

Download Clip Art from a Computer that is Connected to the Internet

1. Click *Start – All Programs – Microsoft Office – Microsoft Office Tools – Microsoft Clip Organizer*.
2. Click *Clips Online*. This opens your web browser to the Clip Art and Media home page.
3. Type in a **keyword** (pizza) in the Clip Art box and then click *Search*.
4. Place a checkmark below desired clip art.
5. When you are finished selecting clip art, look for the *Selection Basket* area on the left hand side of the screen. Click the link that reads *Download # of items*.
6. Click *Download Now* to download the clips to your computer.
7. Click *Open* from the File Download dialog box.

You may be prompted to install an Active X control. Follow the on screen instructions to install this item.

Organize Clip Art into Folders

To be able to put the clip art onto another computer WITHOUT the Internet, you need to copy the clip art from the Microsoft Clip Organizer into a folder. The name of the folder becomes the **keyword** for the clip art. For this reason, it is a good idea to create a directory of subfolders to make sure you can search for the clip art when it is placed onto another computer.

1. **LEAVE THE MICROSOFT CLIP ORGANIZER OPEN.**
2. On your computer, create a folder called **clipart**. To do this, right click the mouse, and select *New – Folder*. Type in the word **clipart** and then press ENTER.
3. **Double click** the *clipart* folder to open it. Make a new folder inside this folder, and name it the **category name** (food). **Double click** the category name folder. Make a new folder inside this folder, and name it the **item name** (pizza).
Now the category name and item name can both be used as a keyword when searching.
4. Display the Microsoft Clip Organizer by clicking on the minimized window in the taskbar.
5. You are now going to copy clip art from the organizer into the folder you just made in step three. To do this, click on one of the clip art images just downloaded. A blue box appears around the clip art. Continue to select clip art that is the same type of item by pressing the CTRL key and then clicking on each clip art.
6. When all the clip art items are selected, right click the mouse and select *Copy* from the menu.



7. Open the folder that is the *item name*. Right click the mouse and select *Paste* from the menu.
8. Repeat these steps to continue to copy clip art from the Microsoft Clip Organizer into folders.

Burn the Clip Art to a CD

1. Burn the *clipart* folder to a CD so that it can be easily copied to another computer.

Copy Clip Art to a Shared Location or to the Local Machine

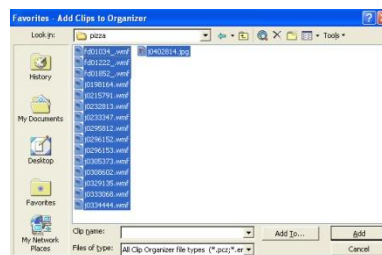
The clip art MUST be copied from the CD to a shared location (such as a server) or to the local machine. Microsoft Clip Organizer searches for the clips in this location, therefore once they are added to the Microsoft Clip Organizer they cannot be moved or renamed.

1. Place the CD into the CD drive.
2. Open *My Computer*.
3. Right click on the CD drive and select *Open*.
4. Right click on the *clipart* folder and select *Copy*.
5. Locate the place where you want to put the clipart folder. Right click the mouse and select *Paste* from the menu.

Add Clip Art into the Microsoft Clip Organizer

You need to add the clip art into the Microsoft Clip Organizer.

1. Click Start – All Programs – Microsoft Office – Microsoft Office Tools – Microsoft Clip Organizer
2. From the File menu select *Add Clips to Organizer*.
3. Select *On My Own*.
4. Click the *Look in:* box arrow and then locate the *clipart* folder you just pasted.
5. Double click a category name folder (food).
6. Double click an item name folder (pizza).
7. Select all the files in the folder.



8. Click *Add*.
9. The clips are added to the Microsoft Clip Organizer.
10. Repeat the steps to add remaining clip art.

Now when you use a Microsoft Office program you can insert clip art. The search word will be the folder names. For this reason try to name the folders with words that you think people will use when searching for clipart. For example, avoid using plurals as most people use singular keywords when searching.