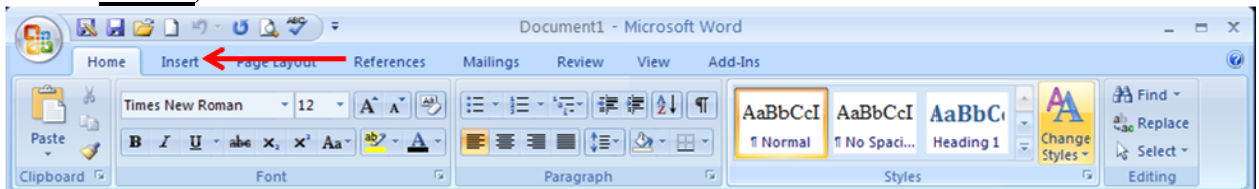


Adding to the Microsoft Clip Organizer

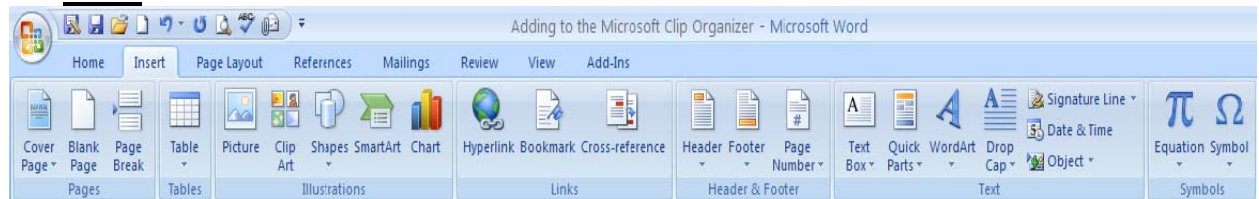
Adding clip art to the Microsoft Clip Organizer will enhance your clip art collection. Clip art can personalize your document and make it more dynamic, colorful, and creative. In addition to adding images to the Microsoft Clip Organizer from your own files, you can also add clip art to your collection by importing it from the Web.

You can add to the Microsoft Clip Organizer by importing files that are saved on a removable disk or hard-drive. To add clip art from the Web, see Importing Clip Art from the Web.

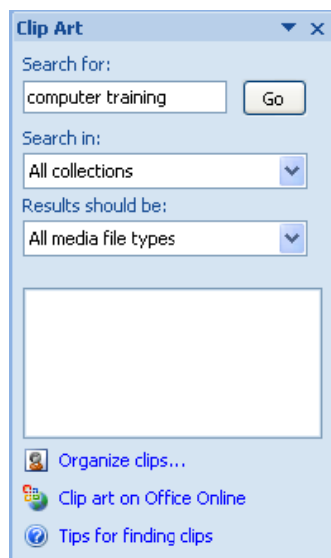
1. On the Ribbon, select the Insert tab



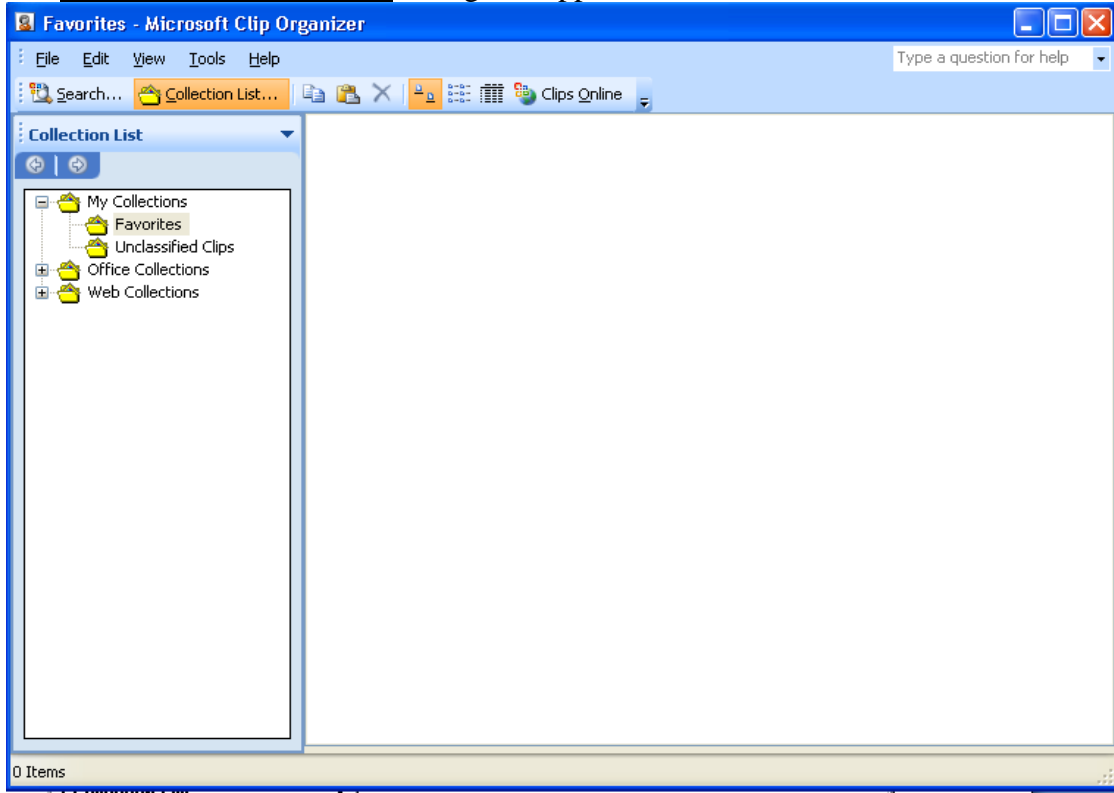
The Insert tab commands are visible.



