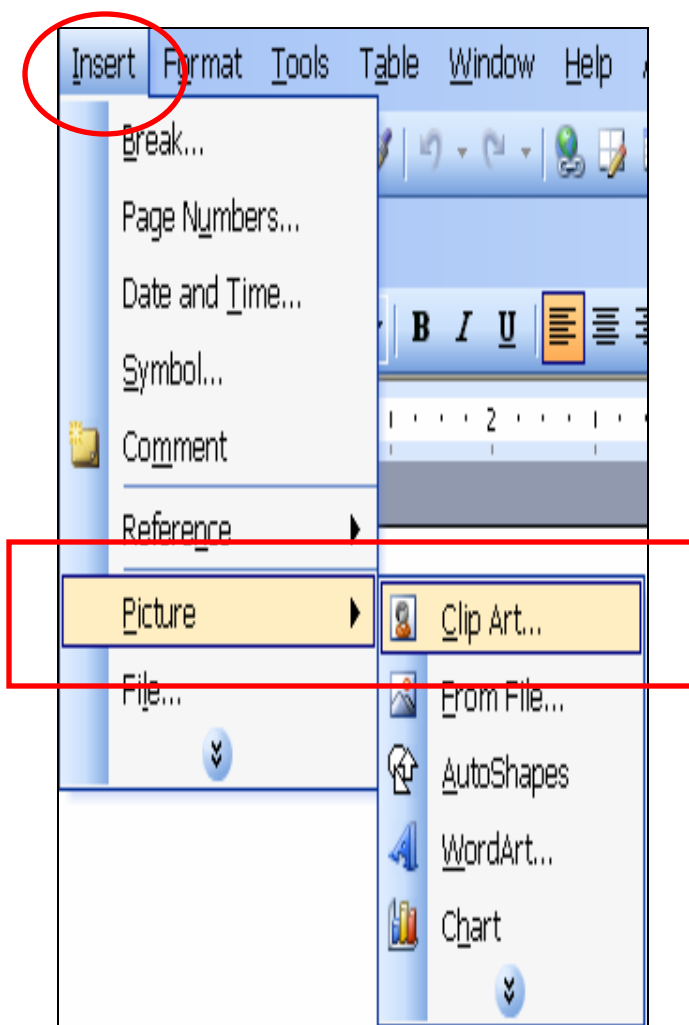


Inserting Clip Art from the Internet

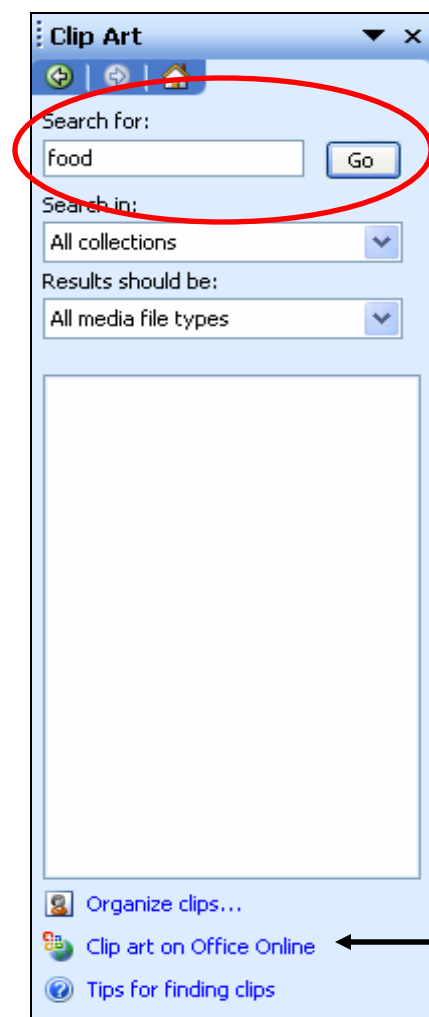
All of the applications in the Microsoft Office 2003 Suite except Access have the ability to insert clipart into a file. Even though clip art is available within each application there is an abundance of additional clip art available online. This Low Threshold Activity provides the steps to access clip art online. These instructions are the same for all of the Office applications except Access, which does not have the ability to insert clip art.

1. To insert Clip art, click on the **Insert** menu, slide the mouse down to **Picture**, and then choose **Clip Art**. When Clip Art is chosen, the Clip Art **Task Pane** will open on the right side of the editing window.

