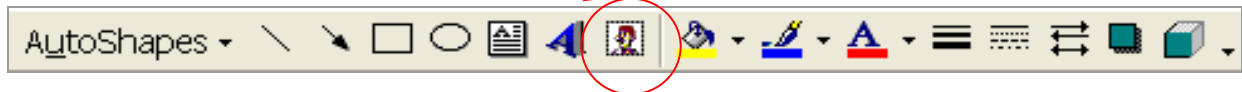
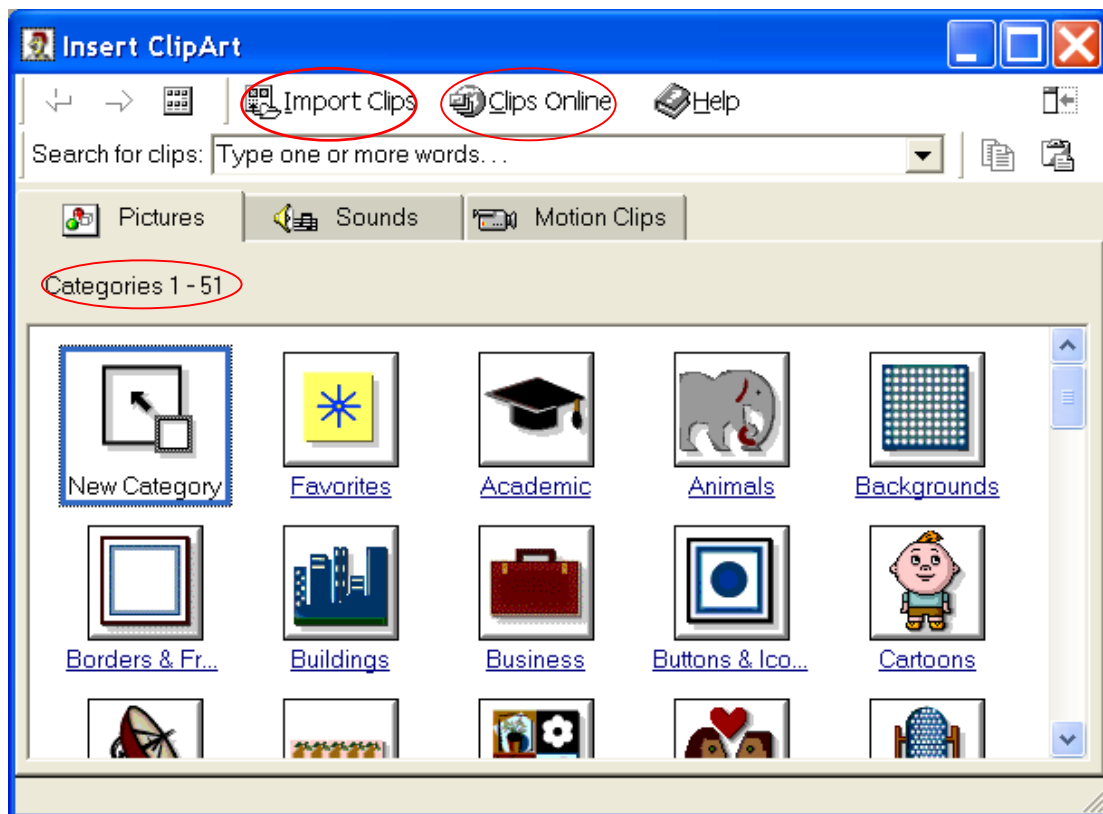


Working with ClipArt

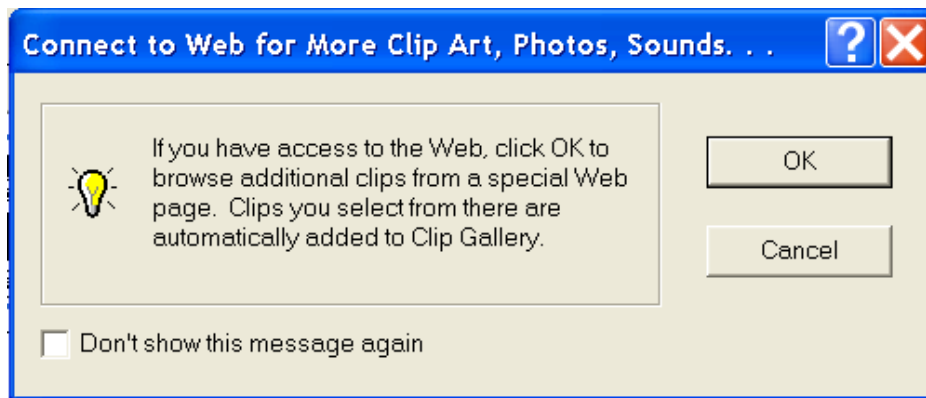
- You can insert **ClipArt** into a document by going to:
Insert >> Picture >> ClipArt
or by clicking on the **ClipArt logo** on the drawing toolbar at the bottom of the screen



