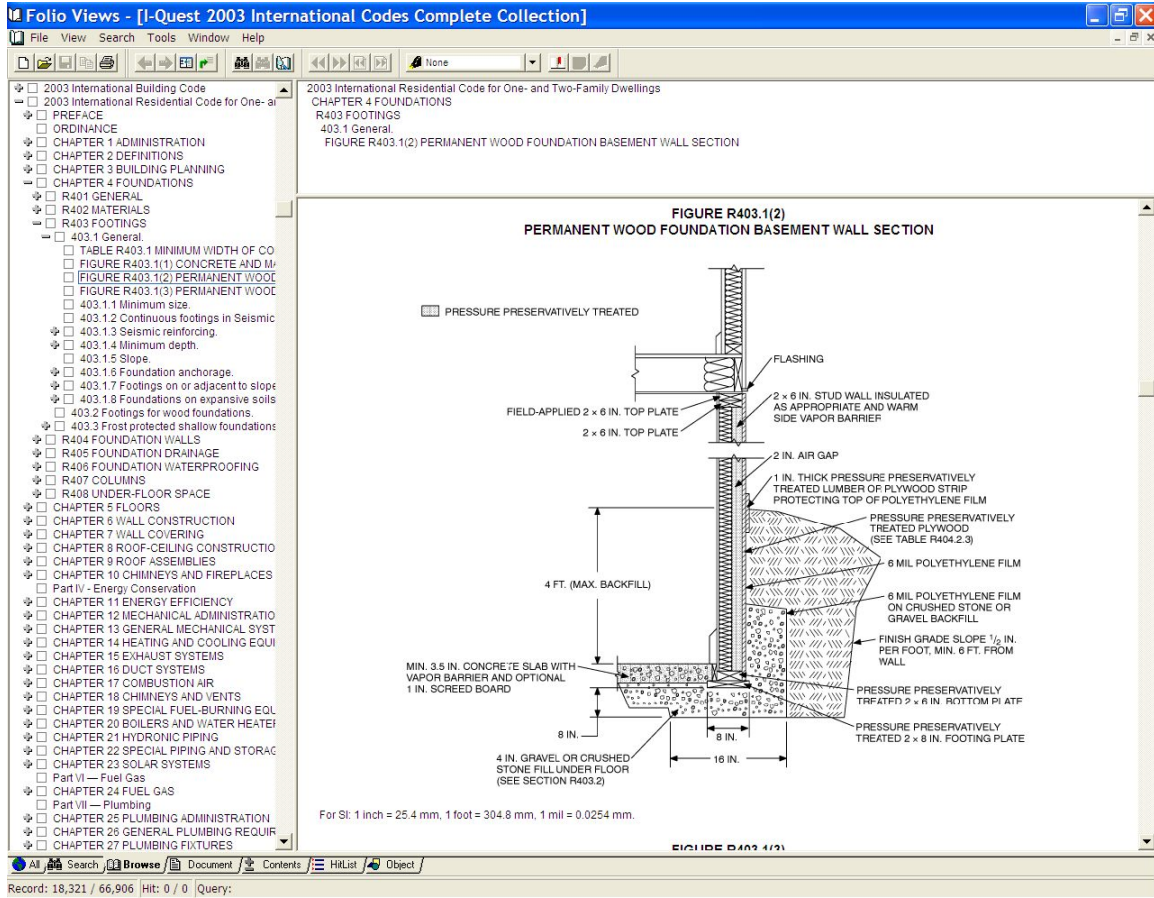