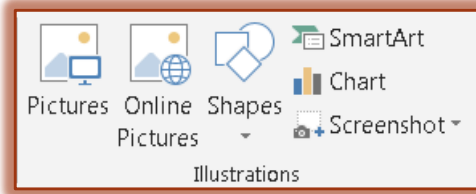


## Insert an Online Image

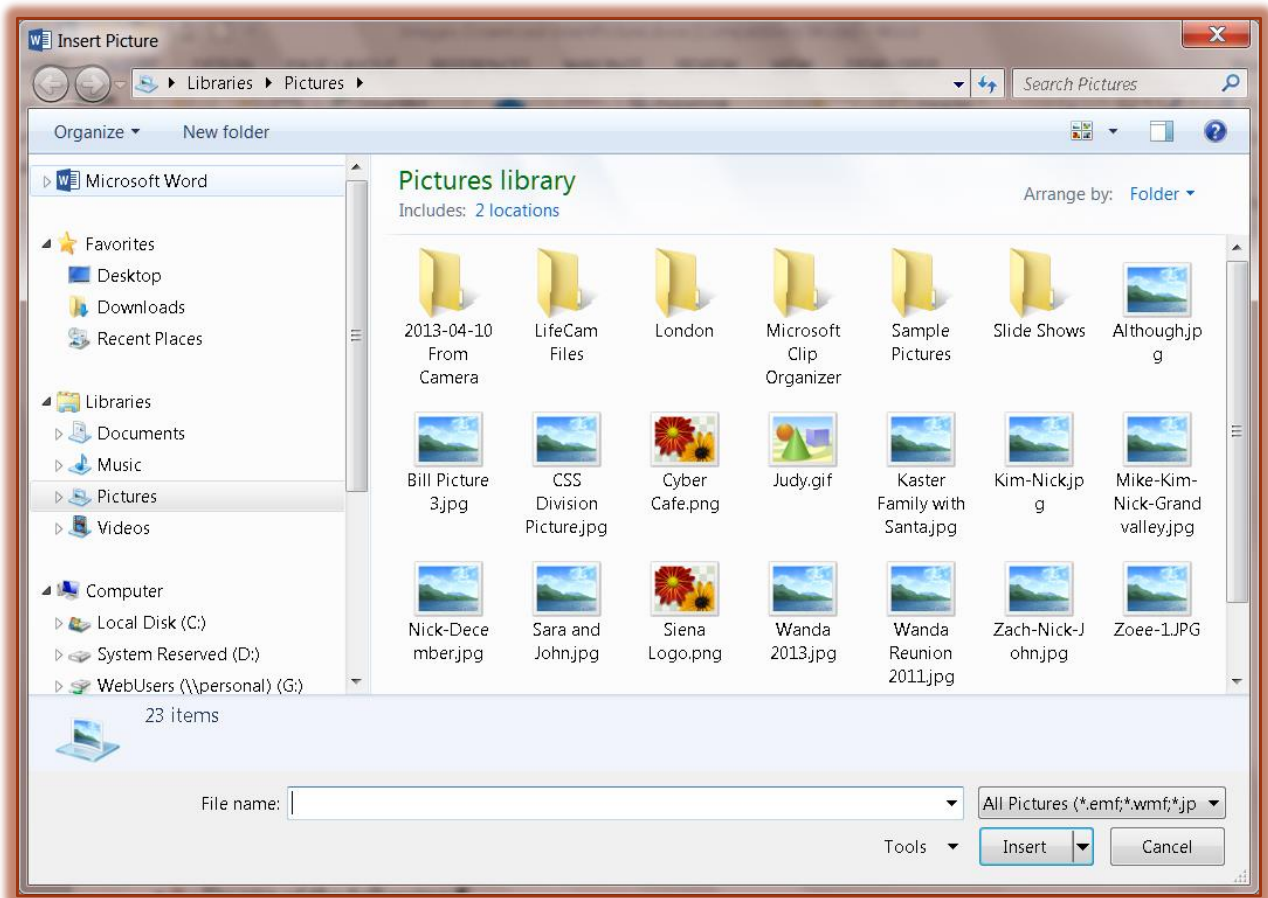
Pictures and clip art images can be downloaded from a file, from Office.com Clip Art, Bing Image Search, or from other areas on the Internet. This document explains how to download pictures from a file that is stored on the network or other storage media. It also explains how to download pictures from the Internet and save the picture to some form of storage media.

### Insert an Image from a File

- ✦ Click where the picture is to be inserted.
- ✦ Click the **Insert Tab**.
- ✦ In the **Illustrations Group** click the **Pictures** button (see illustration below).



- ✦ The **Insert Picture** dialog box will display with the **Pictures Library** folder selected (see illustration below).

