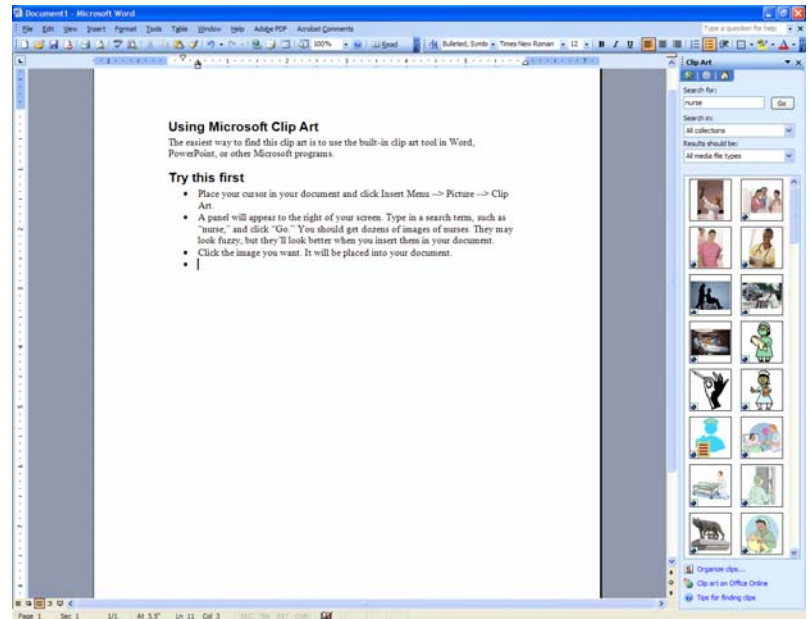


Using Microsoft Clip Art

The easiest way to find this clip art is to use the built-in clip art tool in Word, PowerPoint, or other Microsoft programs.

Try this first

- Place your cursor in your document and click Insert Menu --> Picture --> Clip Art.
- A panel will appear to the right of your screen. Type in a search term, such as “nurse,” and click “Go.” You should get dozens of images of nurses. They may look fuzzy now, but they’ll look better when you insert them in your document.
- Click the image you want. It will be placed into your document.



If you don't see enough images, try this next

- Click Help Menu → Microsoft Office Help
- A panel will appear to the right of your screen. Click “Online Content Settings” toward the bottom of the panel.
- Be sure there is a check in the box next to “Show content and links from Microsoft Office Online” and “Search online content when connected.”
- Now, place your cursor in your document and click Insert Menu --> Picture --> Clip Art.
- Under the words “Search in:”, be sure it says “All Collections.” If it doesn't, pull down the drop-down menu and put a check next to “Everywhere.”
- Now search on a term, such as “nurse,” and click “Go.” You should get dozens of images of nurses.
- Click the image you want. It will be placed into your document.

