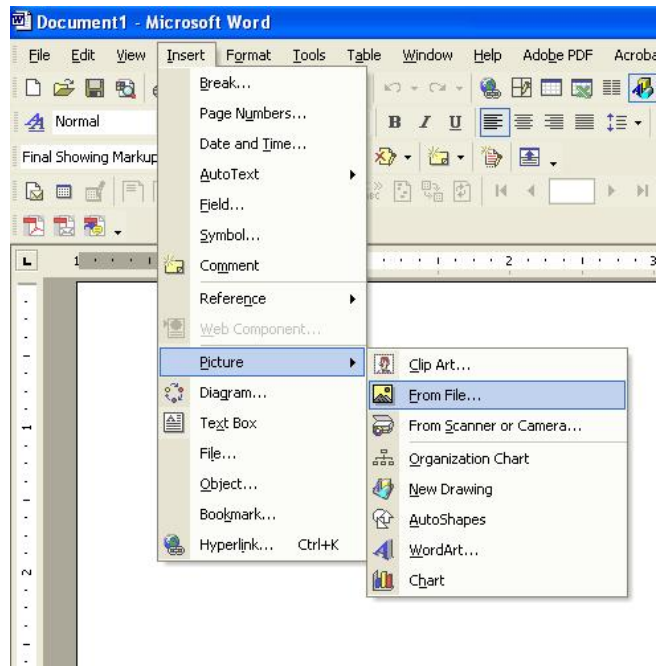


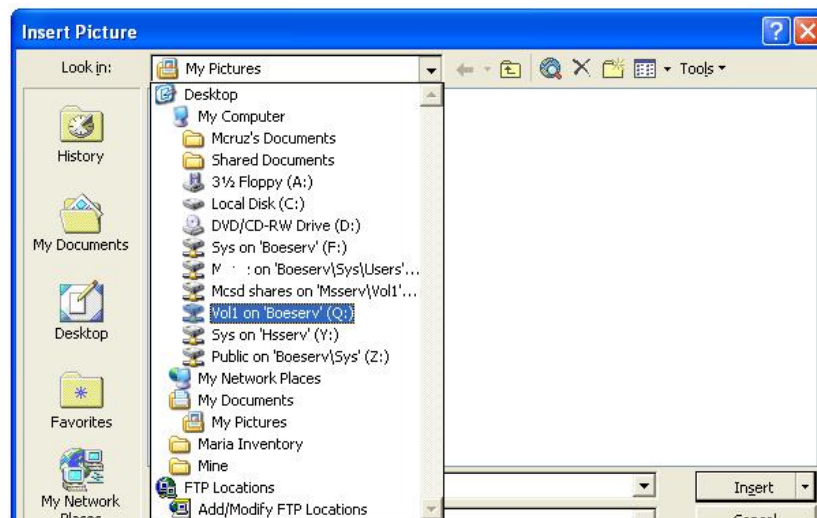
Inserting Clip Art into an Office Document

To insert clip art into an office document:

1. Go to “Insert”, then “Picture”, then “From File.”



2. Go to the “Q” drive.



3. Select the “Apps” folder then the “Clip Art” folder.

