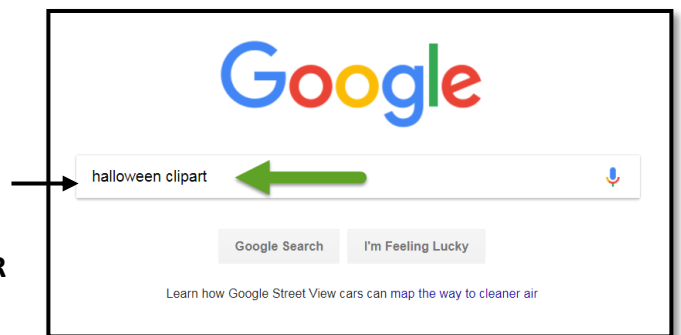


## POPULAR IMAGE/GRAPHIC FORMATS

GIF: (Graphics Interchange Format)	Supports up to 256 colors
JPG: (Joint Photographer's Expert Group)	Supports up to 16 million colors
PNG: (Portable Network Graphics)	Supports over 281 trillion colors

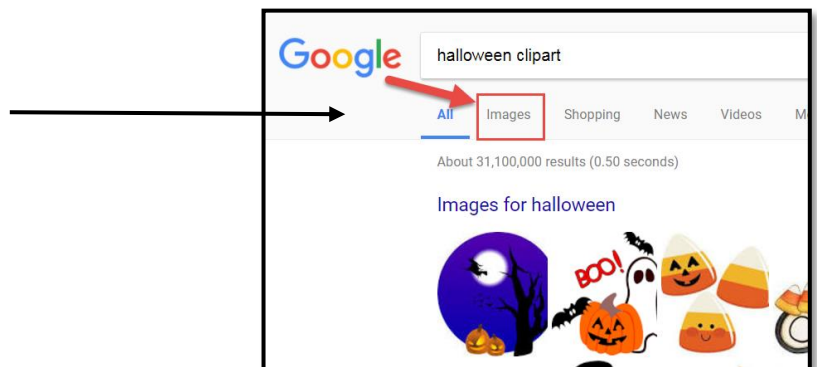
## SEARCH FOR CLIPART

1. From your Internet browser, type in the following URL and press **Enter** on your keyboard: [www.google.com](http://www.google.com)

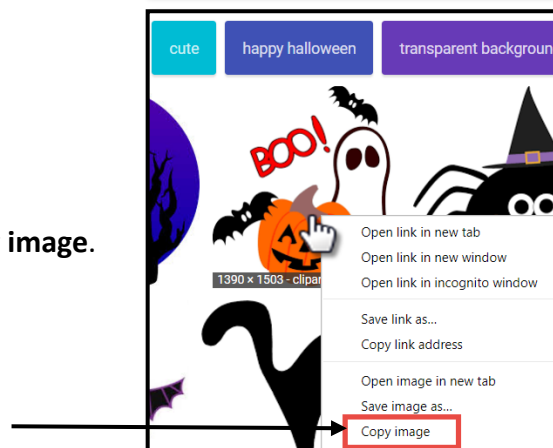


2. From within the search dialog box, type in the type of clipart you are looking for. Press **ENTER** on your keyboard to launch the search.

3. Click on **Images**.



4. **Right-click** on an image and select **Copy image**.

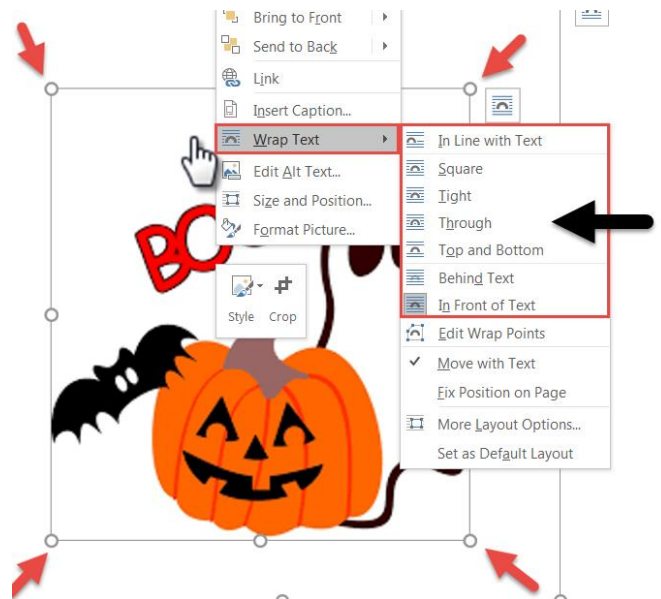


5. In the document you wish to use the copied image, press **CTRL + V** to paste the image.

**NOTE:** To resize the image without losing the image perspective, always click and drag from 1 of the 4 corner handles.



**NOTE:** If you paste the image into Microsoft Word, you may have to **right-click** the image, select **Wrap Text**, and experiment with the options to make your image appear the way you want it to.



**NOTE:** If you paste the image into Microsoft Word, you may have to **right-click** the image, select **Bring to Front** and/or **Send to Back**, and experiment with the options to make your image appear the way you want it to.