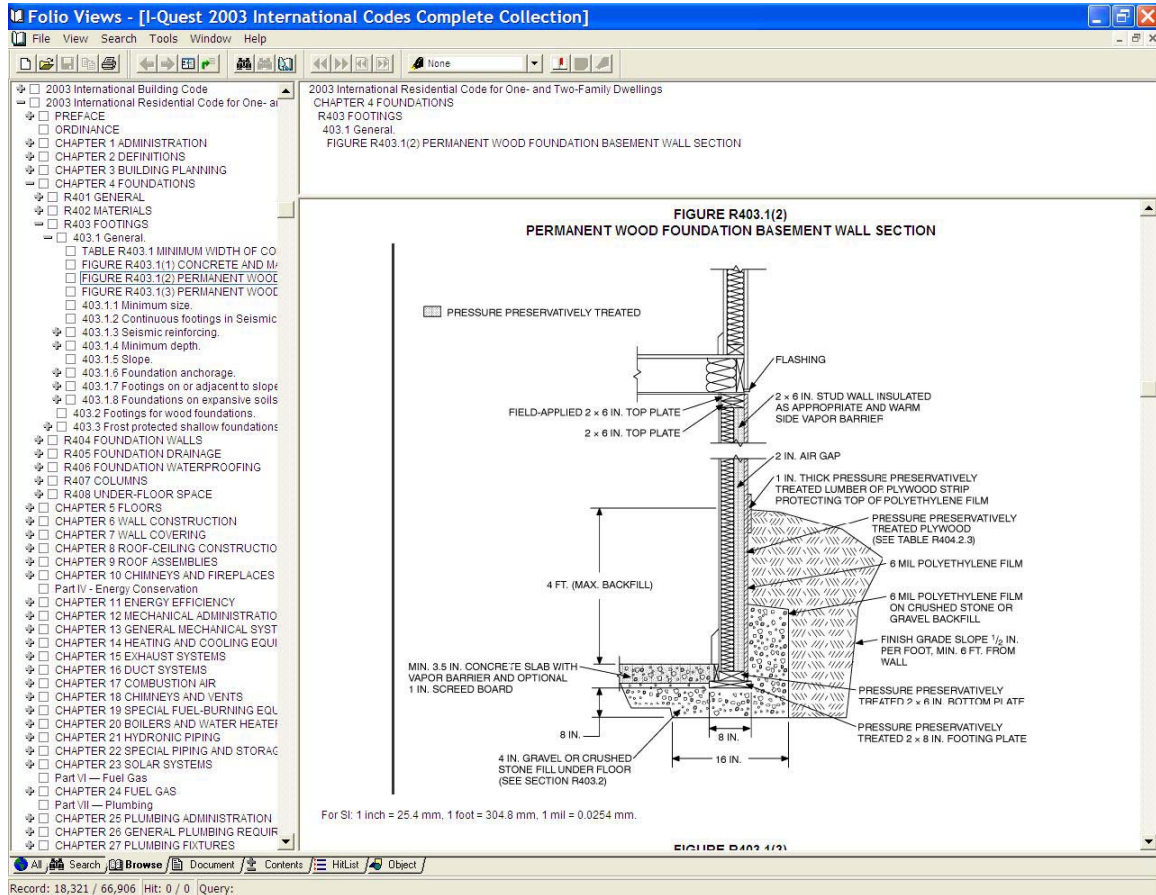# COPYING IMAGES IN I-QUEST