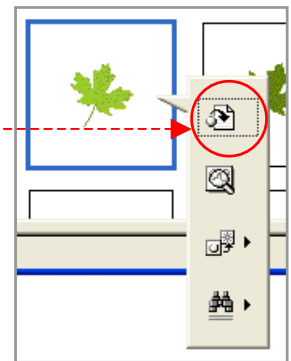
- This opens the **Insert ClipArt** window



- From here you can:
 - Select from different **categories**, such as animals or weather.
 - Import Clips** from elsewhere on your computer.
 - Find **Clips Online** from the Microsoft web site.
Clicking on this option opens the following:



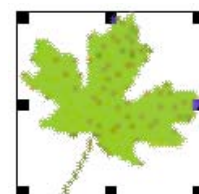
- Click **OK**
- Click once with left mouse button to select a clip, then click on **Insert Clip**
- The clip will be inserted wherever the flashing cursor is on the page



- You can place the clip where you want on the page by using the **enter/return** & **backspace** keys to move the clip up & down the page, and the **spacebar** or the **alignment buttons** on the formatting toolbar to move the clip across the page.

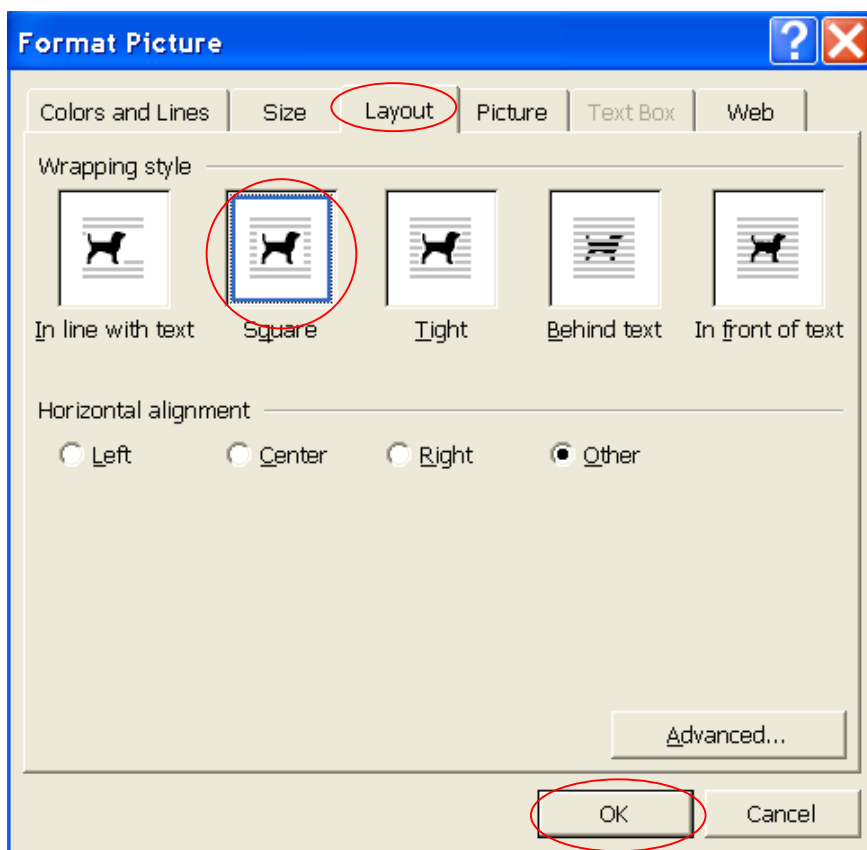
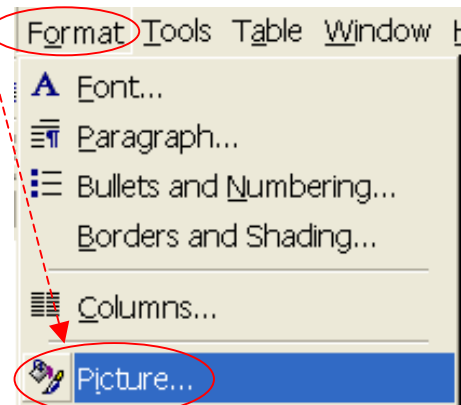


- You can also **resize** the clip.
- Make sure the clip is selected (by clicking on it, when you will see small handles appear all around it)
- You can place your cursor over one of the handles & when it changes to a double headed arrow you can hold the left mouse button down to enlarge the image.
- If looking at this on your computer, try here & see!



- If you want the **text to wrap around** (go alongside) the clip you will have to do the following:

- Select the clip by clicking on it once
- Go to **Format >> Picture**
- In the **Format Picture** box select the **Layout** tab & then the **Square** icon
- Click **OK**



- You will then be able to place text alongside your picture, although it can be a bit fiddly to get it looking just as you want!