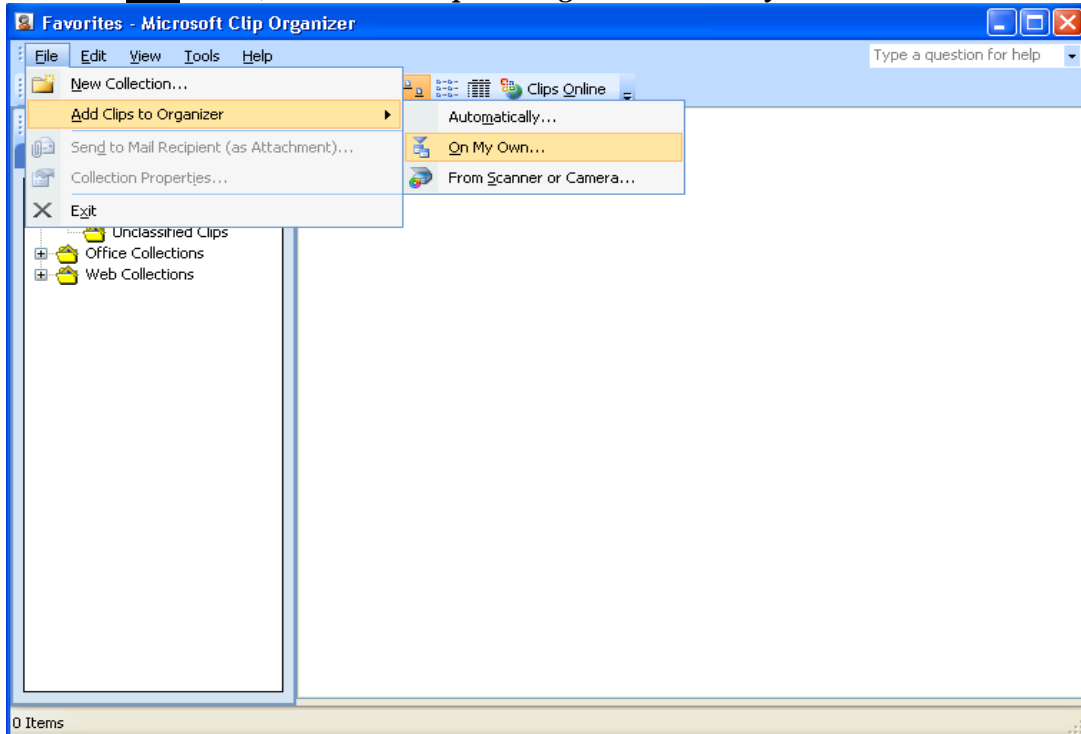
2. In the Illustrations group, select Clip Art.... The Clip Art task pane appears.