1.) In order to capture or copy an image out of I-Quest, first have the I-Quest document open to the image which you want to copy to a Word document, word processor or email.

2.) In order to copy the image first select the image by inserting your CURSER just before the image as shown here.

3.) Left click the mouse, hold down and drag your CURSER across the image to the opposite side of the image until the Square Box shows up around the image as shown below.

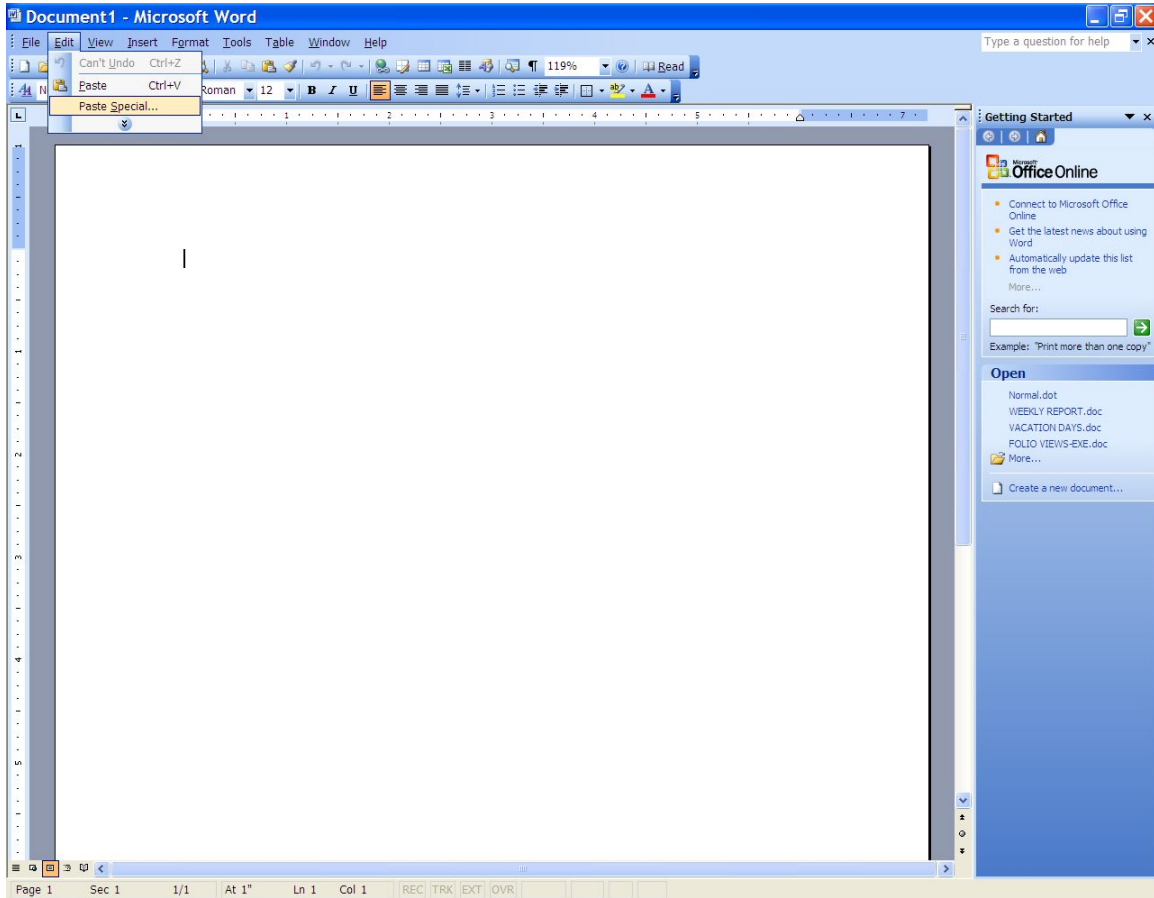4.) After haven selected the image, right click the mouse button and the menu pops up that says copy, etc. as shown in image below. You will select COPY (Control+C) to copy the image to the CLIP BOARD.
