

How to insert Clip Art in Word 2003, 2007 simply and quickly

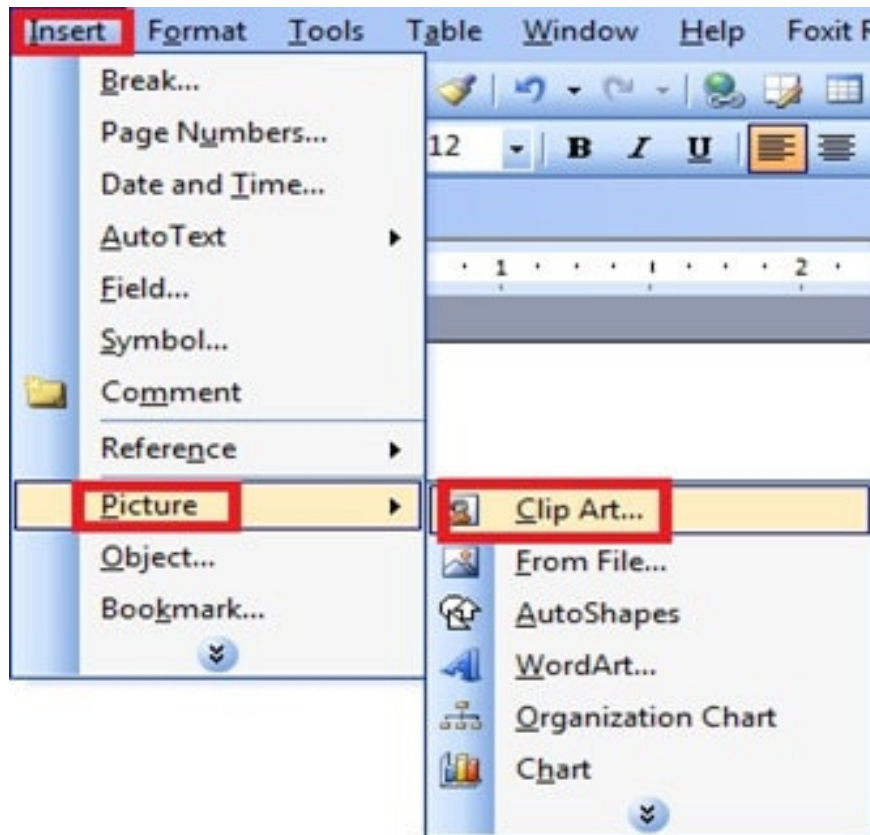
Clip Art is a collection of illustrations available in Microsoft Word, making the text more vivid and intuitive. In Word 2003 and 2007, users can easily insert Clip Art using the Insert Clip Art tool, edit and arrange the image appropriately.

Inserting Clip Art in Word makes documents more professional and attractive. Let's learn with TipsMake how to quickly add illustrations to Word 2003, 2007.

Instructions for inserting Clip Art in Word

For Word 2003

To insert Clip Art, place the mouse cursor where you want to add it, then go to the **Insert** menu , select **Picture** , then select **Clip Art**.

