

Using Clip Art in Microsoft Office

Each Microsoft Office program has access to the Clip Art Gallery, a collection of clip art which you can include in the publications you create. Once you've searched through the built-in Clip Art library, you can also go to Microsoft's website and search their online collection of clip art for even more selections.

Using the Clip Art Gallery

1. Go to *Insert > Picture > Clip Art...* The "Insert Clip Art" Gallery will open in the Task Pane.
2. Enter a search term in the text box.
3. Under "Other Search Options" choose where you want to search (generally "all collections") and what type of result you want (generally just "clip art").
4. Click "Search."
5. The results of your search will appear. Browse through the clip art by using the scroll bar at the right side of the Clip Art Gallery.
6. To insert an image:
 - a. Click within your document to place your cursor where you want the image to appear.
 - b. Select the clip art of your choice and double-click on it; OR hold your mouse over the image, select the drop-down arrow that appears, and choose "Insert."
7. To modify your search terms or run a new search, click the "Modify" button and repeat steps 2-6.



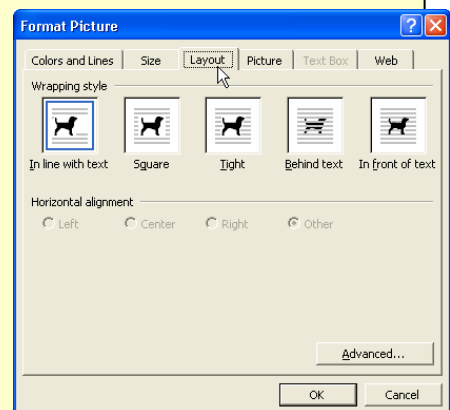
About Images in a Word document

When an image is inserted into a Word document, it is inserted by default as an "in-line" image. This means that the image is "in line with text" and is treated in some ways as text. Not only will it conform to the text formatting that was applied to surrounding text (being double-spaced or center-aligned, for example), but your layout options will be extremely limited: you can drag the image up and down the document, but you can't wrap text around it or move it to the right side of the screen.

To change the image to something which can be more easily manipulated, you must change its layout format:

1. Right-click on the image. (Notice the black squares in the corners of the image. These indicate that the image is an in-line image.)
2. Select "Format Picture."
3. Click the "Layout" tab.
4. Under Wrapping Style, choose "Square" or "Tight."

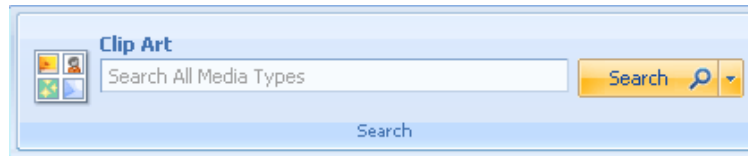
You will notice two primary changes. First, you can now drag the image to any location within the document, and the text will wrap around the object. Second, when you select the image, the black boxes in the corners are now replaced by white circles.



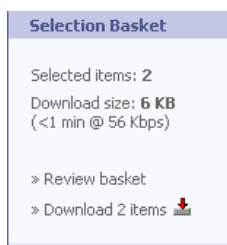
Can't Find Something You Like? Use Microsoft's Online Clip Art

Microsoft's Online Clip Art collection is simple to browse, and the process works much like a shopping cart – you select the pieces you want to download, and Office will automatically download the Clip Art into your Clip Art Gallery for easy access.

1. From within the Clip Art Gallery, click the "Clips Online" link at the bottom of the Clip Art Task Pane; OR open an internet browser and go to office.microsoft.com, then select the "Clip Art" tab.
2. Enter your search terms in the Clip Art Search text box. Click "Search."



3. Your results will appear. If there is more than 1 page of results, use the arrows at the top of the display to navigate between pages. Click on any image for more information about that image.



4. Once you find an image that you want, click the check box below it. It will automatically add itself to your "Selection Basket" (located in the left menu).
5. You may review your basket at any time by clicking "Review Basket."
6. To remove an item from your basket, simply uncheck the box below it.
7. Once you have finished choosing clip art (or have reached the Selection Basket's 20-item limit), click the "Download items" link (shown in the Selection Basket at right).
8. You will be prompted to select an application. It should be set to "Import into Clip Organizer 2002 or newer." Then select the "Download now" button.
9. If prompted, click "Open" or "OK." The Clip Organizer will automatically import your clip art, and your Selection Basket will be emptied.

If you wish to search for more clip art, use the back button on your browser to return to your previous search results, or you can start a new search at any time.

How do I Use the Clip Art that I've Downloaded?

The Clip Art that you've downloaded should now be accessible from within the Clip Art Gallery. Go back to the document you're creating and follow the steps on the previous page for *Using the Clip Art Gallery*.