MENUS



TASK PANE



There are two ways to retrieve clip art: (1) type in the **Search for:** text box the category of clip art you want to retrieve and then press the **Go** button, or (2) click on the **Clip art on Office Online** at the bottom of the task pane. The second option will take you to Microsoft's web site on the Internet.

2. After clicking on the **Clip Art on Office Online**, the following screen will appear.

The screenshot shows the Microsoft Office Online interface. At the top, it says "United States" and "Microsoft.com Home | Site Map". The main header is "Office Online". Below the header is a search bar with "All media types" selected and a "Go" button. The left sidebar contains navigation links: Home, Assistance, Training, Templates, **Clip Art and Media** (highlighted), Downloads, Office Marketplace, Tools for Your Job, Microsoft Office System, and Deployment Center. Below this is a "Selection Basket" section stating "Your selection basket is empty." and a "Things To Do" section with links like "Suggest new content" and "Read our newsgroup". The main content area is titled "Clip Art and Media" and includes a "Clip of the Day" section with a telescope icon and an "Add to selection basket" checkbox. To the right is a "Get your clip art and Office demos here" section with a list of tips. Further down are "FEATURED COLLECTIONS" with icons for Halloween, Recycling, Business, and Industry. At the bottom of this section are "Clip tips" and "Quick links".

This screenshot shows the "BROWSE CLIP ART AND MEDIA CATEGORIES" section of the Office Online interface. The left sidebar contains links for "Get our newsletter", "Worldwide", and "Related Web Sites". The main content area is a grid of category links. An arrow points to the "Food" category. The right sidebar contains "Hot downloads" and "Quick links".

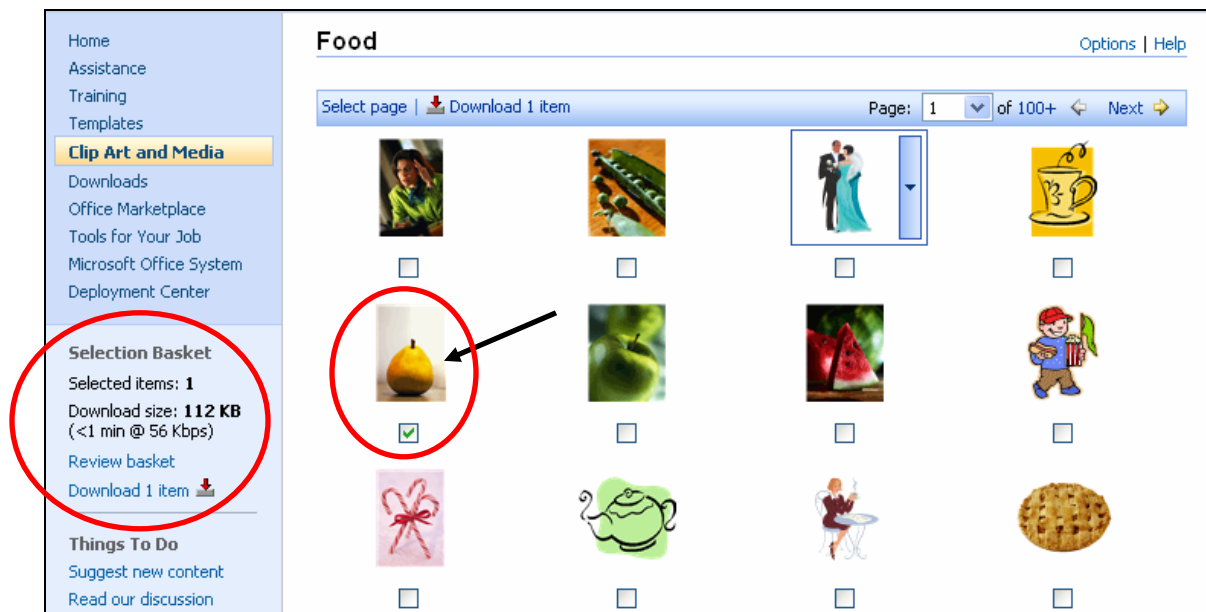
BROWSE CLIP ART AND MEDIA CATEGORIES		
Abstract	Emotions	Realistic
Academic	Fantasy	Religion
Agriculture	Flags	Sciences
Animals	Food	Seasons
Arts	Government	Signs
Astrology	Healthcare	Sites
Backgrounds	Household	Special Occasions
Black & White	Industry	Sports
Buildings	Leisure	Symbols
Business	Maps	Technology
Cartoons	Nature	Tools
Character Collections	Occupations	Transportation
Colorful	Pastel	Travel
Communications	People	Weather
Concepts	Personal Appearance	Web Elements
Decorative Elements	Plants	

This page provides the Clip of the Day, which changes daily, Featured Collections, Clip Tips, and a browse section by clip art and media categories. For this exercise, we will click on the **Food** category.

