

ADDING GRAPHICS WITH THE INSERT CLIP ART TASK PANE

The Insert Clip Art Task Pane in Excel, FrontPage, PowerPoint, and Word provides a quick way to access clip art through a search function that finds and displays clips by title, collection, or type, such as clip art, photographs, movies, and sounds.

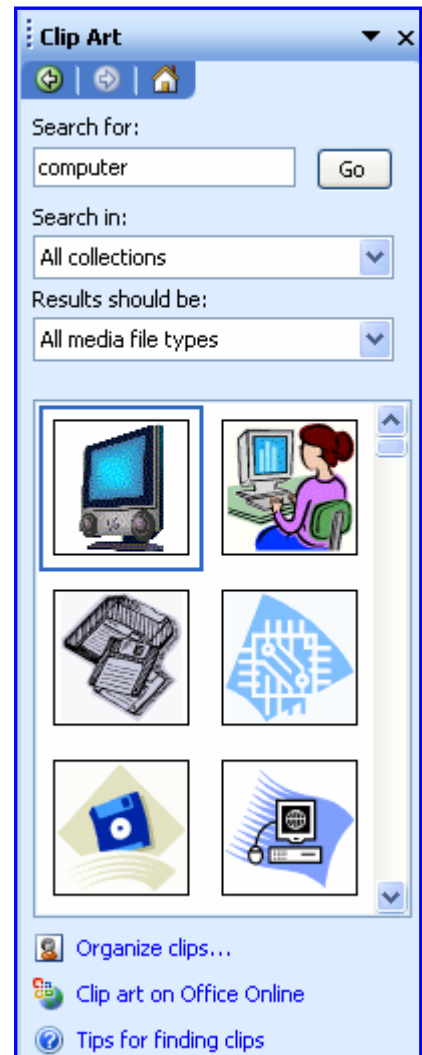
To specify the type of clip art to download, input a word into the **Search for** box and then click the **Go** button. Clip art matching the specified word will appear in the gallery.

To specify the type of collection to search in, click the drop-down arrow for **Search In** under **Other Search Options**. These collection types are:

- ✦ **All Collections** – With this option, items from all of the three collections listed below will be searched for.
- ✦ **My Collections** – These are clip art, pictures, sounds, etc. that have been loaded on the computer from CDs, DVDs, or from the Web.
- ✦ **Office Collections** – These are the clip art, pictures, sounds, etc. that are supplied by the Office XP programs.
- ✦ **Web Collections** – It is possible to search the Web for images. This option searches the Web collections for clip art matching the specified criteria.

Under **Results Should Be**, choose one of the following:

- ✦ **All Media File Types** – This option searches for all types of media from those listed below.
 - ✦ **Clip Art** – This is professionally prepared art that is stored as files either on a CD, DVD, in the Office 2003 programs, or on the Web.
 - ✦ **Photographs** – Pictures that have been downloaded from the Web, stored in Office 2003, scanned, or loaded from a digital camera can be found by clicking this option.
 - ✦ **Movies** – Click this option to select video clips that have been downloaded from the Web, stored in Office 2003, or loaded from a CD or a DVD.
 - ✦ **Sounds** – This option is used to access audio clips that have been downloaded from the Web, stored in Office 2003, or input through speech recognition.
- ✦ Click the **Organize Clips** link near the bottom of the **Task Pane** to open the **Microsoft Clip Organizer**.
 - ✦ The Clip Organizer can be used to locate additional clip art images.
 - ✦ The Clip Organizer can be used to move clips to different folders.
 - ✦ It provides a list of images in each of the collections specified under **Search in**.
- ✦ To search for clip art in the **Microsoft Office Online** site, click the **Clip art on Office Online** link.
 - ✦ The **Clip Art and Media Gallery** will be displayed.
 - ✦ At this site, it is possible to search for clip art by category or by type.



- ✦ A list of categories is also displayed. To access one of these categories, just click the category link.
- ✦ Click the **Tips for Finding Clips** link to locate information on working with clip art.
- ✦ To insert a clip art image into a document:

- ✦ Click the image. The image will appear in the document at the location of the insertion point.

- ✦ Move the mouse pointer over the image.

- ☐ An arrow will appear on the right side of the image.
- ☐ Click the arrow to open a list of options (see illustration).

- **Insert** - Click this option to insert an image into the document.
- **Copy** - To make a copy of the image, click this option.
- **Delete from Clip Organizer** - To remove the selected image from the **Microsoft Clip Organizer**, click this option.
- **Copy to Collection** - Use this option to copy the selected image to the **Microsoft Clip Organizer**.
- **Move to Collection** - This option is not always available. It is selected when you want to move an image
- **Edit Keywords** - To add additional words to the search criteria for a clip art image or to remove one of the keywords for the image, select this option.
- **Find Similar Style** - This option is used to find images that are similar to the selected image.
- **Preview/Properties** - Use this option to view the properties, such as image size, orientation, and name for the image. It is also possible to change the keywords using this dialog box.

