

Instructions for Using Microsoft Online Clip Art

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The Microsoft website has a vast array of free clipart. It is a great resource for clipart, photos, sound clips and animated clipart.

If you are in an existing Microsoft Office document and want to add clipart (I am using this term generally to cover clipart, photos, sound clips, etc.), from the top Tool menu, select **Insert**, click **Clip Art**, in the window that opens up, click **Clip art on Office Online**. [If you just want to look at and download clipart for future use, go to <http://office.microsoft.com/en-us/clipart/default.aspx>.]

A new window will open to the Microsoft Office Online website. In the left upper section of that window is a search field for clipart. Click into that field, and then click Search (defaults to all media types) or click the down arrow next to Search and select the media type you are interested in.

If clips are found related to your search criteria, they will be displayed to you in a grid pattern. Under each clip are 3 options. The square is to add or remove this clip from your selection basket. The magnifying glass gives you more information about the clip. And the clipboard allows you to copy this clip to your "clipboard".

If there is more than one page of clips, there will be forward and backward arrows at the top and bottom of the grid. There will also be an indicator of how many pages of clips there are available.

Review the clips and select the ones you would like to put in your selection basket by clicking the add button.

On the left margin of the window is the selection basket and an indicator of how many clips you have selected. You may review your selection basket at any time. If you change your mind, you can remove clips from your selection basket by "un-clicking" them. You can also empty the basket. There will be a rough estimate of the time necessary to download these clips once you start the download process. This isn't really an issue from school but if you are downloading at home, it may be depending on your internet connection.

Once you have decided on the clips you would like, click Download X items, where X is the number you have checked in your selection basket.

On the next screen, click Download Now near the bottom.

On the Download window, click Open.

The next window will show the clips that were downloaded. It will also allow you to add them to the document that you are working on. And, by default, these clips are added to the Clip Art Organizer on your computer (not your H: drive!) If you use the Microsoft Clip Organizer in the future to insert clips into a document, these clips will now be available as well.

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To add these clips to your document you can either drag them to the document or you can click the down arrow next to the clip, then select copy, then go to your document, position the cursor and right-click and select paste.

If you have additional questions, you can also reference the Microsoft Office Online Help function....