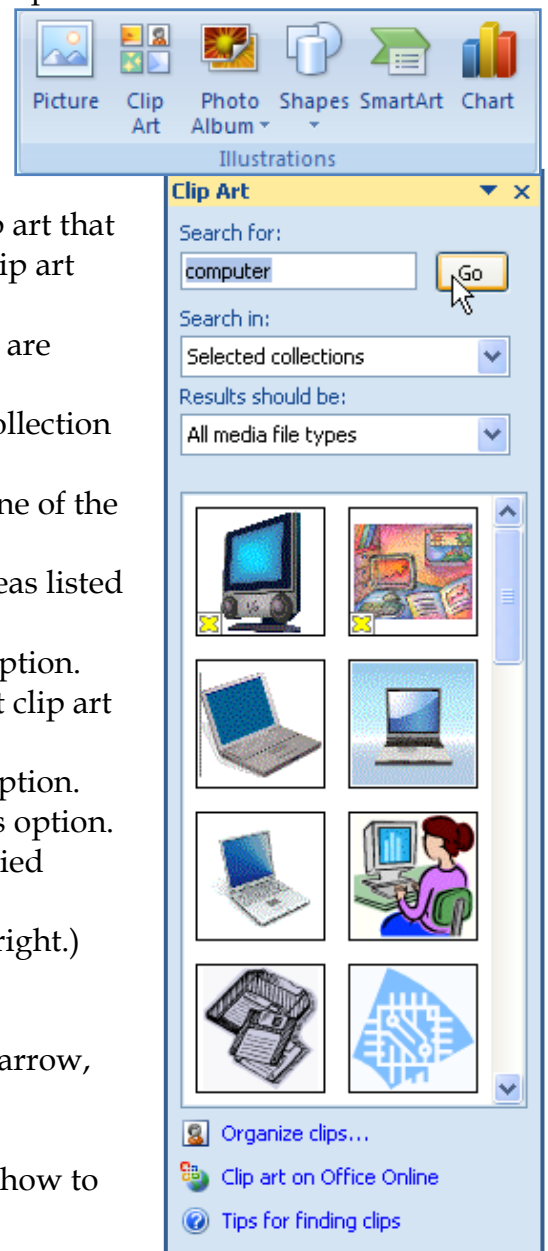
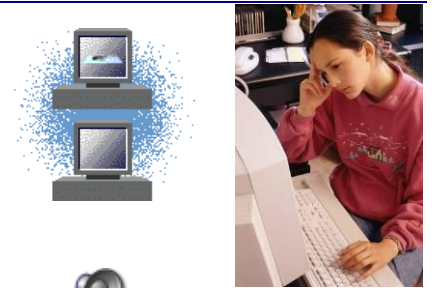


ADDING CLIPART OR PICTURES

Clips are copyright-free images of ClipArt, Photographs, Sounds, and Movie clips. Clips may be used to enhance any Office document. They may be inserted from Microsoft's Clip Gallery or from files installed from other sources. It is also possible to download ClipArt images from the Web. The objects at the right are examples of clipart.

Inserting Clips or Pictures

- ❖ Click the area in the document where the clip will be inserted.
- ❖ Click the **Insert Tab**.
- ❖ In the **Illustrations Group**, click the **ClipArt** button.
- ❖ The **ClipArt Task Pane** will be displayed to the right of the document.
- ❖ In the text box under **Search for**, input a category for the clip that is to be inserted, such as Computer.
- ❖ Click the **Search in** drop-down arrow to select the area that is to be searched. The options are:
 - **Everywhere** - To search the three areas below for clip art images, click the check mark for this option.
 - **My Collections** - This option is used to search for clip art that has been added from CDs, DVDs, or the Web to the clip art gallery.
 - **Office Collections** - To search for clip art images that are supplied by the Office XP program, click this option.
 - **Web Collections** - To search the Microsoft Clip Art collection on the Web, choose this option.
- ❖ Click the **Results should be** drop-down arrow to select one of the following options:
 - **All Media Types** - To search for items from all the areas listed below, click this option.
 - **Clip Art** - To search just for clip art images, use this option.
 - **Photographs** - To search just for photographs, but not clip art images or any of the other images, choose this option.
 - **Movies** - To search the gallery for movies, click this option.
 - **Sounds** - To search the gallery for sounds, choose this option.
- ❖ Click the **Go** button to find the clips that match the specified criteria.
- ❖ A gallery of clips will appear. (See the illustration at the right.)
- ❖ To insert the Clip Art image, do one of the following:
 - Click the image.
 - Move the Mouse Pointer over the image, click the list arrow, and then choose **Insert**.
- ❖ Format the picture as desired. See the document in the PowerPoint Web Page on Modifying Clip Art Images for how to do this.



Inserting a Picture or ClipArt from a File

- ❖ Click where the picture is to be inserted.
- ❖ Click the **Insert Tab**.
- ❖ In the **Illustrations Group**, click the **Picture** button.
- ❖ The **Insert Picture** dialog box will display with the **My Pictures** folder open.
- ❖ If the desired picture is not located in this folder, do one of the following:
 - Click the **Look in** drop-down arrow to look for the folder where the image is stored.
 - Click one of the options in the pane on the left of the window.
- ❖ Do one of the following:
 - Double-click the image that is to be used.
 - Click the image and then click **Insert**.
- ❖ Format the picture as desired. See the document in the PowerPoint Web Page on Modifying Clip Art Images for how to do this.