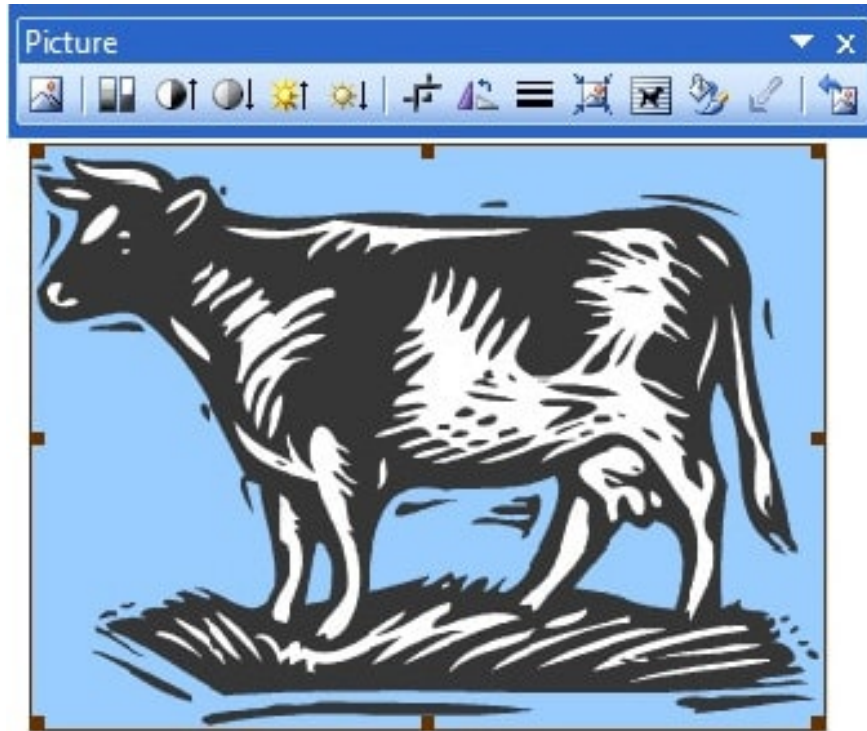


The Clip Art window appears, type the name of the image you need to find in the **Search for** box , note that you must type in English because the default files are all saved in English. Then click **Go** to search.



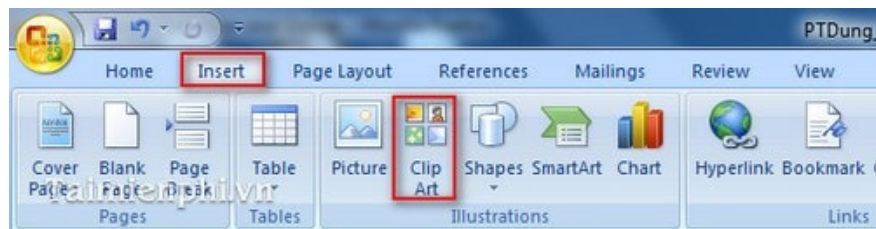
You can also enter nothing and press **Go** , then a list of images on your computer will appear. Find the image you want to insert and left-click on it, the selected image will be inserted immediately in the position you choose.

In addition, when the image appears, the Picture toolbar is also displayed, allowing you to change brightness, color, rotation angle, etc.



For Word 2007

Go to the Insert tab and select the Clip Art icon .



When the new window appears, type the keyword you want to search for in the **Search for** box and press **Go** . A list of images corresponding to the keyword appears, click on the image you want to add to your text. The image is immediately inserted into the document.

Clip Art



Search for:

car|

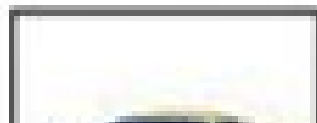
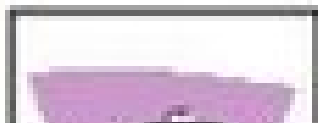
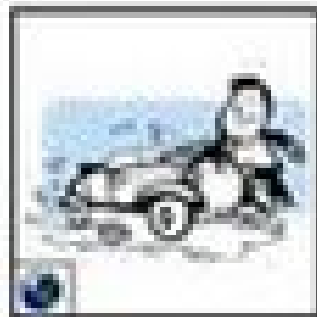
Go

Search in:

All collections

Results should be:

All media file types



Note: Click on Clip art on Office Online to find more interesting images.

In addition to using Clip Art, you can also insert pictures into Word from external files to clarify the presentation content. The steps are simple: select Insert > Picture > From File, then select the picture from your computer. To make the text more professional, align and adjust the size of the picture accordingly.

You finished reading the article "**How to insert Clip Art in Word 2003, 2007 simply and quickly**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.