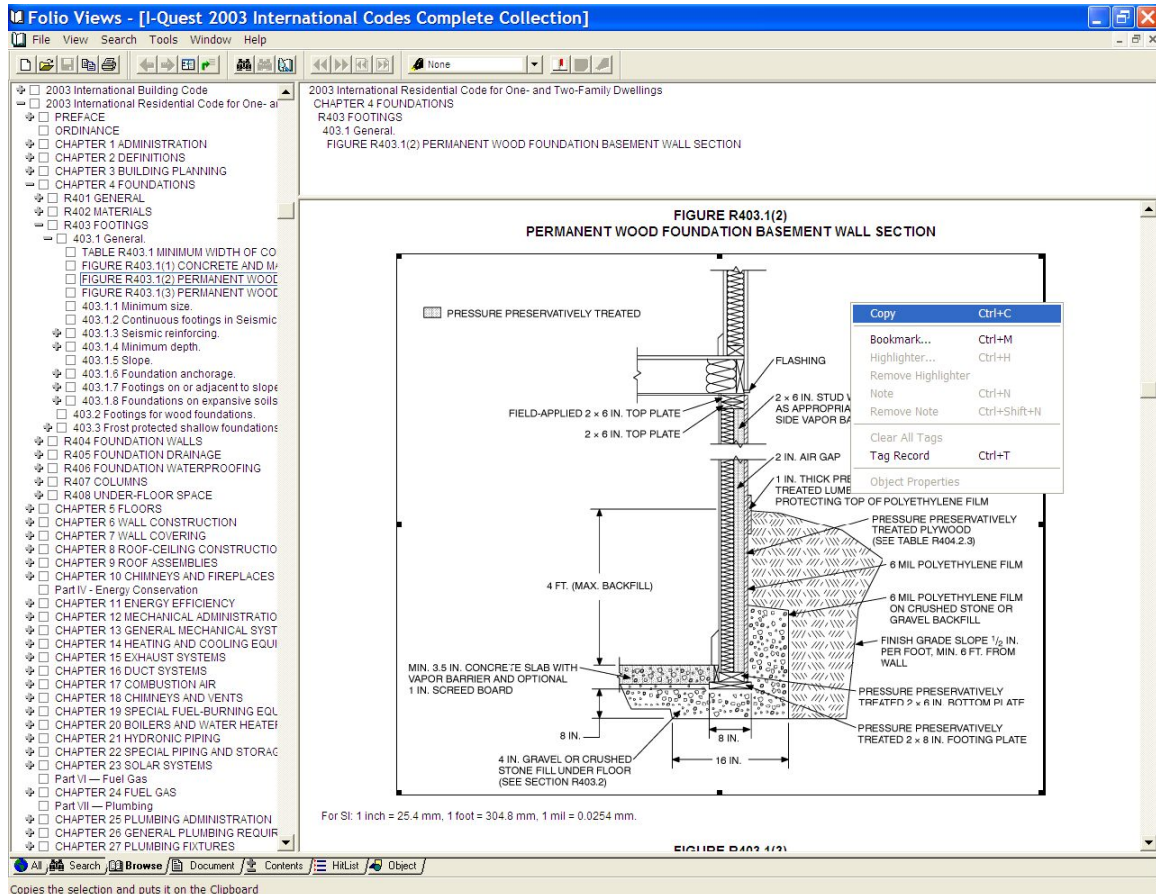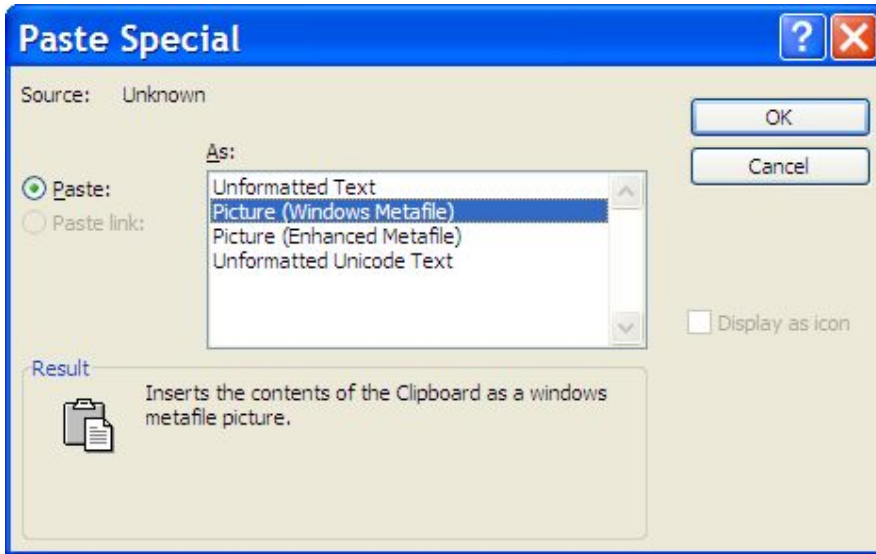

Continued on next page.

5.) Open a WORD document or word processor and select from the EDIT MENU and say PASTE SPECIAL as shown below in this image.

Continued on next page.

6.) In this captured image it shows you that you will need to select from the list of options that it will give you. We suggest that when pasting an image that you use one of the options that refer to an image type.

7.) After haven completed the steps above you will get a result that will paste the image into your document in the correct format that should look like the image shown here.