Finding Clip Art

Often we do projects that require clip art, or we wish to find pictures to spruce up our documents. There are many good clip art sites, but one of the most complete sites is Microsoft's clip are site. To access images from Microsoft, do the following:

1.   Go to the following web address: http://office.microsoft.com/en-us/clipart/default.aspx.
        (You may access it directly by entering **dgl.microsoft.com** in the address line of your
        explorer.)

2.   Enter your desired search work and click **Search**.

3.   Put a check mark in the box under the pictures you wish to download. The file will be
        added to the download file location.

4.   Click on **Download** in the left column.

5.   Click **Download Now** again.

6.   Click **Open**.

You can also select Photos, Clip arts, or animations.

You may also want to copy the image directly to your document of program. To do this immediately, do the following:

1.   Click on the little sheets of paper under the clip you wish to use. It is immediately place
        on the clip board.

2.   Go to the program you wish to use the clip in, and press paste, or **Ctrl V.**

Good luck and have fun!!