

# Adding Clipart to MS WORD Documents And Sending MS WORD Documents as E-Mail

## TO ADD CLIPART TO YOUR MS WORD DOCUMENT

1. Start your Internet service. (i.e., open AOL or Juno or whatever you use)
2. Insert Clipart into your MS WORD document by clicking where you want the clipart to appear. The blinking line indicates your "insertion point."
3. Then click on Insert menu, Picture, Clipart. When your Clipart Gallery opens, look through the clips by clicking on a category. Then double click the clip that you would like to use. Resize the clip by dragging diagonally on one of its corner handles.
4. Note: If you don't see a clip you want to use, click the tab (near top of window) that says "Clips Online." Your Internet service will take you to the *Microsoft Office Online* website. Once there, choose "Clipart" in the "Search" box, then type in the name of something you want to find in the second search box. Then click "Go". Click the check boxes beneath all the clips you want, then click on "Download ?? Clips." When prompted, click "Download Now" and then "Open." (First time users must click "I Accept" the EULA license). The clips you have selected will appear in your Microsoft Clip Gallery under "Downloaded Clips," (third row, center category).

## TO COPY AND PASTE AN MSWORD DOCUMENT INTO E-MAIL

1. In MS WORD, first go to Edit menu and click on "Select All." (or you can click and drag to highlight just the text you want to use).
2. Then copy your letter by right-clicking on the highlighted text. In the shortcut menu that pops up, choose "Copy."
3. Minimize your MS WORD screen by clicking on the minus sign (-) at the top right of your MS WORD window.
4. Open your Internet service (AOL, Earthlink, Verizon, etc.) if you have not already done so. If it's already open, you can click on the taskbar button that names your Internet service (extreme bottom line on screen) to maximize that window.
5. Go to "Create Mail" or "Write Mail" window in your Internet service.
6. Right click to get the shortcut menu, then click on "Paste." Your MS WORD document, complete with clipart, magically appears in your e-mail writer.