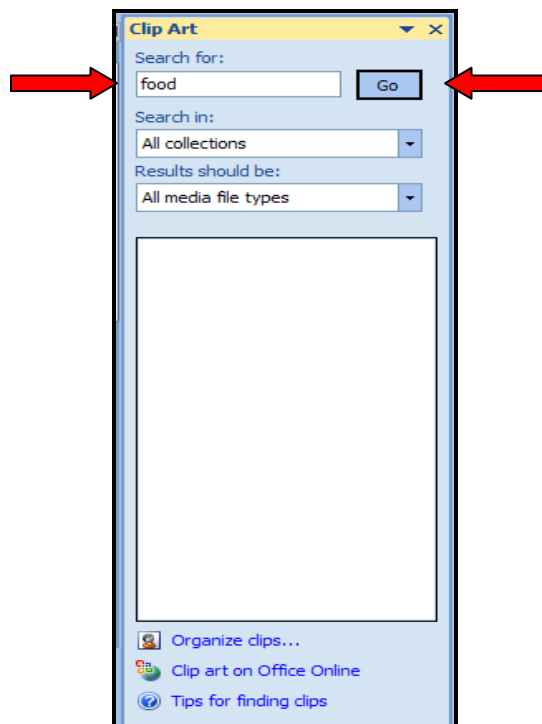
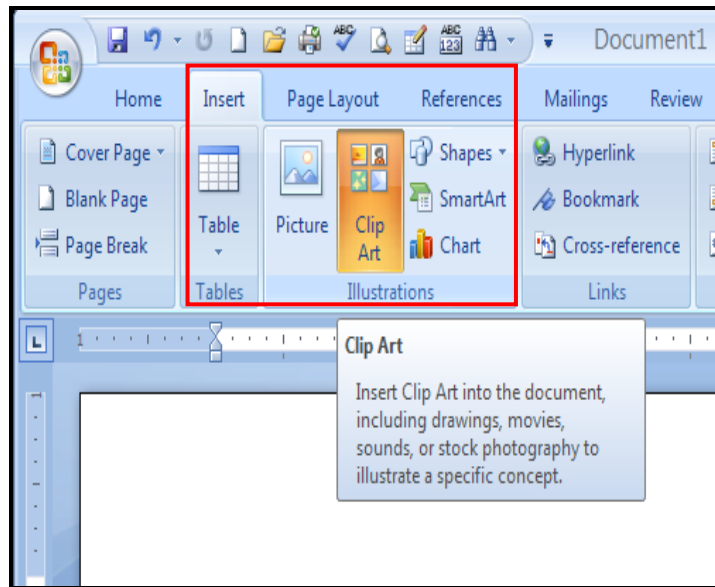


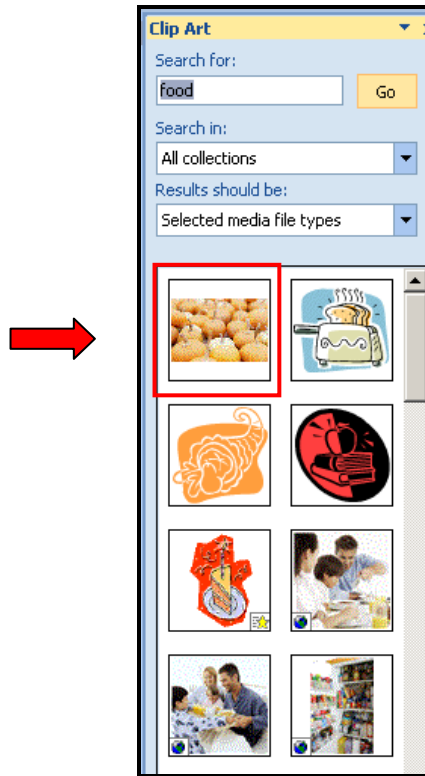
## Inserting Clip Art in a Word 07 Document

All of the applications in the Microsoft Office 2007 Suite except for 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.

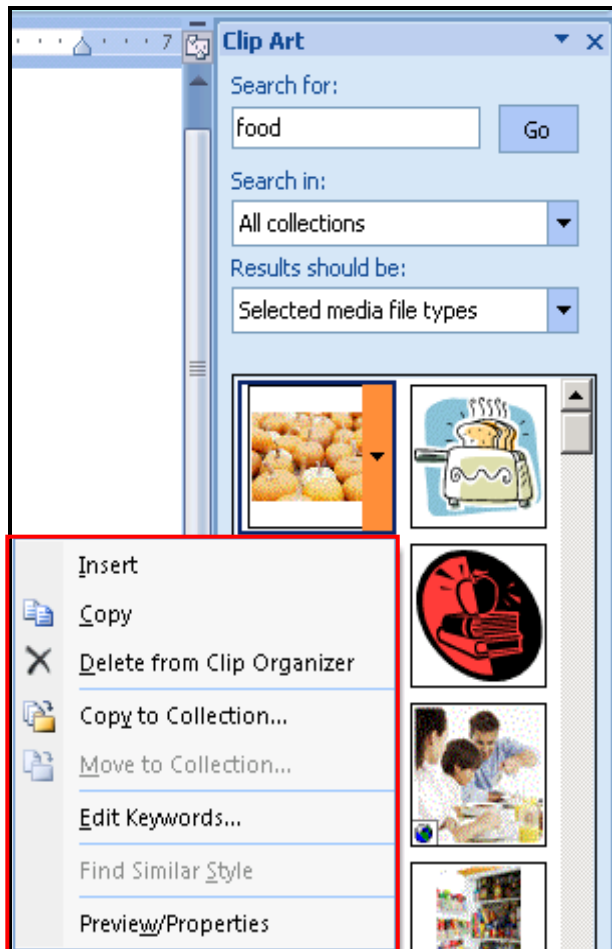
1. To insert Clip art, click on the **Insert** tab, and then choose **Clip Art**. When Clip Art is chosen, the Clip Art **Task Pane** will open on the right side of the editing window.



