

## How To Insert Clipart into Your Web Page

1. To insert clipart into your Web page, have the page open you want the art on and your cursor where you want the art to be placed.
2. Click on **I**nsert on the menu bar, and **C**lipart... on the menu that drops down.
3. A window will pop up. There will be many categories from which you can choose. Click to select the one you'd like, then use the arrows at the side of the window to scroll up or down and view the clipart.
4. When you see the picture you'd like to use, click on it to select it and then click **I**nsert.
5. To change the size of the picture, click on it to select it. Place your cursor on one of the little boxes at its corners or sides. Click and drag until picture is desired size.
6. With the picture clicked and selected, you can center it by clicking on the center alignment button on the writing toolbar.

