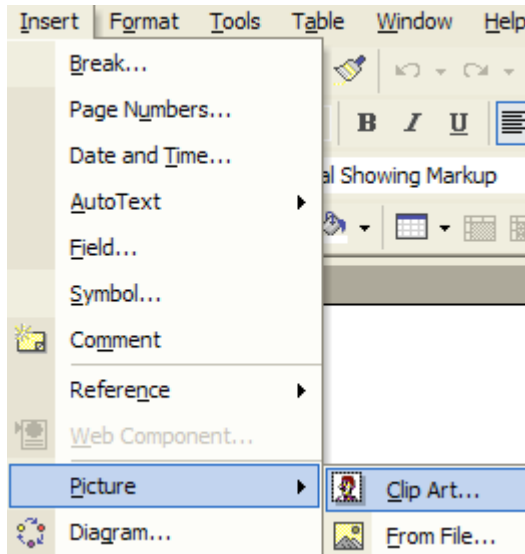
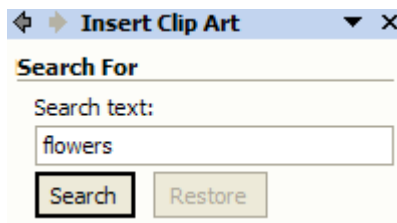


## Inserting Word Clip Art

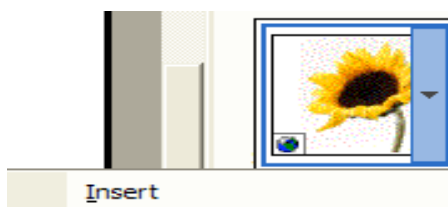
1. From the Menu bar, click on Insert → Picture → Clip Art



2. From the window pane, enter a keyword in the search text field → Click on the Search button



3. Once the results are displayed, place mouse pointer over desired picture. A vertical gray bar will appear. From the shortcut menu, click on Insert. The picture will be inserted into your document.



4. To resize picture, select it so that the selection points appear and place mouse pointer on one of corner selection points. When a diagonal arrow appears, click and drag to resize picture.

