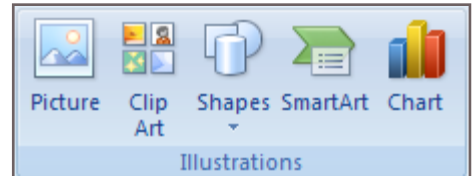


Downloading and Inserting a Picture or ClipArt Image

Pictures and clip art images can be downloaded from a file, from the Internet, or from the Clip Art Gallery. This document explains how to download pictures from a file that is stored on the network or other storage media. It also explains how to download pictures from the Internet and store them in the Clip Art Gallery, copy them to the document, or save the picture to some form of storage media.

Inserting an Image From a File

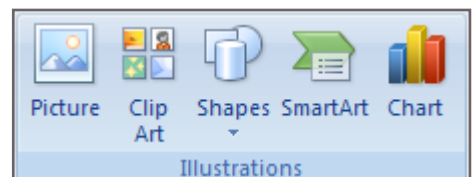
- ❖ Click where the picture is to be inserted.
- ❖ Click the **Insert Tab**.
- ❖ In the **Illustrations Group** click the **Picture** button (see illustration at right).
- ❖ The **Insert Picture** dialog box will display with the **My Pictures** folder selected.
- ❖ If the desired picture is not located 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. These options are:
 - **Recent** – This option displays the last fifteen documents that have been opened on the computer. An icon appears beside the document that indicates which program the document was opened in.
 - **Desktop** – This option displays documents that have been stored on the desktop. The desktop is the window that you see when you first start the computer. It is also possible to locate other storage areas such as the hard (c) drive
 - **My Documents** – This is usually the main storage area for documents that you have created and is probably the area where these files would be stored.
 - **My Computer** – To find documents located on the hard (c) drive, choose this option.
 - **My Network Places** – If your computer is connected to a Network, this will allow you access to that area.
- ❖ 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 on Modifying Clip Art Images for information on how to do this.



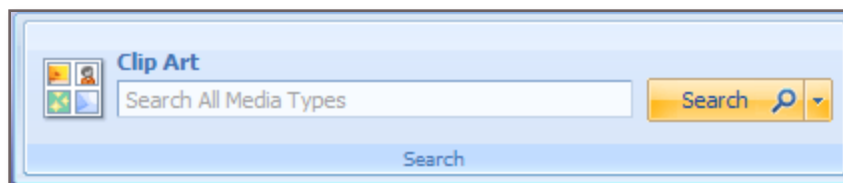
Inserting an Image from the Internet

Downloading the Image

- ❖ Click where the picture is to be inserted.
- ❖ Click the **Insert Tab**.
- ❖ In the **Illustrations Group** click the **Clip Art** button (see illustration at right).
- ❖ The **Clip Art Task Pane** will display.
- ❖ Click the **Clip Art on Office Online** button located in the lower part of the **Clip Art Task Pane**.
- ❖ The **Microsoft Office Online Web page** will appear. This site allows you to download images from the Web.



- ❖ At the end of the **Search** button, click the list arrow to choose a type of clip from the drop down list.
- ❖ Input the type of picture you are searching for in the **Search** box.



- ❖ Click the **Search** button beside the **Search** box.
- ❖ The first twelve images of the chosen category will display.
- ❖ In the **Select Page** bar in the Window, use the **Next arrows** to move from page to page.
- ❖ To download the clip, click the check box under the image.
- ❖ A message will appear in the **Search** bar with a red arrow. The message will say **Download ___ item**. The number displayed will be determined by the number of clips that have been selected.
- ❖ When all the images have been selected, click the **Download** button.
- ❖ The **Download Active X Control for Office Online** window will appear.
- ❖ Click the **Continue** button to move to the next step in the download process.
- ❖ The **Download** window will display.
- ❖ Click the **Download Now** button in this window.
- ❖ The **File Download** dialog box will appear.
- ❖ Click the **Open** button.
- ❖ A dialog box will appear showing the status of the download.
 - This option places the clip in the **ClipArt Organizer** under a folder called Downloaded Clips.
 - Check the Title Bar of the dialog box that appears to see which folder in the Downloaded Clips folder the clip is stored in.
- ❖ To download more than one clip, click the box under the clip.
 - Continue to search for more clips, clicking the box for each one.
 - Click the area where it says **Download ___ clips**.
 - A message will appear showing information about the clips selected.
 - Click the **Download Now** link to download the clips.
 - The **File Download** dialog box will display showing the status of the download.
 - The clips will download to your **Microsoft Clip Organizer**.
 - They will be placed under a folder called **Downloaded Clips**.
- ❖ Close the **Clip Organizer** window.
- ❖ To insert the image into the document, do one of the following:
 - Click the **Insert Tab**.
 - In the **Illustrations Group** click the **Clip Art** button (see illustration at right).
 - The **Clip Art Task Pane** will display.
 - Input the type of image in the **Search for** box in the **Clip Art Task Pane**.
 - Click the **Go** button.
 - The clips that were downloaded will appear in the images in the **Clip Art Task Pane**.

- Click the drop down arrow next to the image that is to be inserted into the document and then choose **Insert**.

Saving a Clip to a Folder

Almost any image on the Internet can be saved for use in a document. The image has to be saved to a folder on your computer. To do this, complete the following steps:

- ❖ Locate the image to be copied.
- ❖ Click with the right mouse button.
- ❖ Choose **Save picture as** from the list of options to place it in the **My Pictures** folder for future use.
- ❖ The **Save Picture** dialog box will appear with the **My Pictures** folder as the default.
- ❖ In the **My Pictures** folder, input a name for the picture in the **File Name** box.
 - To save the picture in another folder, click the **Look in** list arrow and choose the folder where the picture should be stored.
- ❖ Click the **Save** button.
- ❖ To insert the picture into the document, follow the instructions under **Insert an Image from a File**.

Copying a Clip

- ❖ Locate the image to be copied.
- ❖ Right click the image.
- ❖ Choose **Copy** from the list to place the picture on the Clipboard.
- ❖ Go to the document and choose **Paste** to place the copied image into the document.