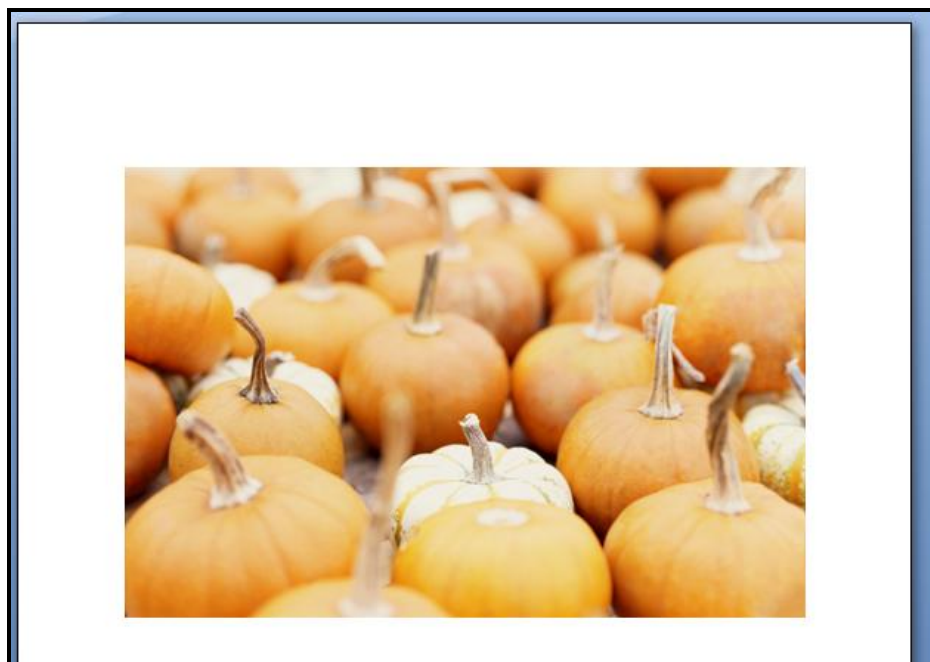
2. Type in the **Search for:** text box, the category of clip art you want to retrieve. For this activity, we will type in food. Click on the **Go** button.



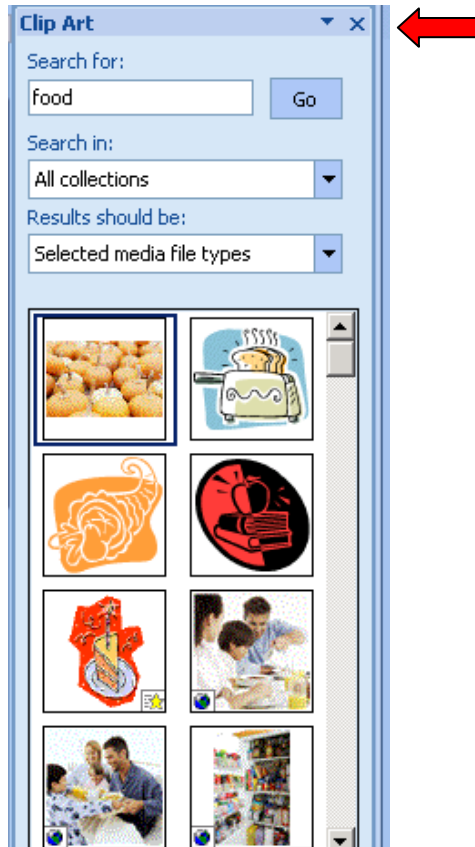
3. Multiple pictures will appear. Scroll down and choose the item you want. When you move the cursor over your selection, an arrow will appear on the right side of the picture. Click on the arrow. The following dialog box, on the right, will appear.



4. 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, click on **Insert**. The clip art process has been completed.



5. To clear the **Clip Art** menu screen, click on the black “x” in the right hand corner of the clip art menu screen.



**Your feedback is important to me – what did you think of this LTA? Please take a minute and fill out a short survey at the following link:**

**<http://CTLSilhouette.wsu.edu/surveys/ZS36378>**

**Thank you!**