



THIS WEEKS TOPIC: HOW TO INSERT CLIPART INTO A DOCUMENT

Introduction:

Clipart is usually put in a document to help the reader visualize and help understand what he or she is reading. Sometimes it is used just to enhance a document and make it more pleasing to the eye. However if one does not know how to insert clipart into a document their ability to catch the reader is diminished because no one wants to read a boring paper with just plain words on it.

Process:

To start the process of inserting clipart follow these steps:

- Type the whole document
- Format the document
- Check any mistakes by reading over it and using spell checker
- Insert Clipart

As stated above inserting clipart should be the last step in ones document.

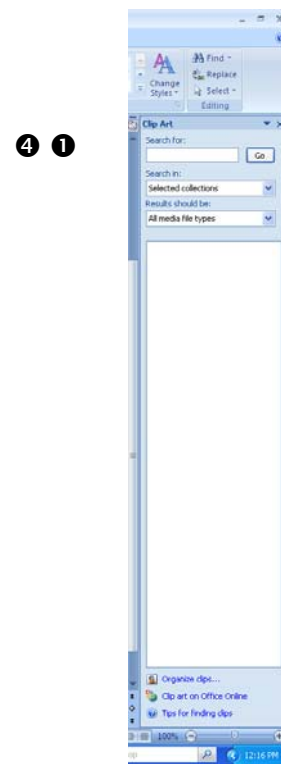
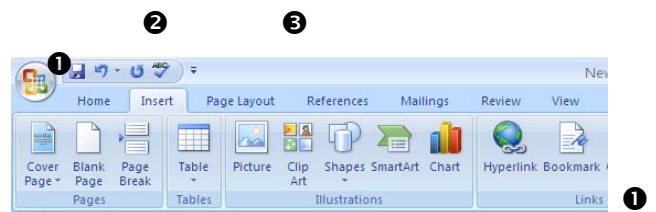
Inserting Clipart:

After following the steps above, and when ready to insert clipart follow these next steps.

- Click on the Insert Ribbon ②
- Click on clipart ③
- A clipart organizer box will show up on the right side of the screen ④

- Type in the word or phrase of the picture needed in where it asks for "Search for:" ①
- Click on the picture needed
- Format the picture in any way wanted

NOW THE DOCUMENT IS ENHANCED



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