

Using Clip Art

You can use clip art to add images to your document, making it more dynamic, colorful, and creative. You can obtain clip art from the [Microsoft Clip Organizer](#) and by importing it from the Web.

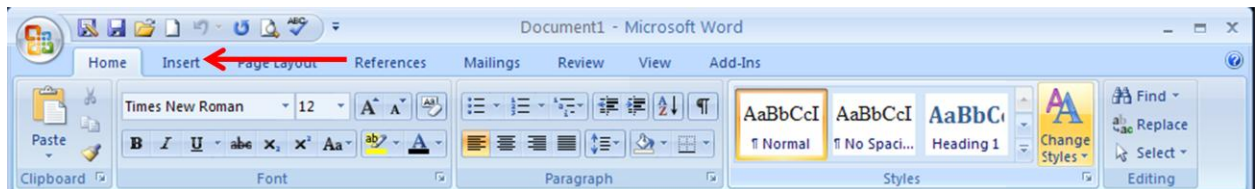
Inserting Clip Art

Inserting free clip art in Office 2007 is easy and can add creativity to your document. There are two ways to find clip art to suit your document. You may choose to search by keyword or browse through the clip art collections available in Office 2007.

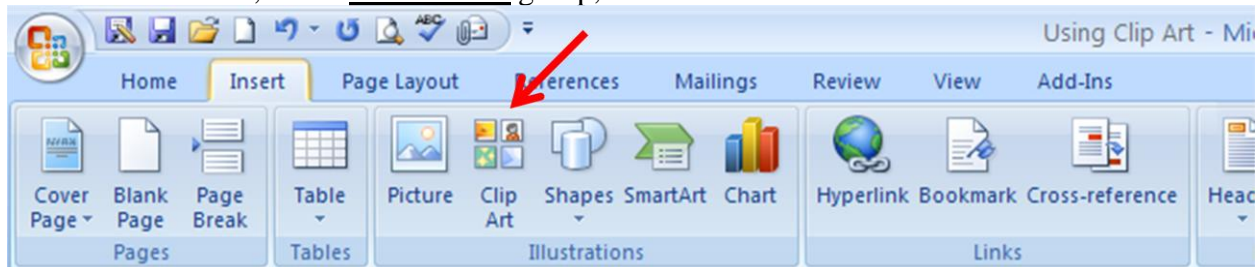
NOTE: Office 2007 comes with a small selection of free clip art as part of the program.

Inserting Clip Art: Search Option

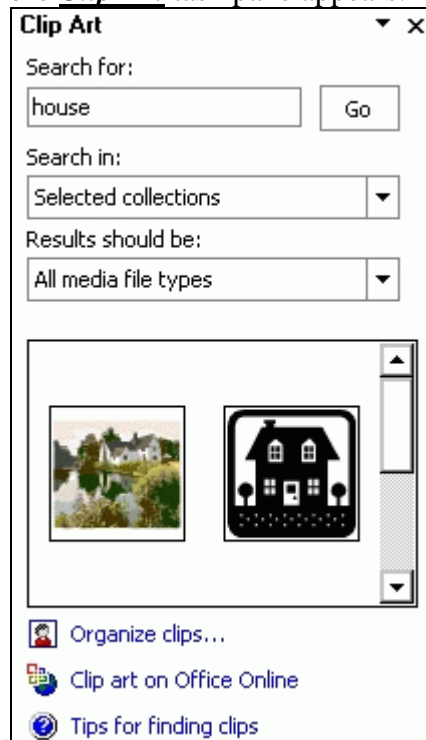
1. On the [Ribbon](#) click the [Insert](#) tab.



