

Office: Inserting Clip Art into a Office Document

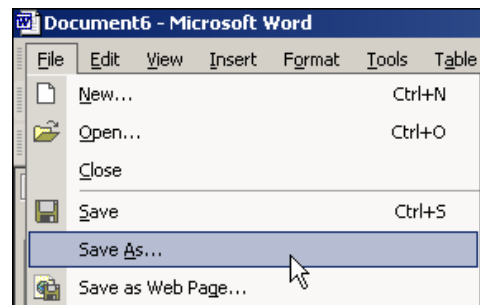
1. OPEN AN OFFICE PROGRAM

- Click on **START > PROGRAMS > <ANY MICROSOFT OFFICE APPLICATION>**.



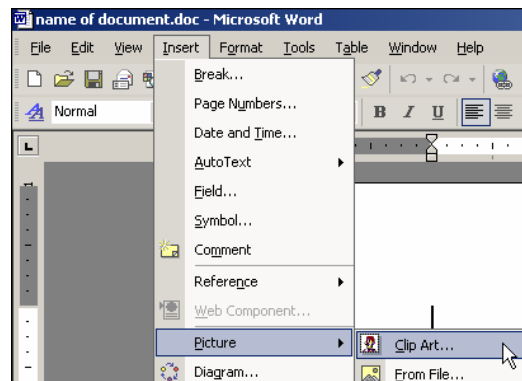
2. NAME THE OFFICE DOCUMENT

- Click on **FILE** Menu and select **SAVE AS**.
- Save this file in your **FOLDER** on the designated drive.
- Name your document.
- Click the **SAVE** button or press **ENTER**. (*Remember to save often*)

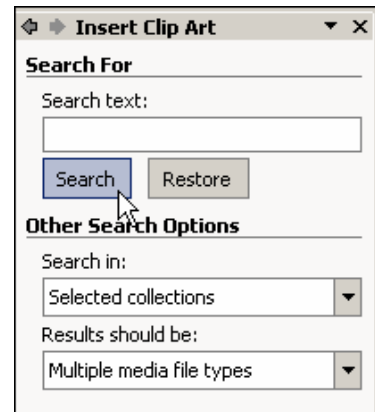


3. INSERTING CLIPART

- Click on the **INSERT** Menu and select **PICTURE > CLIP ART**.



- In the **SEARCH TEXT** box, type in what you are looking for.
- Click on the **SEARCH** button.



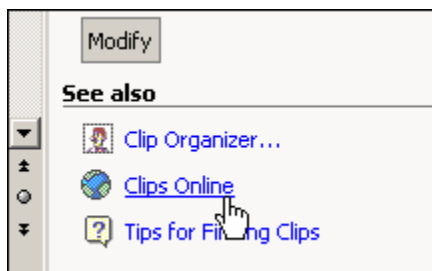
- Using your scroll bar, scroll through the given selection.
- Place your cursor in the document where you want the text to appear.
- Click on your clip art choice.

WANT A BETTER SELECTION ? GO TO THE WEB.



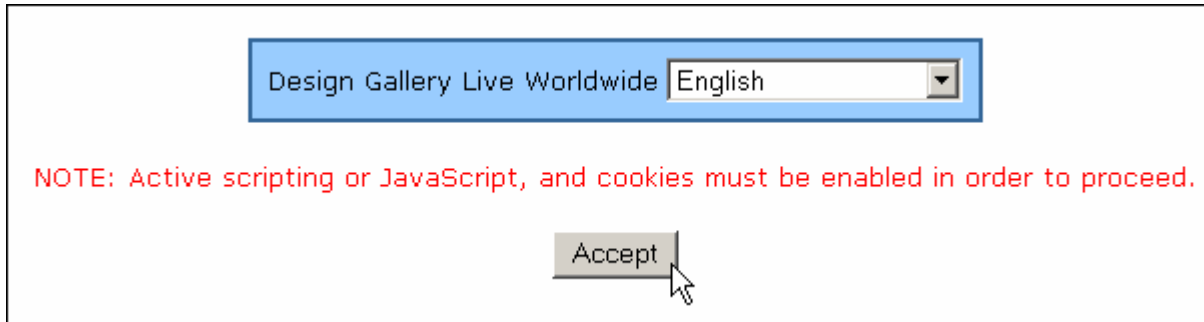
1. INSERTING CLIP ART FROM THE WEB

- Click on the **INSERT Menu** and select **PICTURE > CLIP ART**.



