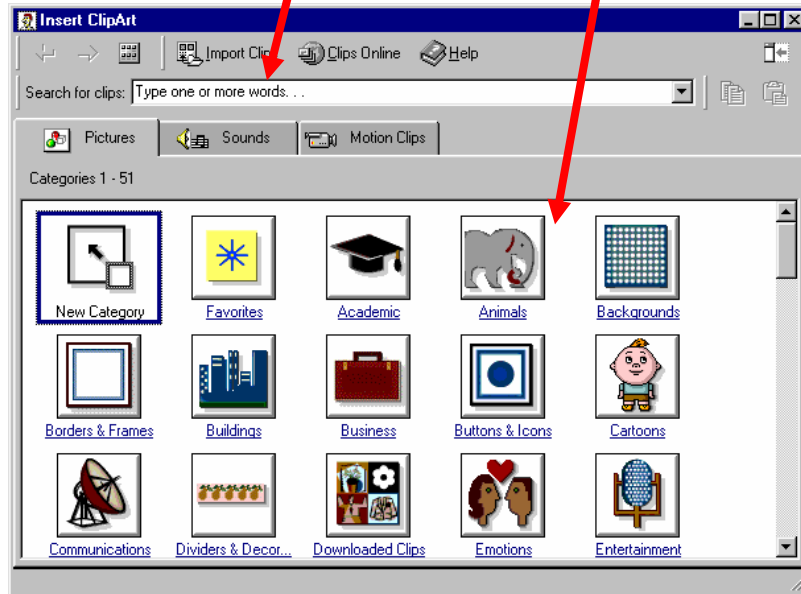


Inserting Images into Word Documents – Office 2000

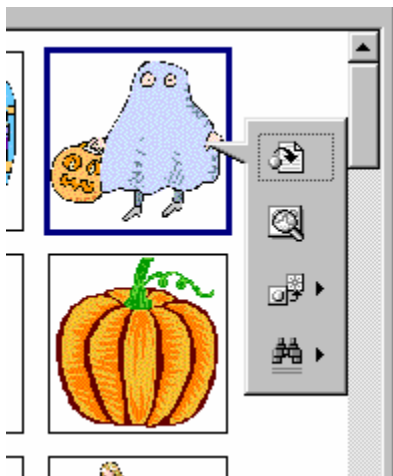
Make sure your Insertion Point is located where you would like the clipart to appear.

Insert – Picture – Clipart

Type in a keyword for the clipart are you would like to insert or you can choose one of the categories and browse.



Insert Clipart Window



Click to select the clipart you would like to insert. A menu will appear - you have several choices available



We will be using the first two.

Insert Clip

Preview Clip

If you would like to **see a larger image** – click Preview. A separate window will appear with a larger view of the selected clipart.



Once you have viewed the Preview – you can close the Preview Window.

If you would like to **insert the clipart** – click on the Insert button. The clipart will appear wherever your Insertion Point was.

In order to **resize or move the clipart** – you must have it selected. Click on the clipart to select it. (sizing handles will appear)



Once you have sizing handles you can click and drag (sizing box) to resize.

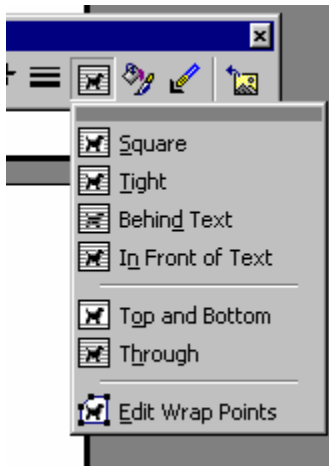
While the sizing handles appear, you can also move the clipart. You can use the Formatting Toolbar alignment options to setup your clipart at left aligned, centered, or right aligned.



In order to be able to click and drag the clipart to any location – you must use the Text Wrapping feature. Make sure the clipart is selected and the Picture Toolbar will appear. Click on the Text Wrapping button on the Picture toolbar.



Text Wrapping Button



You have several options available – choose Edit Wrap Points.



The look of the clipart selection will change – you can now click and drag the clipart to any location in the document.

Hint: If the Picture Toolbar does not appear when you have the clipart selected, go to Menu Bar - View – Toolbars – Picture.