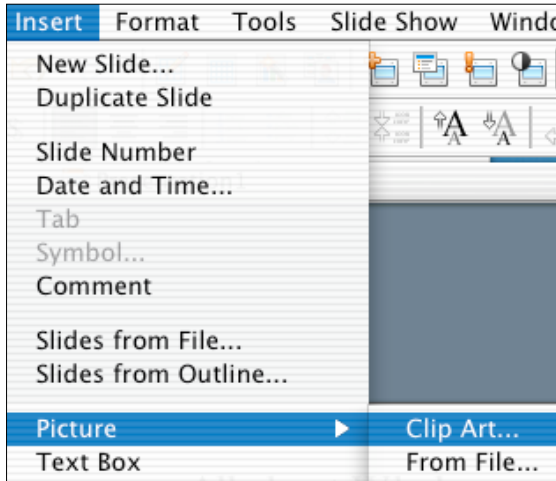


Inserting Clip Art in Office Applications

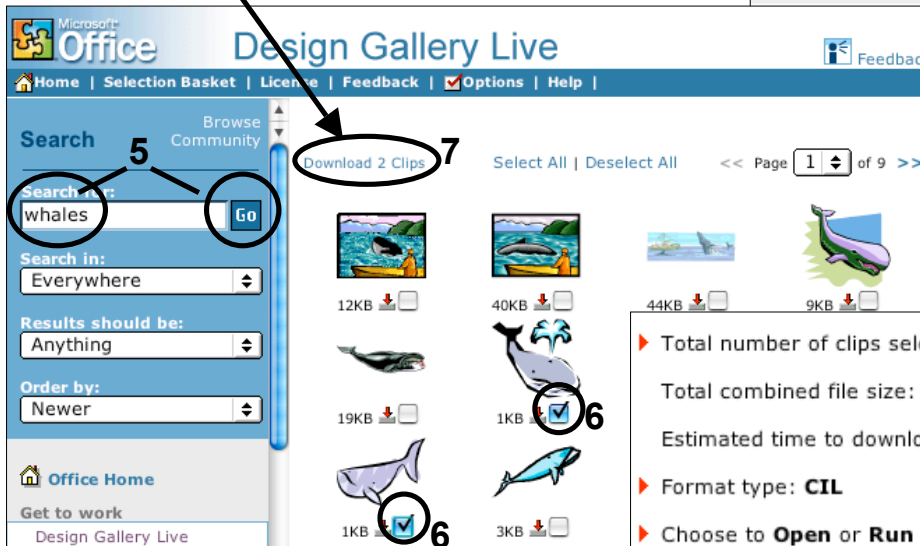
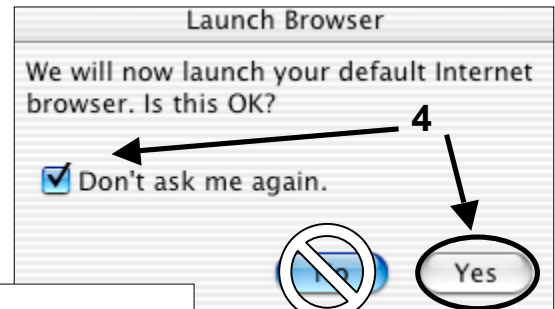
➤ Clip Art from the Office Clip Gallery

1. Go to the **Insert** menu, scroll down to **Picture** and select **Clip Art**.
2. Highlight the image and click on **Insert**.

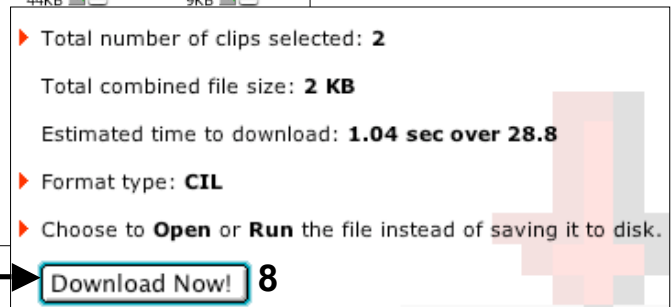


➤ Clip Art from the Online Office Design Gallery Live

3. To find more clip art from Microsoft's online **Design Gallery**, click **Online**.
4. If you get the **Launch Browser** window (see right), check the box, **Don't ask me again**, and click on **Yes**.
5. Type a word in the **Search for** box and click **Go**.
6. Add images to a **Selection Basket**: check the boxes below each image you want.
7. Click to **Download** your clips.