2. From the [Insert](#) tab, in the [Illustrations](#) group, click **CLIP ART**



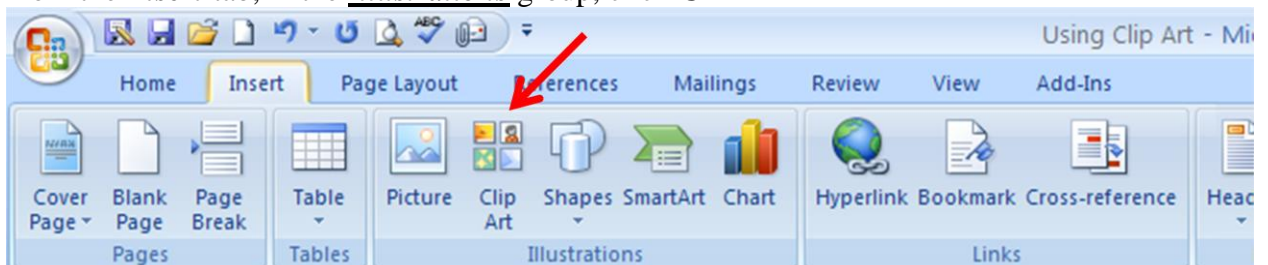
the **Clip Art** task pane appears.



3. In the **Search for** text box, type keywords related to the clip art you desire click **GO** in the **Results** section, a list of images appears.
4. Click the image you want to insert; the clip art is now inserted into the document. The **Picture Tools** tab is active and displays options for modifying the image.
NOTE: For more information on modifying clip art, see **Overview of Clip Art: Common Toolbar Buttons**.
5. To deselect the clip art, click outside of the selected area.

