

Inserting Clip Art Into a Word Processing Program

PC—Select the file you want to insert from the CD, and click “Save.” Save the file to your computer’s desktop by selecting “Desktop” from the drop-down menu.

1. Select the “Insert” pull-down menu.
2. Select “Picture.”
3. On the “Insert Picture” dialog box, locate the “Look In” window. Select “Desktop.”
4. Double-click on the file name.
5. Once the image is inserted into your document, you may change its size by left-clicking on the image, then clicking and holding onto one of the corner handles and dragging the mouse until you have obtained the desired size. If these instructions do not work with the program you are using, please refer to the owner’s manual for your software.
6. You may also want to change the way the text “wraps” around the clip art image. Microsoft Word inserts graphics “In Line With Text,” but this can be changed in a variety of ways. Go to www.microsoft.com and look for their online help with graphics and clip art.

Mac—Select the file you want to insert from the CD, and click “Save.” Save the file to your computer’s desktop by selecting “Desktop” from the drop-down menu.

1. Select the “Insert” pull-down menu.

2. Select "Picture > From File."
3. On the "Open" dialog box, select "Desktop."
4. Double-click on the file name.
5. Once the image is inserted into your document, you may change its size by single-clicking on the image, then clicking and holding onto one of the corner handles and dragging the mouse until you have obtained the desired size. If these instructions do not work with the program you are using, please refer to the owner's manual for your software.

When you insert a picture, the default text wrap for placing images in Microsoft products is "In Line With Text." An image can be resized in this format, but it creates havoc with any text on the page. You can easily change the text wrap on the picture. See your application instructions for detailed information on placing images, or go to www.microsoft.com and search for their online training on graphics and pictures.