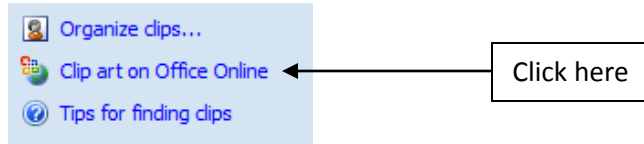


Importing Clipart from Microsoft's Gallery into KNK Studio¹

By Sandy McCauley
November 19, 2008

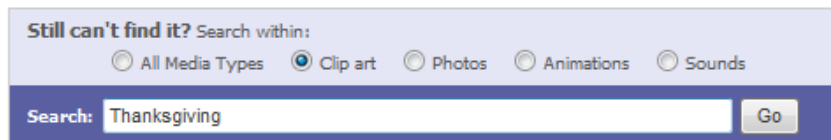
- (1) From within the Microsoft Office Application, such as Word, Publisher, Excel, locate Insert>Clipart.
- (2) In Office 2007, you will see a window open with this at the bottom:



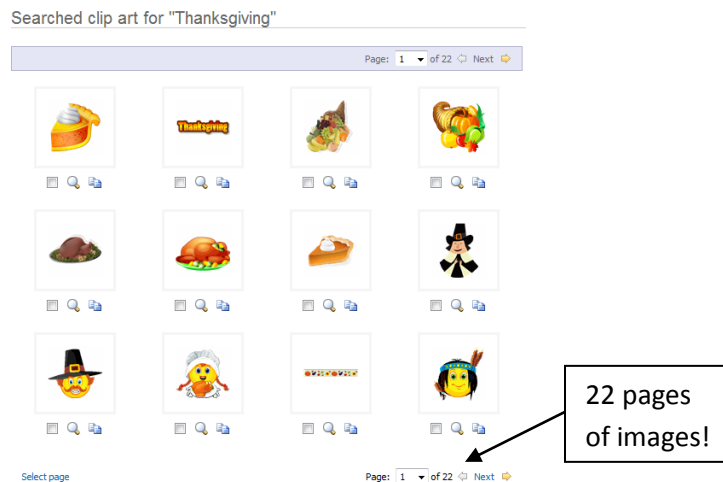
- (3) Click on the "Clip art on Office Online" option and you will be taken to the following site:

<http://office.microsoft.com/en-us/clipart/default.aspx>

- (4) Scroll to the bottom and check the Clipart option and type in what image you specifically want, such as Thanksgiving.



- (5) After a bit, a window will open with Thanksgiving images or whatever you chose. Unless you were very specific, you will probably notice there are numerous pages of images.




¹ Copyright 2008, Sandy McCauley, All Rights Reserved

(6) As you rest your mouse over an image a popup window will indicate the file name and type. Note that .png files are raster and require tracing. The .wmf files are vector and do not. Thus, you probably want to first try to locate a .wmf file.



(7) When you find the image you want to use, click on the copy icon under the image as indicated above. If you do not see this option, refer to Step 10 below.

(8) Open Klic-N-Kut Studio and go to **Edit>Paste**. Left click once to insert your image into the Sign Blank area. If the image is upside down, click on the vertical flip icon  or go to **Layout>Size/Move>Mirror>Vertical**.



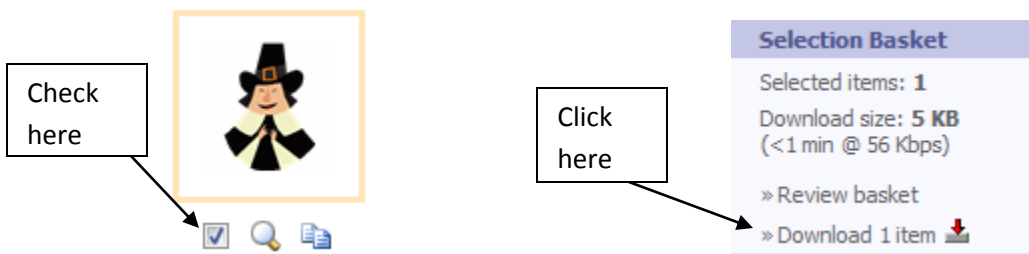
Pasted Image



Pasted Image with Fill turned off

(9) Image is ready to resize or edit or cut.

(10) If your browser doesn't show a copy to clipboard icon, then check the box beneath the image and then click on **Download 1 item**.



(11) A new window will open and you can click on a **Download Now** button. Select the option to **Open**. A new window will open displaying your image.

(12) Right click on the image and select **Copy**. The proceed with Step 8 above.