

Importing Templates and Clips from the Microsoft Web Site

Downloading templates and clips from the Microsoft Web site is quick and easy. When the templates are downloaded, the document opens in the PowerPoint window. When the clips are downloaded, they will appear in the Microsoft Clip Organizer.

Connecting to the Microsoft Office Template Gallery Web Site

- ❖ Click **New** on the Menu Bar.
- ❖ When the **New Presentation Task Pane** displays, click **Templates on Microsoft.com**.
- ❖ The **Templates** window for **Microsoft** will display.
- ❖ Scroll through the templates to see what is available.
 - The templates program type is indicated by the icon beside each template.
 - Look to see what is available for PowerPoint.
- ❖ Click on the template that you want to import.
- ❖ Click on the **Internet** button on the **Task Pane** and then **Close** the program.

Importing Clips from the Microsoft Design Gallery Live Web Site

- ❖ Click the **Insert Clip Art** button on the **Drawing** toolbar.
- ❖ Click the **Clips Online** button in the **Insert Clip Art Task Pane**.
- ❖ The **Microsoft Online** Web page will display with the **Clip Art and Media** category selected.
- ❖ Take a couple of minutes to scroll through this Web page and see what is available.
- ❖ **Clip Art and Media** link in the left frame to return to the Clip Art and Media page.
- ❖ In the **Search** box at the top of the window, click the list arrow and then choose **Clip Art**.
- ❖ In the box on the right, input the category that you want to search for.
- ❖ The first twelve images that are available will display.
- ❖ To search through the gallery of clip art images, click the arrows to the right and left of the word **Next**.
- ❖ To download an image, click the check box below the image.
- ❖ The **Download __ item** link will appear above the list of images.
- ❖ Click that button to download the image.
- ❖ The **Download** window will display.
- ❖ Read the instructions and then click the **Download Now** button.
- ❖ The image will download to the **Clip Art Organizer** window.
- ❖ Click the list arrow next to the image.
- ❖ Choose the **Move to Collection** option.
- ❖ Choose a category to where the image can be stored.
- ❖ The image will be moved to that category.
- ❖ Insert the image into the presentation in the same way that all other images are inserted.