After clicking on the Food category, the following screen displaying available clip art representing food will appear. As indicated on the lower right of the window, there are 100+ screens available all of which contain food related clip art and media.

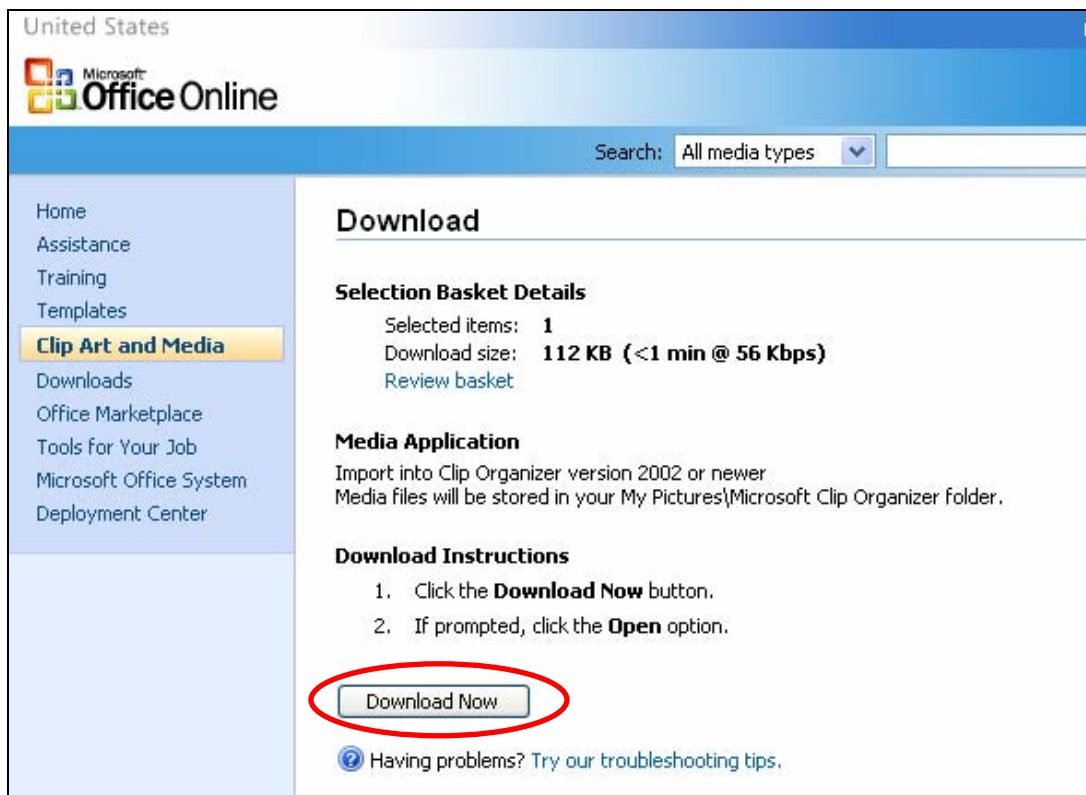


- To select an item, click on the check box beneath the clip art image. For this exercise, the **Pear** has been selected. Once an image is selected, it goes into the **Selection Basket** on the left side of the window.



The Selection Basket provides information such as how many items have been added to the basket, what the download size is and the amount of time the download will take using a 56 K modem.

4. After selecting the clip art image, click on the **Download item** button on the left side of the window. After doing so, the following window will open.



5. After verifying the information, click the **Download Now** button. The **File Download** window will open next. Click on the **Open** button. The following **Clip Organizer** window opens. Notice that the Pear is in the window.



6. Click the down arrow to the right of the image. This will open the short cut menu as shown below.



7. From the Short Cut menu, clip art can be permanently **Copied** or **Moved** to the Collection or simply copied or pasted into a file. If you decide not to keep the image, the clip art can be **Deleted** from the folder or from the Clip Organizer. Once a selection has been made, the online download clip art process has been completed.

HAPPY COMPUTING