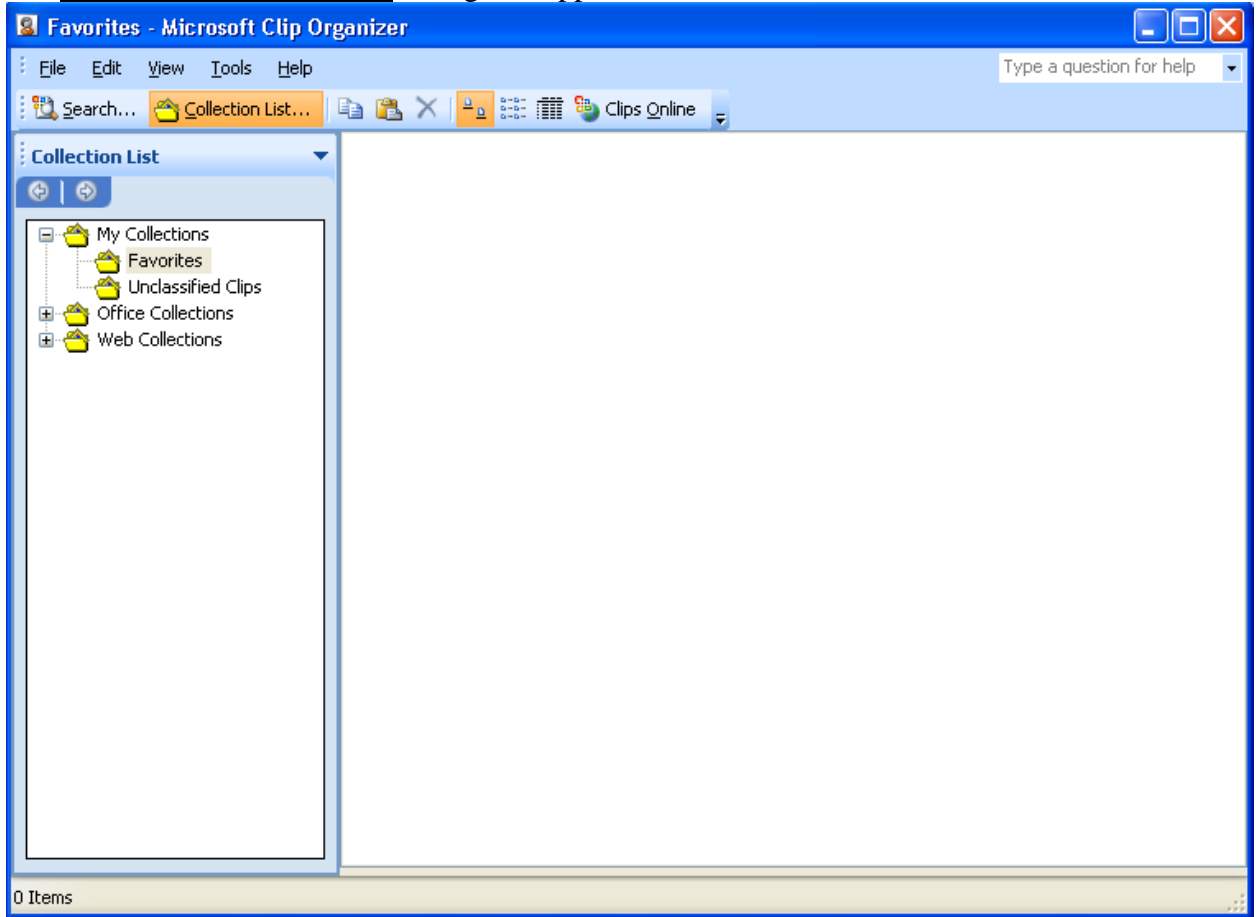
Inserting Clip Art: Browse Option

1. From the **Insert** tab, in the **Illustrations** group, click **CLIP ART**




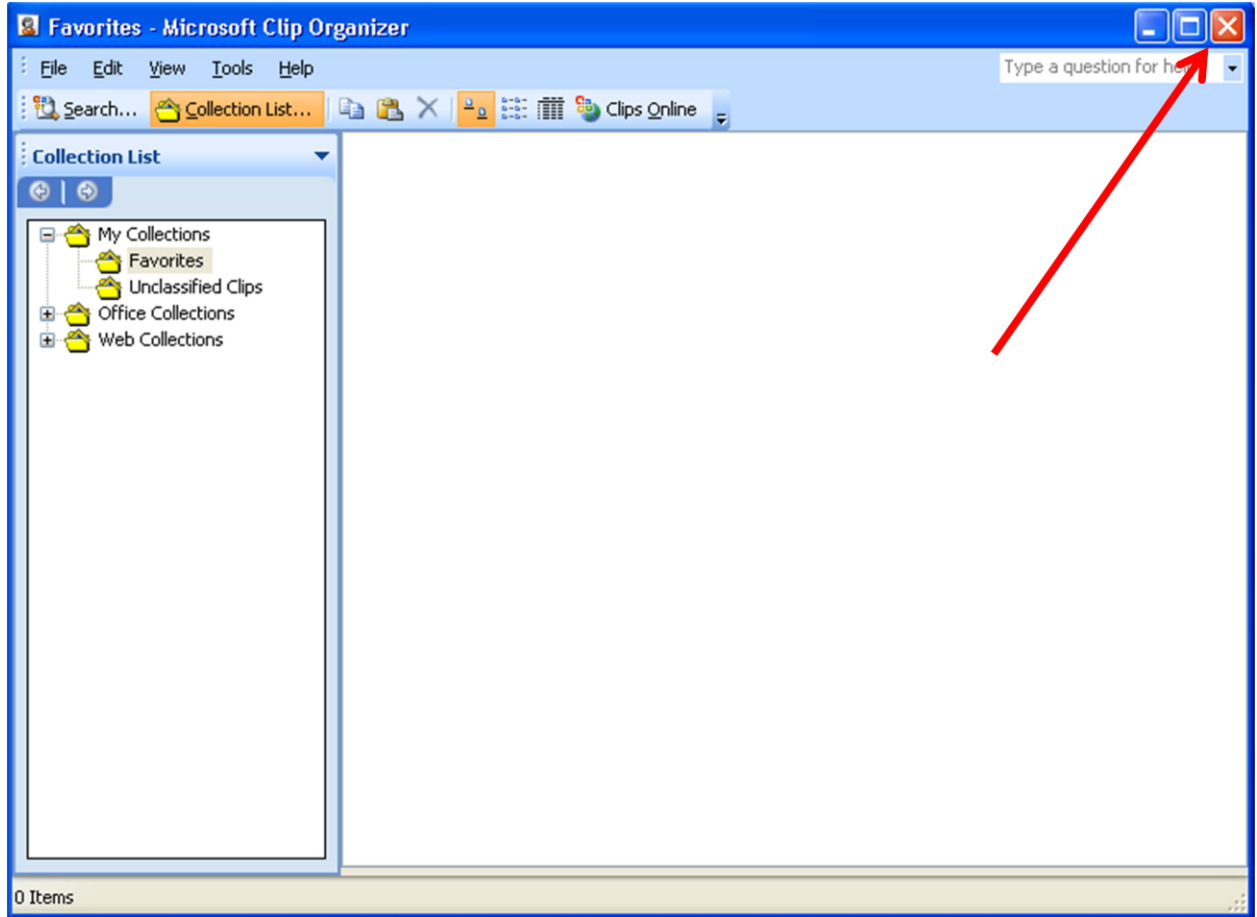
the **Clip Art** task pane appears.

