



Here's how to Insert & Format ClipArt:

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Instructional Technology**



- Click on the **INSERT** menu, pull down to *Picture*, and select **Clip Art**.
- At the **Insert Clip Art** window, navigate through the categories until you find an image you like. (Or search "clips online").
- Click on the image and then the **Insert** button.
- Close the **Insert Clip Art** window to return to your Microsoft Word document.
- Formatting your ClipArt - Click on the ClipArt to select it. Right Click and select format picture option >select Layout tab >then select desired style> ok.
- Move your cursor over one of the corner squares. When you do, your cursor will change from an insertion line to a two headed resize arrow.
- Click, hold and drag the resize arrow (which actually turn into a crosshair) to make the image smaller.