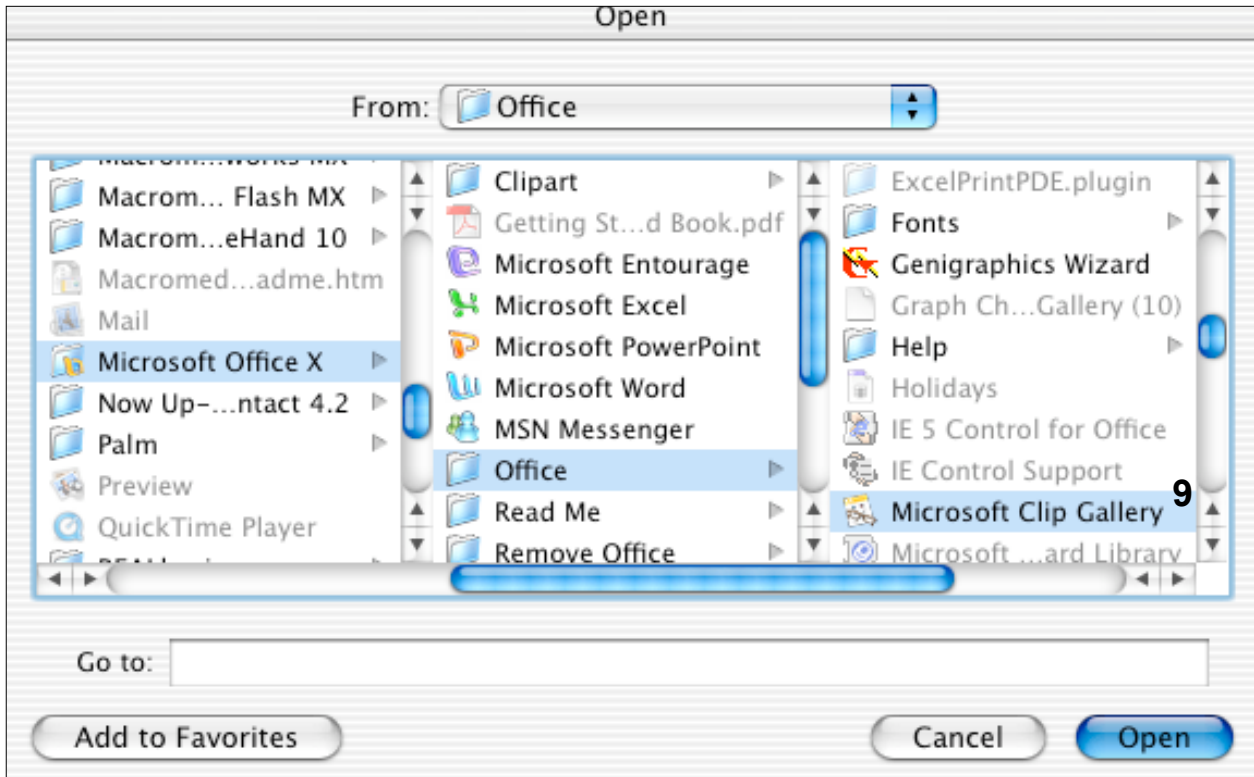


Click on the >> to move to more selections.



8. In the resulting summary screen, click

- If you get the message, **Unhandled File Type** (see right), click on **Application**, and navigate to **Microsoft Clip Gallery** (see below).



➤ **Return to Your Office Application**

- You will need to return to **step 1 on page 1** to access the images that you downloaded.
- In the Clip Gallery, select **Favorites**.
- If you don't see the images you downloaded, you may need to look for a file on your desktop** (ending in .cil). Drag this file into the **Clip Gallery** window.
- You can now highlight the image you want and click **Insert**.

