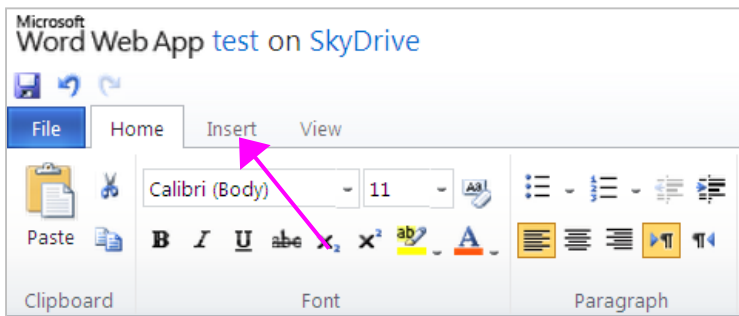
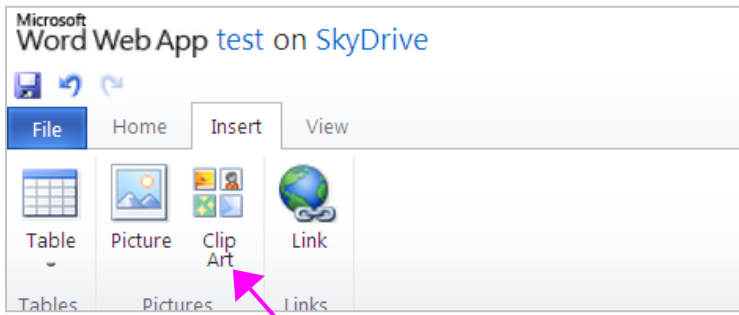




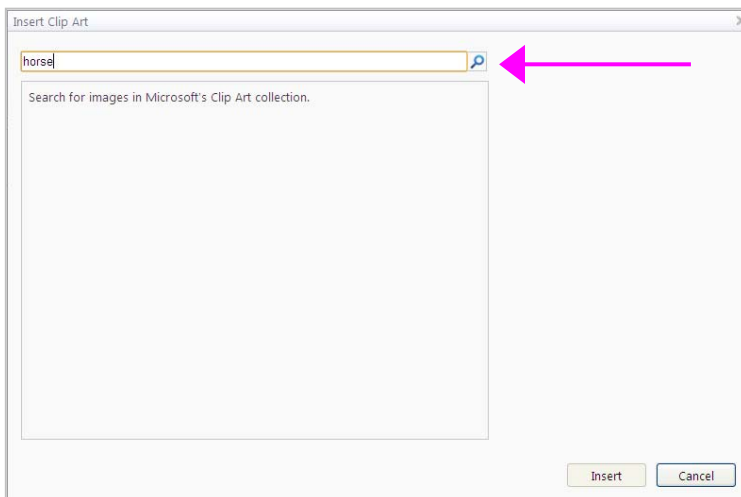
Inserting Clip Art




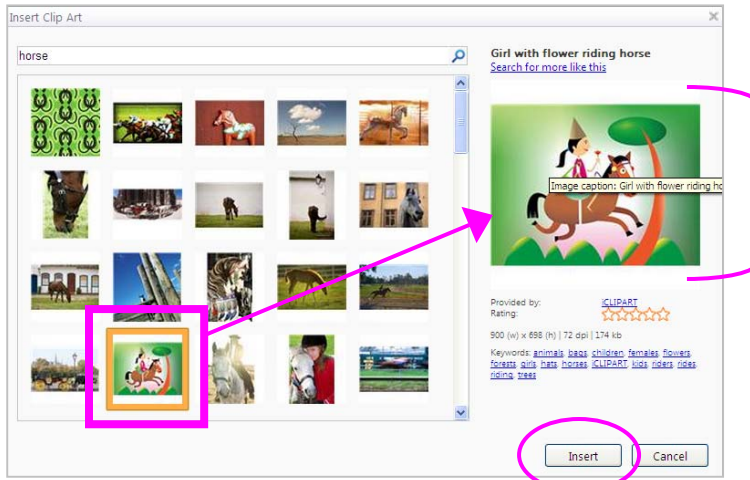
To insert a **clip art**, click on the Insert Tab.



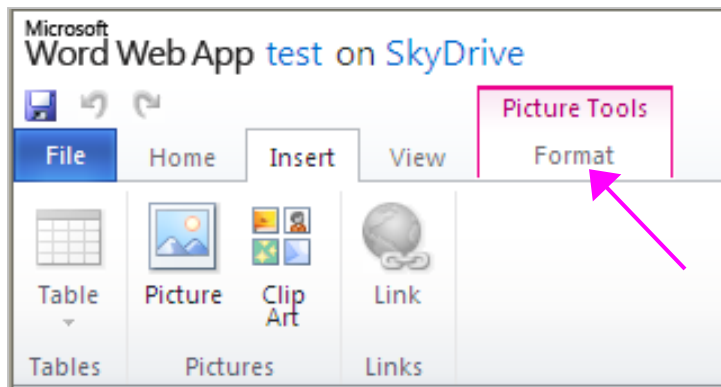
Click on the “**Clip Art**” icon.



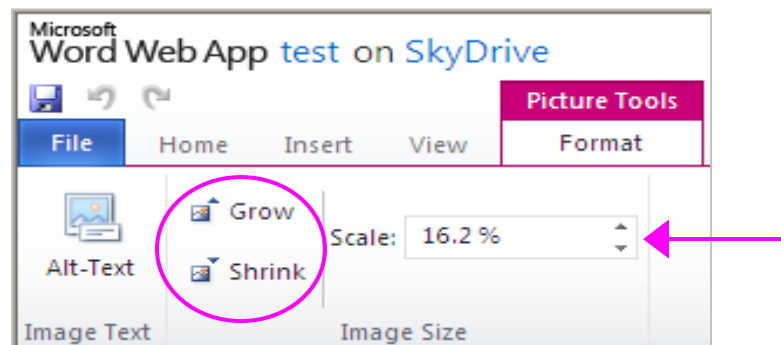
Enter the name of the object you are looking for. Press the enter key on your keyboard or click on the  icon.



Select the clip art by clicking on it. The image will appear on the right side table. Click on the “**Insert**” button to insert it into your document.



To adjust the size of the clip art, select the image by clicking on it. The “Picture Tools” tab will open. Click on “**Format**”. A tool bar will open.



To adjust the size of your clip art, click on the “**Grow or Shrink**” icon. Or you can use the arrow buttons in the “**Scale**” field.

Note: At this time SkyDrive does not allow you to move your clip art within your document. Also, to copy, cut, and paste clip art, use the Ctrl key short cuts: “Ctrl+c” for copy, “Ctrl+v” for paste, “Ctrl+x” for cut. **To delete the clip art** from your document, highlight the image by clicking on it, then press the delete key on the keyboard.