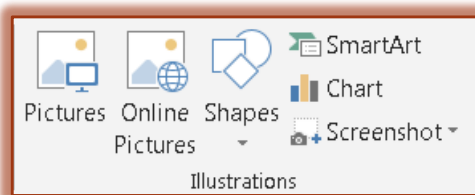


- ✦ If the desired picture is not located in this folder, do one of the following:
  - ★ Click one of the options in the pane on the left side of the window. These options are:
    - ✦ **Libraries** – This folder contains the Documents folder, plus other folders where documents are stored.

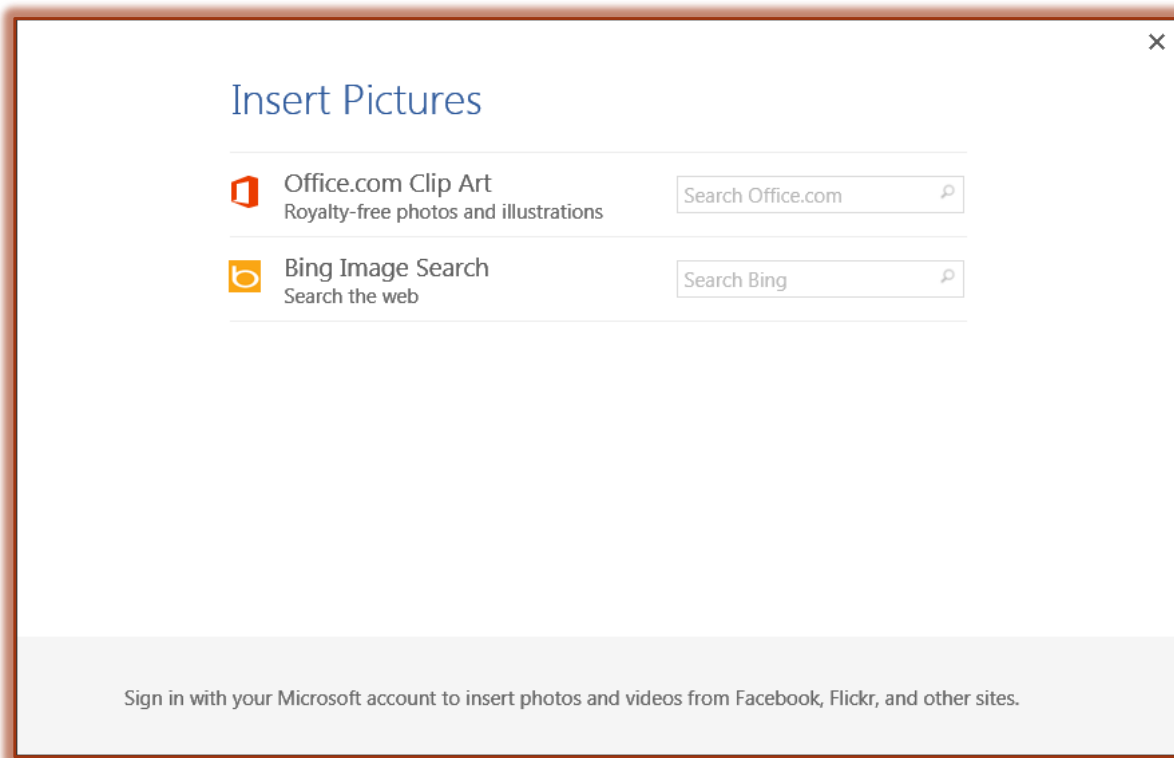
- ✦ **Computer** – To find documents located on the C drive or in one of the Network folders, choose this option.
- ★ After clicking one of these folders, scroll to the area where the picture was stored.
- ✦ Do one of the following:
  - ★ Double-click the image that is to be used.
  - ★ Click the image and then click **Insert**.
- ✦ Format the picture as desired. See the document on Modifying Clip Art Images for information on how to do this.

### Insert an Image from the Internet

- ✦ Click the **Insert Tab**.
- ✦ In the **Illustrations Group** click the **Online Pictures** button (see illustration below).

