Saving Internet Sources

It is critically important to save a copy of any scholarly sources you find on the Internet and want to (*might* want to) use as support for your argument. It often happens that things on the Internet get moved or taken down and you will never find it again. Do NOT just save the URL. If the source is taken down, the URL to a source that no longer exists won't do you any good at all.

Method 1: Download

If the source you found is in a database, look for a "Download" option. Download the article to your computer.

Method 2: Saving to a PDF

1. If you can, it is best to search for your articles in Google Chrome because Chrome makes it really easy to save an electronic copy of the article.
2. Once you find an article you want to keep, select Ctrl+P (or select "Print" from the options menu).
3. For the Printer, select "Save as PDF." In this dialogue box, scroll through the pages and make sure it looks like the article is going to save in a readable format (some web pages resist being saved or printed).
4. Click "Save" and Navigate to the location on your computer where you want to save the article.
5. Click "Save." CHECK THE FILE on your computer and make sure it actually saved in a readable format WITH THE URL VISIBLE. If it did, please print a hard copy of the article if you are able.

Method 3: Saving to a Document File

1. Find an article you want to keep.
2. Open a new document file and save the empty document on your computer. Name the empty document the name of the article you are saving to make it easier to find later.
3. On the web page, click ONE time in the navigation bar at the top to highlight the URL. Copy (Ctrl+C) the URL and Paste (Ctrl+V) it to the top line of the empty document.
4. Press enter to go to the next line of the document.
5. Back on the web page, start at the top and highlight the entire article, along with the title and the author's name.
6. With everything highlighted, Copy (Ctrl+C) the information and Paste (Ctrl+V) it into the document underneath the URL you already pasted there.
7. Save the document. This should give you an electronic copy of the entire document, along with the URL. Print the article if possible.

Method 4: Print a Paper Copy

It is ALWAYS a good idea to have a paper copy of the article. If possible, print a paper copy.

Method 5: Desperation

If none of the other methods work for you, you can always use **Ctrl + PrtScr** or the **Snipping Tool** to capture what is on your screen and paste it into a Word document. You could also use your phone to take pictures of the article. Neither of these methods are optimal, but if nothing else works, this would at least allow you to have a copy of the document. Make sure you get the URL.