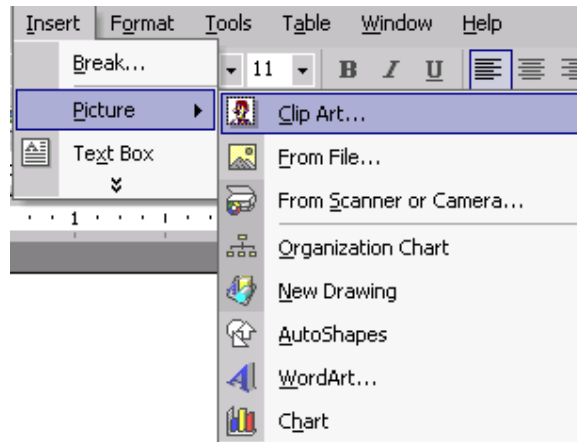


Inserting a Picture into Microsoft Word (Office XP)

Using Microsoft Office ClipArt

- Click on INSERT down to PICTURE then over to CLIP ART.



- The Insert Clip Art box will appear on the right.
- Type in a keyword in the "search text" box, then click the SEARCH button.
- Click on the picture you would like to insert and it will automatically appear wherever your cursor is in your Word Document.