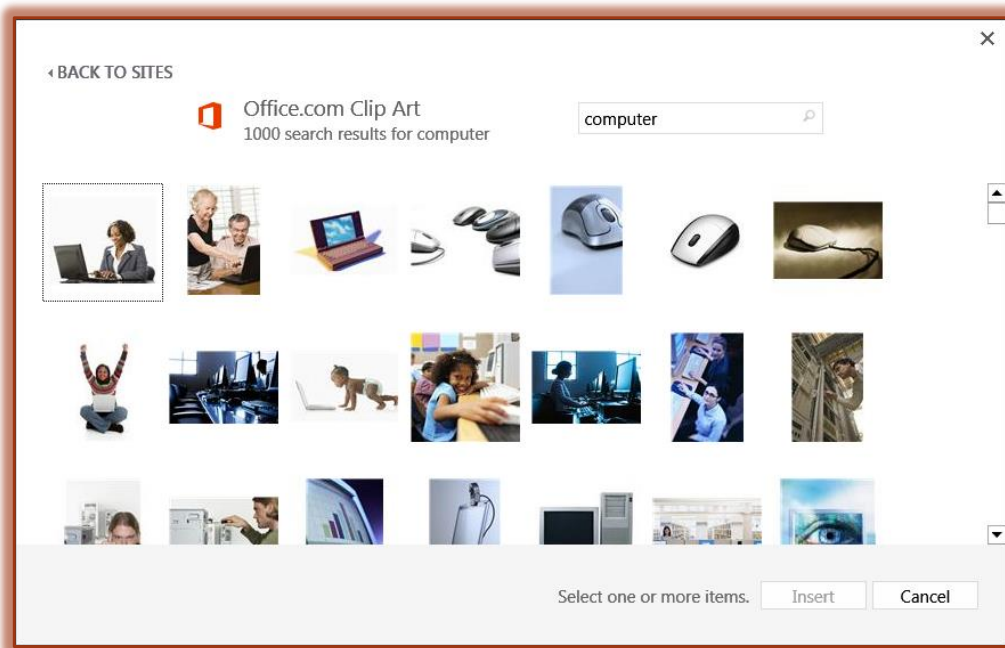


- ✦ The **Insert Pictures** window will display (see illustration below).



### Office.com Clip Art

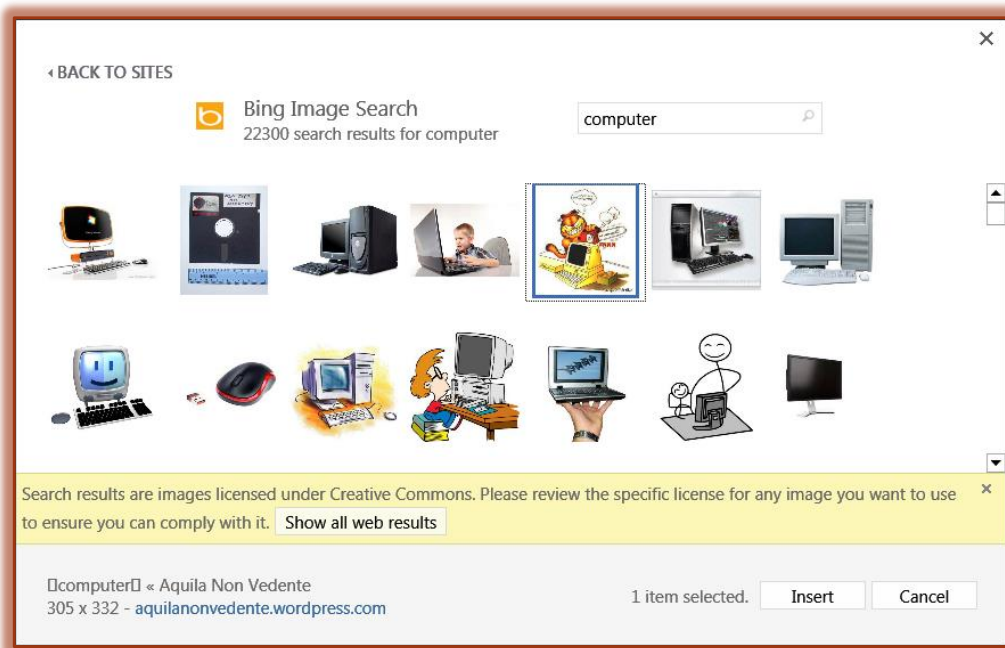
- ✦ In the **Insert Pictures** window, click the **Office.com Clip Art** option.
- ✦ In the **Search Office.com** box, input the type of image to search for.
- ✦ Click the **Search** button.
- ✦ The **Office.com** page will display (see illustration on next page).
- ✦ Click an image to select it.



- ✦ To select more than one image, hold down the **Ctrl** key and click the images.
- ✦ Click the **Insert** button to add the image to a document.

### Bing Image Search

- ✦ In the **Insert Pictures** window, click the **Bing Image Search** option.
- ✦ In the **Search Bing** box, input the type of image to search for.
- ✦ Click the **Search** button.
- ✦ The **Bing Image Search** page will display (see illustration below).



- ✦ Click an image to select it.
- ✦ To select more than one image, hold down the **Ctrl** key and click the images.
- ✦ Click the **Insert** button to add the image to a document.