

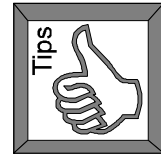
# Inserting Clip Art

## Inserting Pictures using a Clip Art Slide Layout

*I didn't choose a layout with a Clip Art placeholder*

*It's easy to change the layout of a slide once it's created:*

1. Click on the Format menu
2. Click on Slide Layout
3. Choose a layout with Clip Art



*Double-click the placeholder for Clip Art*

*You will be taken to the Clip Art gallery (see next page)*

## Inserting Clip Art without a Clip Art placeholder

In Normal view:

1. Select slide
2. Click on the Insert menu
3. Click on Picture
4. Click on Clip Art

*You will be taken to the Clip Art Task Pane (see next page)*

**My layout has changed!**

*When you insert Clip Art or pictures this way the layout changes to a Title, text and Clip Art layout*



## Inserting pictures that are not in the Clip Art Gallery

If you wish to insert a picture file that is not part of the Clip Art gallery that comes with PowerPoint, such as a logo, or a scanned image

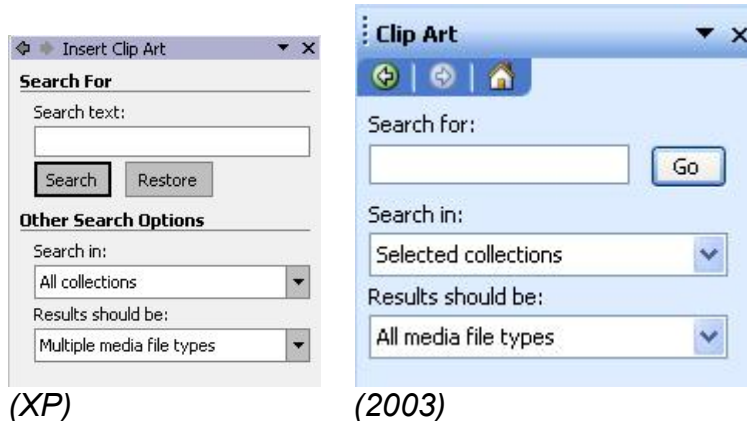
1. Click on the Insert menu
2. Click on Picture
3. Click on From File
4. Change the "Look in" box to the folder where your picture is stored
5. Click on your picture file
6. Click on the Insert Button



## Using the Clip Art Task Pane

The Clip Art Task Pane gives you a few more options when selecting Clip Art. Move to the slide that you would like to add Clip Art to...

1. Click on the Insert menu
2. Click on Picture
3. Click on Clip Art

The Clip Art Task Pane appears



4. In the **Search for (text) box**: type in a keyword or phrase which describes what you're looking for e.g. food
5. In the **'Search in' box**: select where you would like PowerPoint to look for images (if required)
6. In the **'Results should be' box**: select the type of media you want to find (Clip Art, pictures, movies, sound)
7. Click on the Search (XP) or Go (2003) button
8. Click on the Results icon to expand the view  (XP)
9. Scroll through the list of pictures
10. Right-click on an image and click on Insert  
Or  
Click and drag the image onto the slide
11. Click on Modify to search again  (XP)  
Enter another search  
Or  
(2003) In the 'Search for' box type in another keyword or phrase