- In the **SEE ALSO** section, click on **CLIPS ONLINE**.

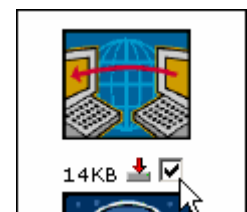
- The first time you go to the *Design Gallery Live* Web site, you will have to accept a licensing agreement guaranteeing that you will not use the clipart for illegal purposes.



- In the *Design Gallery Live* **SEARCH FOR** box, enter what you are searching for.
- Click the **GO** button to start the search process.



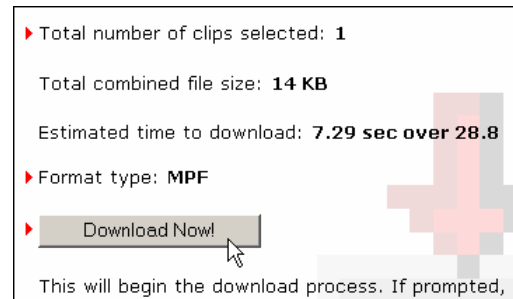
- When your selection appears on the screen, check the box of the picture(s) you want to download. (In the upper right-hand corner of your page, there should be a number that indicates the number of pages that you have to select from.)



- Click **DOWNLOAD CLIPS**.

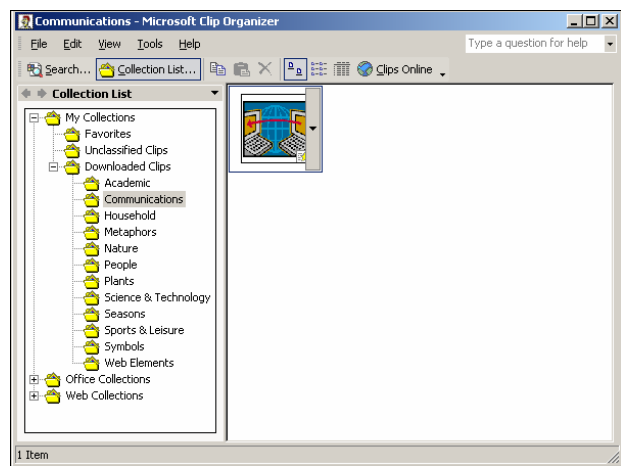


- Click **DOWNLOAD NOW**.

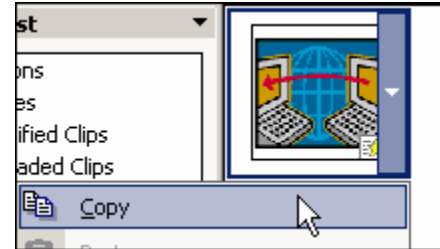


- For *Netscape* browsers, you will need to select what you want your web browser to do with the file.
- Click the **OK button**.
- For *Internet Explorer* users, no selection will be necessary.

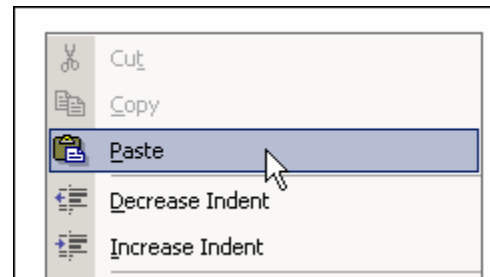
- A **FEATURED CLIPS box** should automatically appear with the clip that you downloaded. Right click on the picture you want to insert into your document.



- Click the **COPY button** located on the standard toolbar.
- Return to your *Office* document.

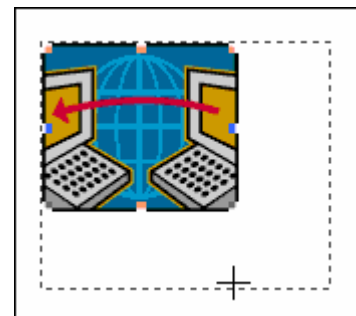


- Right-click where you want the clipart to be inserted.
- Click **PASTE button** located on the standard toolbar.



2. RESIZING THE CLIP ART

- Click on your picture.
- Small squares should show up around your picture.
- Place your cursor on one of the 4 boxes in the corners.
- Hold down your left mouse button and drag the picture to the desired size.



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C·R·E·A·T·E for Mississippi Staff