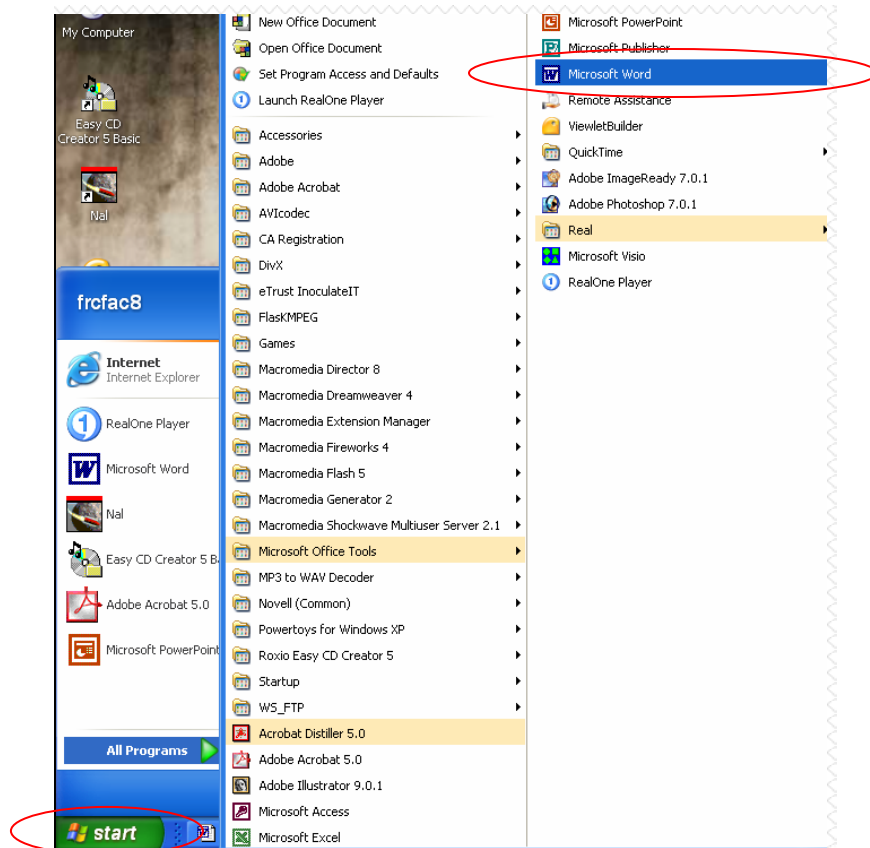


# How To . . .

## Download Clips Online from Microsoft

**Step 1:** Click **Start** from the Menu **Select All Programs** a Submenu will appear and locate Microsoft Word.

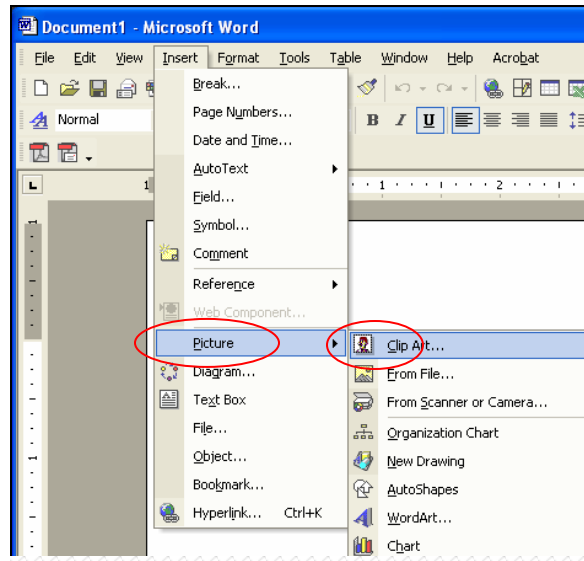


## How To . . .

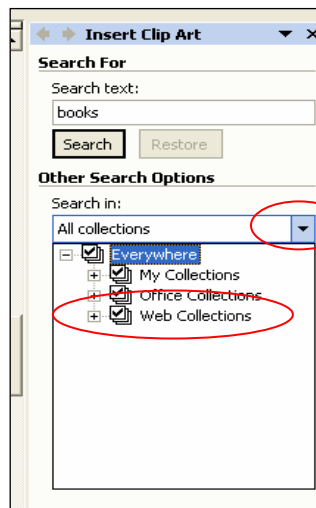
# Download Clips Online from Microsoft

**Step 2:** On the Main Menu **Click *Insert***

From the Drop down Menu, **Select *Picture***. A submenu will appear.  
**Click *Clip Art***. The MS Word *Task Pane* appears



**Step 3:** Click the **Down Arrow** below **Search in:** A drop down menu will appear. Make sure **Web Collection** is checked.

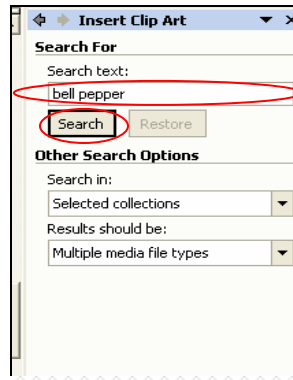


**Note:** *When the caption All Collections is displayed, MS word will Search not only its offline collection but it's web collection as well. If you don't want to search a particular collection such as web collections uncheck it and word will only search the checked collections.*

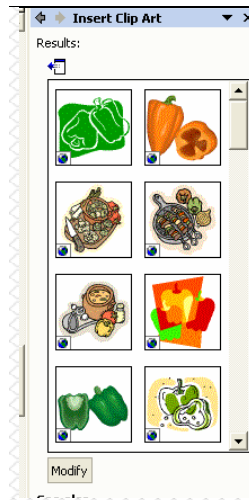
## How To . . .

### Download Clips Online from Microsoft

**Step 4:** Under **Search Text: Type** the key word or words of the image you are searching for. For this example Type *Bell Pepper* then **Click Search**



**Step 5:** The task pane will display the result of the search to insert the image into your document. Simply Click on the image you want and it will be placed into your document.



*Note: To view more clips at once you can Expanded the pane by click the expand button below the word Results .*