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

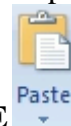


- In the ***Collection List*** section, to the left of the ***Office Collections*** list, click the plus sign **+** a list of clip art categories appears.
HINT: A plus sign **+** indicates subfolders (more specific categories).
- Select a category in the right pane of the window, a list of clip art appears.
- Move the pointer over the desired piece of clip art
- Click the down **▼** next to the clip art » select ***Copy***

7. To close the Microsoft Clip Organizer and return to the document you were working on, click **CLOSE** 



8. When asked if you would like the clips to remain on the clipboard, click **YES**



9. On the *Home* tab, in the Clipboard group, click **PASTE** the clip art appears in the document.

Using Text Wrap

By default, clip art is inserted in Word documents as In line with text. The text wrap feature allows you several options for positioning your clip art image in or around text. Before you can move or reposition clip art vertically, you must change the wrapping style.

NOTE: The text wrap feature is available only in Word and Publisher.

Using Text Wrap: Ribbon Option

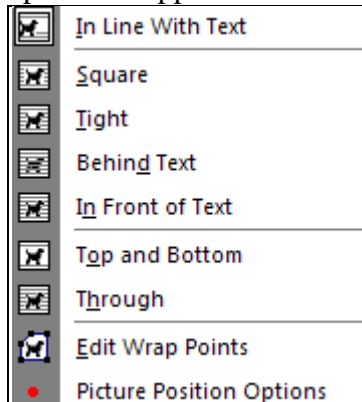
You can change the text wrapping on your clip art image by using either the Picture Tools tab or the *Quick* menu option.

1. To change the text wrapping style of your clip art, if it is not already selected, select your clip art by double clicking it.

Options on the **Format** tab should be visible.

NOTE: If commands for the **Picture Tools** tab do not appear, on the **Ribbon**, select the **Format** tab under **Picture Tools**.

2. In the **Arrange** group, click **TEXT WRAPPING**  **Text Wrapping** the **Text Wrapping** option list appears.



3. From the list, select the appropriate text wrapping option

In line with text

the image is placed on the same line as the surrounding text

Square

text is wrapped squarely around the image

Tight

text is wrapped closely and completely around the image

Behind text

text is visible in front of or on top of the image

In front of text

text is blocked from view but image is completely visible

Top and bottom

the image is placed between lines of text

Through

text is wrapped closely around the outline of the image

Edit wrap points

you can select where you want the text to wrap around the image

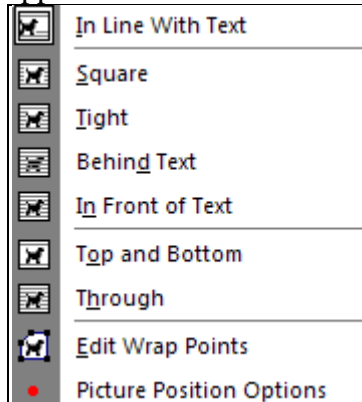
NOTE: The **Edit wrap points** option is visible only in the **Ribbon** option for text wrapping

4. OPTIONAL: To deselect the clip art, click somewhere else in the document

Using Text Wrap: Quick Menu Option

NOTE: The Quick Menu option does not offer the Edit wrap points option or the Top and Bottom or Through wrapping styles or that are available in the Ribbon option for text wrapping.

1. Right click on the clip art » select Text Wrapping the Text Wrapping options list appears.



2. From the list, select the appropriate text wrapping option
3. OPTIONAL: To deselect the clip art, click somewhere else in the document