



Clip Art

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Clip art is a term that describes any image, graphic, picture, photograph, or illustration used in publication, print, desktop publishing, scrapbooking, advertising, or in any other project that uses images.

Cartoons, linebars or dividers, bullets, titles, borders or corners, frames, photographs, photo clips, photo objects, backgrounds, and other visual images in various sizes, shapes, colors, and topics can all be referred to as clip art.

How do I find clip art?

For the purposes of this exercise, we will focus on clip art found directly from Word documents. Clip art can be found from a variety of sources, but for simple graphics, the most popular is

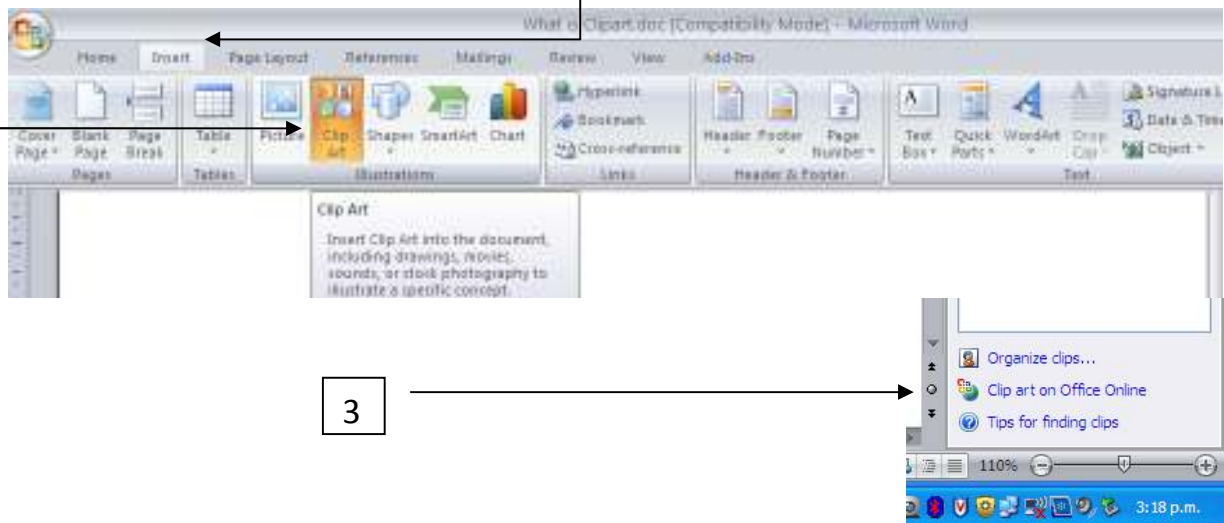
Microsoft clipart on line at:  **Office Online**

<http://office.microsoft.com/en-au/clipart/default.aspx>

It can be linked to from the Word document you are working on as below:

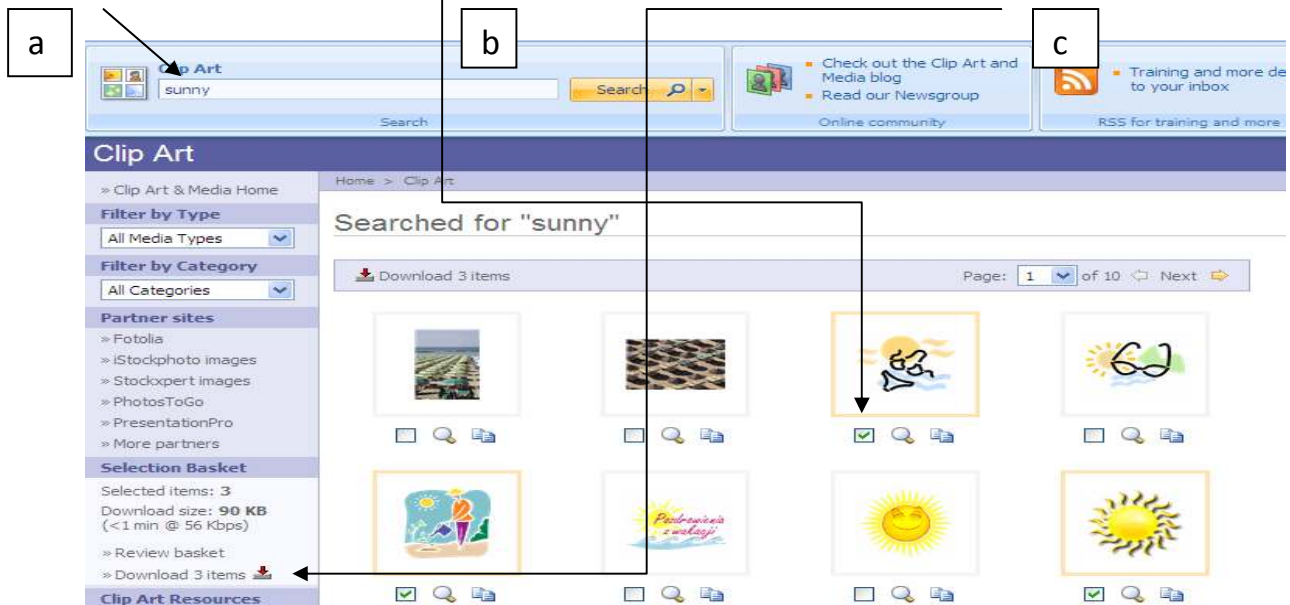
1

2



3

Select the topic you want, tick the items you want to use, then click download.



Where can I store clip art?

Clip art can be stored in many places, but for the purposes of this manual, we will look at two places which are recommended for storing clip art for ease of accessibility.

1. Clip art, when downloaded from the Microsoft on-line site will automatically be stored in its own folder on your C drive. The easiest way to access and retrieve clip art is to open a Word document and follow steps **1** and **2** as above on the first page, and then Search for the clip art you want.

This window will appear on the right hand side of your Word document.



2. Clip art can be stored in a Word document which can be added to easily. Open a Word document, and paste clip art you have selected there. You can resize the clip art, and create as many pages as you need in your own library of graphics.

