

Taste of Tech

Getting Graphics from the Microsoft ClipArt Gallery Online

The OCC version of Netscape is no longer compatible with the Microsoft Clips Online website. By default the Clips Online gallery button tries to open the website in Netscape, which results in an error message.

In order to access the ClipArt gallery you must use Internet Explorer. To do this:

1. Click on the **Start** button, select **Programs** and then select **Internet Explorer**.
2. Type **http://office.microsoft.com/clipart/** in the browser address.
3. Search for the ClipArt of your choice.
4. To select an image to download either: click on the desired picture, click on the drop down arrow and select **Add to selection basket**, or click in the box below the image.
5. The **Selection basket** on the left side of your screen will show how many items you have selected to be downloaded.
6. Click on the **red arrow** to begin the download process.
7. If you are a first time user, you will need to read and accept the **Terms of Use**.
8. Once you are on the Download page, select **Import into Clip Gallery version 5.0 or older**.
9. Click the **Download Now** button.
10. Select the **Open** button from the File Download window.
11. Open the desired Microsoft Office program (i.e. Word, PowerPoint).
12. If the ClipArt window is not open, go to **Insert**, then **Picture**, and then **ClipArt** from the menu bar. Once your ClipArt window is open, your new images should be in the Downloaded Clips category.
13. You can now insert the ClipArt into your document.

If you have any questions, contact the CPD at X1614 or cpd@oakton.edu