

The Jewish Genealogical Society of Great Britain



How to save information from a website on to your own computer



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by

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How to save information from a website on to your own computer

Introduction

This is the JGSGB's first technology-related handout. It deals with two different ways of how to save information from a website on to your own computer. You can do this by:

1. Copying the information into a word processing document

Open your word processing software and have an empty new document in front of you, and open the relevant web page open on your computer at the same time.

On the web page, block the text. [To do this you need to click your mouse once at the start of the page with the Left button on your mouse and hold the button down. Drag the mouse cursor to the end of the document and release. You have now blocked the text.] You'll notice the area over the text that you blocked has changed colour.

Move the mouse cursor into the middle of the text you have blocked, and click once with the Right button on your mouse.

Click the word Copy. If you wish, you can now close the web page you had open.

Move back into your word processing software and paste the information you copied into the empty word processing document

Save the document in the same way you would any other word processing document you've created.

2. Downloading a web utility that helps create a PDF file on your computer

To use a pdf file you will need to have [Adobe Reader](http://www.adobe.com/products/acrobat/readstep2.html) (formerly known as Acrobat Reader) plug-in installed to view the PDFs

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This example uses a free web utility called CutePDF. Other similar web utilities are available. *

Visit the website CutePDF and download the free utility: www.cutepdf.com/products/cutepdf/writer.asp

You need to click the Free Download where indicated and follow the instructions to install CutePDF to your computer.

Once installed, CutePDF appears as a printer on your computer and you print to CutePDF which saves the file as a PDF document on your computer.

A small more technical explanation: "CutePDF Writer installs itself as a printer subsystem in Windows systems, allowing you to create PDF files from any Windows application that can send a document or file to the printer. The driver converts the document into a PDF file. It requires a converter like GhostScript to be installed. The software works on Windows 98, ME, 2000, XP, 2003 and Vista (both 32-bit and x64 versions for XP, 2003 and Vista). Note that if you do not already have GhostScript installed, you will need to download and install both the "Writer" and the "Converter" (which is GhostScript)."

* Further information and other examples of free pdf converters can be found here:

www.thefreecountry.com/utilities/free-pdf-converters-drivers.shtml

Can you help?

If you have a suggestion for an update to this information, please send your suggestion to education@jgs.gb.org.uk Thank you.

Jeanette Rosenberg

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