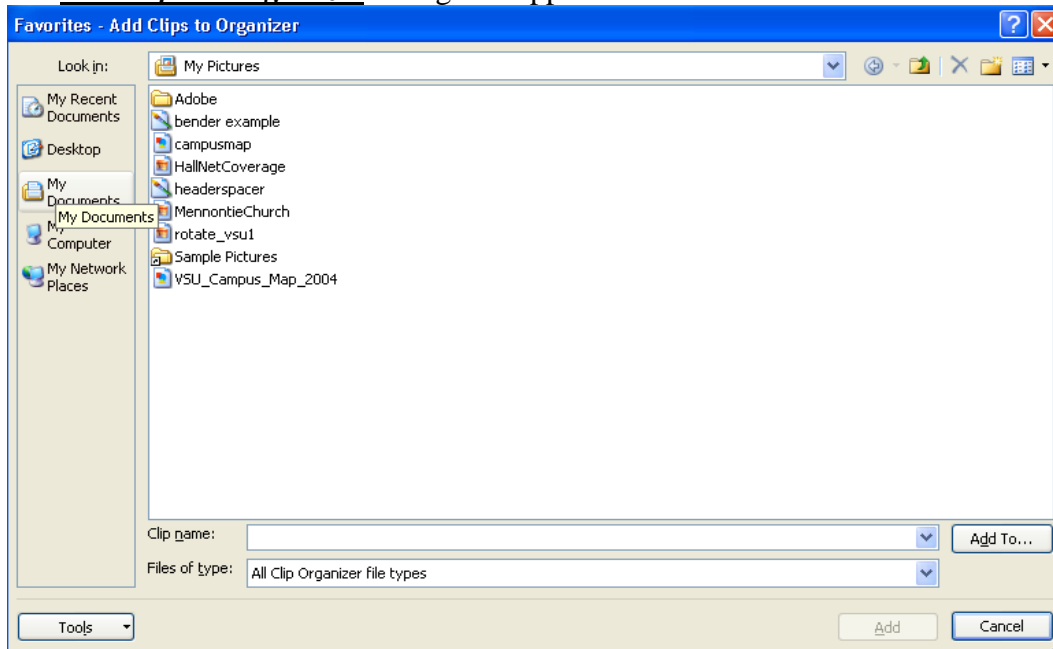
3. At the bottom of the *Clip Art* task pane, click **ORGANIZE CLIPS...**
The *Microsoft Clip Organizer* dialog box appears.



4. From the *File* menu, select **Add Clips to Organizer » On My Own...**

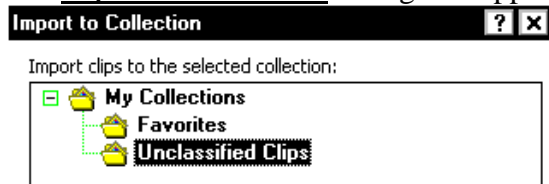


The **Add Clips to Organizer** dialog box appears.



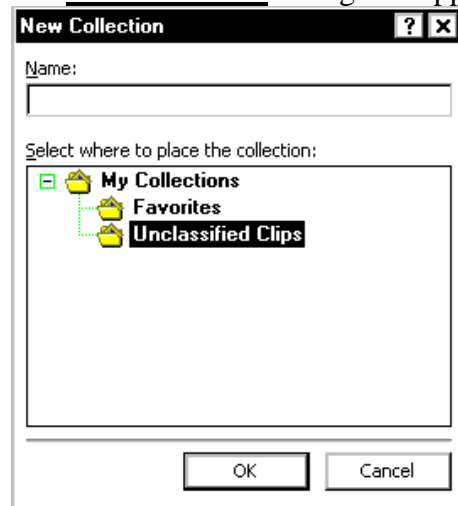
5. Using the **Look in** pull-down list, navigate to the drive and/or folder containing the file you want to add
6. Select the file you want to import (add)
7. Click **ADD TO...**

The **Import to Collection** dialog box appears.

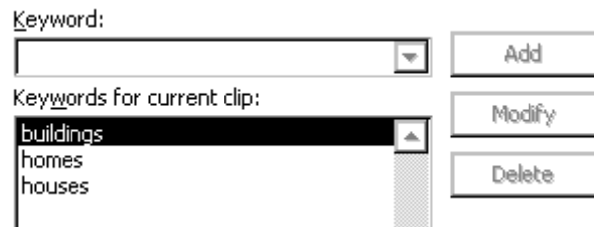


8. From the **Import clips to the selected collection** section, select the desired collection in which your file should appear **OR** to create a new collection,
 - a. Click **NEW...**

The **New Collection** dialog box appears.



- b. In the Name text box, type a name for the collection
 - c. Under the Select where to place the collection section, select the folder to contain the collection
 - d. Click **OK** a new category is added to the folder.
9. Click **OK**
10. In the Add Clips to Organizer dialog box, click **ADD**
The clip art is now added to the collection.
11. OPTIONAL: To add keywords to describe (and to aid in searching for) the new clip art,
- a. Within the Microsoft Clip Organizer, right click the clip art » select **Edit Keywords...**
The Keywords dialog box appears.



- b. In the Keyword text box, type a keyword
 - c. Click **ADD**
The keyword appears in the Keywords for current clip scroll box.
 - d. Repeat steps b–c for each keyword
 - e. When finished, click **OK**
12. To close the Microsoft Clip Organizer dialog box, in the upper right corner of the dialog box, click the **✕**

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